



ACT Government Gazette

Gazetted Notices for the week beginning 08 May 2014

Executive Notices

Health Directorate

Variation – Transfer

Adrian Scott – Director, Clinical Support Services (E752) Section 80A (1)(a) of the Public Sector Management Act 1994.

VACANCIES

ACT Auditor General's Office

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

Financial Audit

Audit Manager

Audit Band 2 \$92,634 - \$100,044, Canberra (PN: 42800, several)

Gazetted: 13 May 2014

Closing Date: 27 May 2014

Details: The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. As an Audit Manager you will receive a salary between \$92,634 to \$100,044 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career. Audit Managers are responsible for a range of functions including planning, managing, conducting and reporting the results of financial audits of ACT public sector entities, client relationship management and the provision of professional and technical advice on a range of audit issues.

Eligibility/Other Requirements: Accounting or other relevant tertiary qualifications and membership of an appropriate professional body are highly desirable. This is a security assessed position at the Baseline clearance level.

Notes: These temporary positions are initially available for up to 12 months with the possibility of permanent filling from this process. Shortlisted applicants will be asked to provide the contact details of three referees, one of which should be from your current employer.

Contact Officer: Malcolm Prentice (02) 6207 0820 malcolm.prentice@act.gov.au

Calvary Health Care ACT (Public)

Medical Services

Clare Holland House

Palliative Care Consultant

Senior Specialist \$199,231, Canberra (PN: 7012)

Gazetted: 08 May 2014

Closing Date: 5 June 2014

Details: Calvary Hospital is seeking a qualified candidate for the role of Palliative Care Consultant. The successful applicant will be a fully qualified physician with considerable experience. Responsibilities will include: Work within 19 bed inpatient hospice, Community Palliative Care Service, Palliative Care Outpatient Service, Hospital Consultancy Services at Canberra Hospital and Calvary; capacity to rotate between positions at the discretion of Medical Director Palliative Care ACT Work with cancer and non-cancer patient groups; interest in developing collaborative interdisciplinary models of care for non-cancer patient groups, chronic disease groups and aged care; provide clerical support and supervision for Nurse Practitioner(s) at Clare Holland House and Canberra Hospital and Aged Care Clinical Nurse Consultant at Clare Holland House as required; supervise and support Palliative Care ACT, Clinical Diploma Palliative Care trainees and Resident Medical Officer Staff on rotation; participate in developing, review and implementing education programs for ANUMS, Intern/PMO teaching program at Canberra Hospital/Calvary, GP training programs and PEPA program; participate in in-service Palliative Care education program; participate in Quality, Risk and Safety program; undertake clinical audit and program review within various arms of service; participate in various committees as appropriate and accreditation programs as required; develop, implement and participate in clinical research as appropriate.

Eligibility/Other Requirements: APHRA Registration.

Applicants must attach the below documents to be considered for this position: 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: The position is available to start in June 2014. This role will include the possibility of an academic title.

Applications close: 05 June 2014.

For further enquires please contact: Tonia Alexander, Medical Administration Manager

Ph: (02) 62647129 E-mail: tonia.alexander@calvary-act.com.au

Contact Officer: Tonia Alexander (02) 6264 7129 tonia.alexander@calvary-act.com.au. Applications can be forwarded to: applications@calvary-act.com.au.

Nursing

Maternity

Registered Midwife Level 2

Registered Midwife Level 2 \$80,707 - \$85,540, Canberra (PN: 7050 Various)

Gazetted: 09 May 2014

Closing Date: 30 May 2014

Details: Calvary Health Care ACT (CHCACT) is seeking highly skilled and experienced midwives to fill the above positions. CHCACT is a Baby Friendly Health Accredited facility. The Maternity Unit at CHCACT has approximately 1800 births per year and is well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, medical and allied health staff; to be considered for this role candidate must meet the following selection criteria: Current Registration as a General Nurse and/or Midwife with the Australian Health Practitioner Regulation Agency (AHPRA Extensive demonstrated competence in the provision of advanced midwifery practice within a risk management framework while working within professional legislation and existing policies and procedures; demonstrated ability to lead and precept new and less experienced staff; demonstrated commitment to professional development of self and others; demonstrated commitment to, and an understanding of the principles of quality management, midwifery practice review, clinical research and procedure development; demonstrated communication, negotiation and liaison skills of a high level; demonstrated computer literacy skills.

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.

To be considered for this role you must have relevant work rights.

Notes: Multiple positions are available.

Applications close: 30 May 2014.

Please refer to the position description for further information, alternatively please contact: Christine Falez Manager, Maternity Services Ph: (02) 6201 6565 Email: Christine.falez@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: Christine Falez (02) 6201 6565 Christine.Falez@calvary-act.com.au.

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

Nursing

Maternity

Midcall

Midcall Registered Midwife Level 2

Registered Midwife Level 2 \$80,707 - \$85,540, Canberra (PN: 8000)

Gazetted: 09 May 2014

Closing Date: 30 May 2014

Calvary Health Care ACT has a part-time position available for a highly motivated and experienced Registered Midwife to work within our Midcall (home visiting) service; Calvary is a Baby Friendly Health Accredited Maternity Unit; with 1800 births per year the Maternity Unit is well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, medical and allied health staff; to be considered for this role candidate must meet the following selection criteria: Current Registration as a General Nurse and / or Midwife with the Australian Health Practitioners Regulation Agency (AHPRA); provide autonomous care of varying complexity to women and their babies in the home environment, incorporating a risk assessment approach while working within the prescribed legislation; be responsible for providing guidance to new midwives working on the midcall program including: Orientation to midcall; Planning and co-ordinating midwifery care according to workload and geographical location; Preceptoring student midwives/nurses; demonstrates expert skills and knowledge related to breastfeeding; promote and support the Baby Friendly Health Initiative (BFHI) in the home setting; undertake quality improvement activities including research, review and development of maternity practice standards, midwifery practice audits, and documentation audits; International Board Certified Lactation Consultant.

Eligibility/Other Requirements: Current Registration as a General Nurse and / or Midwife with the Australian Health Practitioners Regulation Agency (AHPRA). 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. To be considered for this role you must have relevant work rights.

Note: Applications close: 30 May 2014

Please refer to the position description for further information, alternatively please contact: Christine Falez, Manager, Maternity Services Ph: (02) 6201 6565 Email: christine.falez@calvary-act.com.au

Contact Officer: Christine Falez (02) 6201 6565 Christine.Falez@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

Nursing

Maternity

Special Care Nursery - Maternity

Registered Nurse/Registered Midwife Level 2

RN/RM 2 \$80,707 - \$ 85,540, Canberra (PN: 9088)

Gazetted: 08 May 2014

Closing Date: 30 May 2014

Details: Calvary Health Care ACT has a fulltime position available for a highly motivated and experienced Registered Nurse/Midwife to work within our Special Care Nursery; Calvary is a Baby Friendly Health Accredited Maternity Unit; with 1800 births per year the Maternity Unit is well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, medical and allied health staff; candidates must meet the following selection criteria: Extensive demonstrated competence in advanced neonatal practice, incorporating a risk management approach while working within professional legislation and existing policies and procedures; Postgraduate qualifications in Neonatal Nursing or a willingness to undertake this level of education; demonstrated ability to lead and precept new and less experienced staff; demonstrated commitment to professional development of self and others; demonstrated commitment to, and an understanding of the principles of quality management, neonatal practice review, clinical research, procedure development and budget planning; demonstrated communication, negotiation and liaison skills of a high level; demonstrated computer literacy skills.

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; to be considered for this role you must have relevant work rights.

Notes: Applications close: 30 May 2014.

Please refer to the position description for further information, alternatively please contact: Christine Falez Manager, Maternity Services Ph: (02) 6201 6565

Email: Christine.Falez@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: Christine Falez (02) 6201 6565 Christine.Falez@calvary-act.com.au. Applications can be forwarded to: applications@calvary-act.com.au.

Nursing

ICU/CCU

Clinical Development Nurse)

Registered Nurse Level 2 \$80,707 - \$ 85, 540, Canberra (PN: 7775, Various)

Gazetted: 13 May 2014

Closing Date: 30 May 2014

Details: This is an exciting opportunity for a suitably experienced and qualified Critical Care Nurse; as part of the Critical Care leadership team you will play a key role in education and training. As CDN you will be responsible for the coordination and reporting of learning and development activities. You will provide leadership in the provision of quality patient care. You will act as a professional role model and resource person to all members of the team; to be considered for this role the candidate must meet the following selection criteria: Registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA); holds an appropriate post graduate qualification in the specialty clinical area; Postgraduate qualifications in clinical education (including Certificate IV in Training and Assessment) OR the willingness to work towards these qualifications; extensive demonstrated competence in providing direct patient care for patients within the specified area utilising the nursing process, and incorporating a risk assessment approach while working within professional legislation and existing policies and procedures; demonstrated ability in clinical teaching and performing competency based assessment skills utilising adult learning principles; demonstrated commitment to preceptorship, staff development and competence assessment within the clinical setting and an ability to show effective guidance and leadership within the workplace; demonstrated high level of written and verbal communication skills; A sound understanding of problem solving and negotiation principles;

demonstrated commitment to, and understanding of, the principles of quality management, nursing practice review, clinical research and policy development.

Eligibility/Other Requirements: Relevant Work Rights 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. To be considered for this role you must have relevant work rights.

Note: Applications close: 30 May 2014.

Please refer to the position description for further information, alternatively please contact: Carol Tonkin Critical Care Educator Ph: (02) 6201 6097 E-mail: carol.tonkin@calvary-act.com.au
Contact Officer: Carol Tonkin (02) 6201 6097 carol.tonkin@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

Nursing

ICU/CCU

Registered Nurse Level 2

Registered Nurse Level 2 \$80,707 - \$ 85,540, Canberra (PN: 7913, Various)

Gazetted: 12 May 2014

Closing Date: 30 May 2014

This is an exciting opportunity for a suitably experienced and qualified Critical Care Nurse. To be considered for this role the candidate must meet the following selection criteria: Registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA); Holds an appropriate post graduate qualification in the specialty clinical area; extensive demonstrated competence in providing direct patient care for patients within the specified area utilising the nursing process, and incorporating a risk assessment approach while working within professional legislation and existing policies and procedures; demonstrated ability in clinical teaching and performing competency based assessment skills utilising adult learning principles; demonstrated commitment to preceptorship, staff development and competence assessment within the clinical setting and an ability to show effective guidance and leadership within the workplace; demonstrated high level of written and verbal communication skills; A sound understanding of problem solving and negotiation principles; demonstrated commitment to, and understanding of, the principles of quality management, nursing practice review, clinical research and policy development.

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; to be considered for this role you must have relevant work rights.

Note: Applications close: 30 May 2014 Please refer to the position description for further information, alternatively please contact: Narelle Comer Critical Care Nursing Unit Manager Ph: (02) 6201 6099 E-mail: narelle.comer@calvary-act.com.au

Contact Officer: Narelle Comer (02) 6201 6099 narelle.comer@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

Nursing

Mental Health Services

Registered Nurse Level 2

Registered Nurse Level 2 \$80,707 - \$ 85,540, Canberra (PN: 8223 Various)

Gazetted: 13 May 2014

Closing Date: 23 May 2014

Details: Applications are sought from suitably qualified Registered Nurses with recent extensive experience in acute adult Mental Health settings to work within Ward 2n, Calvary Health Care ACT as Registered Nurse Level 2; the successful applicant will have demonstrated sound leadership and clinical skills and the ability to relate well with consumers, carers and members of the multi disciplinary team;

to be considered for this role, candidates must meet the below selection criteria: Professional Practice. Demonstrated ability to practice in accordance with legislation and report variation in practice of self and others; demonstrated ability to practice and influence others to ensure that care is delivered within the professional and ethical frame work; demonstrated clinical leadership qualities in the workplace that reflect the values of the organisation; demonstrated excellence in the ability to precept and mentor staff; Critical Thinking and Analysis; demonstrates advanced evidence based practice incorporating a high level of knowledge and skill in area of practice; participation in ongoing professional development of self and others; demonstrated commitment to clinical research, quality improvement and procedure development and implementation; Provision and Coordination of Care; demonstrated advanced practice to utilise the Nursing Process in the provision of safe and evidenced based care to patients in an acute and sub acute environment; Collaborative and Therapeutic Practice; demonstrated leadership skills in effective interpersonal communication skills within a multidisciplinary team; demonstrated ability to liaise effectively with patients, their families and members of the community; demonstrated ability to provide professional efficacy in the provision of care.

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. To be considered for this role you must have relevant work rights.

Notes: Applications close: 23 May 2014

Please refer to the position description for further information, alternatively please contact: Carmel Ronning Manager, Mental Health Services Ph: (02) 6201 6806 Email: carmel.ronning@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: Carmel Ronning (02) 6201 6806 carmel.ronning@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

Health, Community and Science

Health Community and Science Management

College Director

Teacher Band 3 \$123,760, Canberra (PN: 14850)

Gazetted: 09 May 2014

Closing Date: 23 May 2014

Details: The Canberra Institute of Technology (CIT) is seeking a College Director with proven educational leadership, effective management of people and resources and strong industry, community and government connections to lead the CIT Health, Community and Science College in a changing vocational education and training (VET) environment, in partnership with a co-director.

Eligibility/Other Requirements: All Teacher Band 3 teachers are expected to hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent) and an Advanced Diploma in Adult Education (or equivalent). It is highly desirable that all Teacher Band 3 teachers hold a minimum of a Bachelor Degree in Education, Management or a relevant industry specialisation. Mandatory industry experience is required at this level.

Notes: This is a temporary position available for a period of 18 months with the possibility of extension of up to, but not exceeding five years. 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: Jenny Dodd (02) 6207 4955 jenny.dodd@cit.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.

Technology and Design

Technology and Design Management

College Director

Teacher Band 3 \$123,760, Canberra (PN: 14844)

Gazetted: 09 May 2014

Closing Date: 23 May 2014

Details: The Canberra Institute of Technology (CIT) is seeking a College Director with proven educational leadership, effective management of people and resources and strong industry, community and government connections to lead the CIT Technology and Design College in a changing vocational education and training (VET) environment, in partnership with a co-director.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 3 teachers are expected to hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent). Highly Desirable Qualifications: It is highly desirable that all Teacher Band 3 teachers hold a minimum of: A Bachelor Degree in Education, Management or a relevant industry specialisation. Mandatory Industry Experience: All Teacher Band 3 teachers are required to have relevant industry experience.

Notes: This is a temporary position available for a period of 18 months with the possibility of extension of up to, but not exceeding 5 years. Temporary employment offered as a result of this advertisement may lead to permanency appointment under the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013.

Contact Officer: Jenny Dodd (02) 6207 4955 jenny.dodd@cit.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.

CIT Student and Academic Services

Education Services

Head of Department

Teacher Band 2 \$104,449, Canberra (PN: P51784)

Gazetted: 13 May 2014

Closing Date: 27 May 2014

Details: CIT is seeking an enthusiastic person who has demonstrated professional knowledge to work as a member of the Education Services Management Team providing strategic direction and operational management across the CIT Student and Academic Services Division, CIT teaching Colleges and CIT Divisions. The role will include, but is not limited to: provide leadership across CIT to ensure CIT's academic governance and education delivery, primarily in the vocational education sector, but also encompassing the schools and higher education sectors, is of a sound quality and consistent with CIT policies, national and ACT education standards, regulations, and legislative requirements; identify and implement strategies that facilitate the skill development of staff in the inclusion of foundation skills in delivery of mainstream programs, improving student completion rates and skills recognition processes to support student success; provide leadership to a team which manages the issuance of academic advice and completed qualifications to students; develop and implement a range of research and evaluation projects and report outcomes to CIT staff including those mandated by the national VET and Higher Education regulators, and undertake more targeted projects to inform CIT strategic planning and continuous improvement; model the ACT Respect, Equity and Diversity (RED) Framework, and the ACT

Public Service Values and Signature Behaviours; manage financial, human and physical resources within CIT guidelines; and apply CIT policy and principles in relation to Respect, Equity and Diversity, Student Equity, Work Health and Safety, Industrial Democracy and mandatory reporting obligations concerning suspected child abuse under the *Children and Young People Act 2008*.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 2 teachers are expected to hold: A Training and Assessment Certificate IV level (such as TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent). Desirable Qualifications: All Teacher Band 2 teachers hold a minimum of a Bachelor degree in Education, Management or a relevant industry specialisation.

Mandatory Industry Experience: All Teacher Band 2 teachers are required to have relevant industry experience.

Notes: This temporary position is available for one year, with the possibility of extension up to a maximum of five years.

Contact Officer: Sue Maslen (02) 6207 4842 sue.maslen@cit.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.

CIT Trade Skills and Vocational Learning

Plumbing

Teacher Band 1, Plumbing

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51438)

Gazetted: 13 May 2014

Closing Date: 27 May 2014

Details: Under the direction of the Head of Department perform professional, educational, administrative and training duties. These include: teaching as required by the Head of Department; delivery of educational programs to provide students the opportunity to achieve required training outcomes; development of valid assessment tools and learning resources and applying to a range of training environments; administer the operational requirements of the Apprenticeship System, User Choice and ASQA to ensure contractual obligations of the Registered Training Organisations; maintain currency of relevant training and industry changes through professional development activities and negotiated Professional Learning and Development Plan; attend meetings within and outside the Institute, College and Department as required.

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; and appropriate industry competencies demonstrated by the following qualification: Certificate IV in Plumbing (or equivalent) all Teacher Band 1.7 teachers 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 temporary position is available for 12 months with the possibility of extension (dependant on department/operational requirements). 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".

Contact Officer: Adrian Clarke (02) 6205 2280 adrian.clarke@cit.edu.au

Capital Metro

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

Director, Customer Experience and Operations

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E755)

Gazetted: 14 May 2014

Closing Date: 28 May 2014

Details: The Director, Customer Experience and Operations works collaboratively with the Capital Metro Agency (CMA) Director-General/Project Director and Project Board, fellow CMA executives, and other key government and non government stakeholders across the ACT. He/she provides leadership on network integration and operations design as well as ensuring operational and customer requirements are central to all decisions in the Project.

Eligibility/Other Requirements: The position requires a person with exceptional leadership and an established record in managing the operations of a public transport, passenger rail and/or light rail service. In addition, experience in the planning, design and construction of a light rail service will be highly regarded. A commitment to and a successful record of delivering customer driven services is essential as are high level policy development and planning skills.

Notes: The position attracts a remuneration package ranging from \$205,030 to \$216,153, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$164,787. The successful applicant will be engaged under a performance based temporary contract for up to three years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Glenn Bain (02) 6207 6569 glenn.bain@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

Director, Commercial Infrastructure

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E751)

Gazetted: 12 May 2014

Closing Date: 26 May 2014

Details: Commerce and Works is the transactional centre of the public service, providing cost-efficient services in core administrative activities. This enables agencies to better focus on their core business of providing services to the community. The Directorate has three main business functions: the Shared Services Centre; the ACT Revenue Office and the ACT Insurance Authority (ACTIA). The Directorate also provides policy advice in respect of government business enterprises. The Director, Commercial Infrastructure is responsible for ensuring the efficient and effective delivery of government procurement processes, in addition to managing the reporting aspect of ACT Government Capital Works programs. Annually, Shared Services Procurement facilitates procurement of infrastructure contracts with a significant value. Candidates will be required to provide high quality leadership and strategic planning for infrastructure procurement, and project delivery. Manage and oversee the project management of major contracts comprising a significant proportion of the capital works budget.

Notes: Remuneration: The position attracts a remuneration package ranging from \$205,030 to \$216,153, depending on the current superannuation arrangements of the successful applicant. This

includes a cash component of \$164,787. Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: George Tomlins (02) 6207 8944 george.tomlins@act.gov.au

Shared Services

Procurement

Director, Civil Infrastructure

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E750)

Gazetted: 13 May 2014

Closing Date: 27 May 2014

Details: Commerce and Works is the transactional centre of the Public Service, providing cost-efficient services in core administrative activities. This enables agencies to better focus on their core business of providing services to the community. The Directorate has three main business functions: the Shared Services Centre, the ACT Revenue Office and the ACT Insurance Authority (ACTIA). The Directorate also provides policy advice in respect of government business enterprises. The Director, Civil Infrastructure is responsible for ensuring the efficient and effective delivery of government procurement processes, in addition to managing the reporting aspect of ACT Government Capital Works programs. Annually, Shared Services Procurement facilitates procurement of infrastructure contracts with a significant value. Candidates will be required to provide high quality leadership and strategic planning for infrastructure procurement, contract, and delivery of the civil infrastructure area, and also for the contracts and prequalification section.

Notes: The position attracts a remuneration package ranging from \$205,030 to \$216,153, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$164,787. The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: George Tomlins (02) 6207 8944 george.tomlins@act.gov.au

Shared Services Procurement

Goods and Services

Goods and Services ICT

Senior Manager ICT Procurement

Senior Officer Grade A \$123,208, Canberra (PN: 27247)

Gazetted: 08 May 2014

Closing Date: 23 May 2014

Details: The Goods and Services (G&S) Branch administers the procurement of goods and services on behalf of the ACT Government. Services include undertaking tendering (simple, complex and strategic procurements), risk management, and contract management services which support ACT Government. The G&S Branch requires an experienced, capable Senior Manager to lead the ICT Category Procurement team. A strong background in strategic ICT procurement is vital as you will be required to advise directorates and agencies on appropriate and contemporary ICT procurement methodologies and practices. You will be a strong leader and manager, able to effectively motivate and supervise staff to deliver and achieve high quality, timely, value for money procurement outcomes, and successfully identify and manage project timeframes and risks. To be successful in this role, you will have strong analytical and communication skills, be outcomes focussed, and have a strong client based approach. You will have a comprehensive understanding of procurement, contract management and project management principles and requirements, and be able to apply this to development, delivery and management of complex and strategic procurements and contracts. You will foster partnerships with

key stakeholders, negotiate successfully, and undertake client liaison with ACT Government Directorates and the community.

Note: This is a temporary vacancy available from 01 July 2014 to 30 June 2016 with the possibility of extension and/or permanent filling from this process. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: David Purser (02) 6205 8013 dave.purser@act.gov.au

Shared Services Procurement

Procurement

Good and Services Procurement

Procurement Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 55788)

Gazetted: 14 May 2014

Closing Date: 21 May 2014

Details: Under general direction and supervision, provide procurement and administrative support to the Procurement Hub located within the Goods and Services Branch including contract and business system support, record management and customer service.

Eligibility/Other Requirements: Experience in government procurement processes desirable.

Notes: This temporary position is available from 1 June 2014 for a three month period with the possibility of extension.

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: Alf Moscaritolo (02) 6205 4447 alf.moscaritolo@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

Therapy ACT

School Age South

Senior Psychologist

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 14905)

Gazetted: 08 May 2014

Closing Date: 22 May 2014

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for people with delays and disabilities, ranging in age from birth to 65 years. Services are provided through age-based teams in a range of community settings. Therapy ACT has a family and person centred philosophy and a community based approach to the provision of professional services. The Senior Psychologist is responsible for the services and programs provided by psychologists within Therapy ACT. The successful applicant will work as a member of Therapy ACT management team and provide professional supervision and guidance to staff and students on placement. A small clinical component may be required as part of the position.

Eligibility/Other Requirements: Full Registration as a Psychologist with the Australian Health Practitioner Regulation Agency (APHRA). Extensive experience working with children, young people and their families. A post graduate qualification in Clinical Psychology is preferred.

Notes: This is a temporary position available for two years with the possibility of extension.

Contact Officer: Jacinta Evans (02) 6205 1273 jacinta.evans@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Quality, Practice and Compliance

Senior Project Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 08118)

Gazetted: 09 May 2014

Closing Date: 23 May 2014

Details: The occupant will be required to contribute to the provision of advice, mentoring and joint involvement with caseworkers across Care and Protection Services concerning Aboriginal and Torres Strait Islander children and young people in care or work undertaken with Aboriginal and Torres Strait Islander carers and families. In addition, the occupant would undertake project work, provide high level strategic advice and contribute to the development and implementation of work aimed to improve practice and compliance with legislative requirements across Care and Protection Services.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will have at least five years experience working with children, youth and/or families. Proficiency with Microsoft programs and client database applications. Current driver's licence. 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 registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp

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

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Kate Collins (02) 6207 4579 kate.collins@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Child, Youth and Family Services

Program Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 11258)

Gazetted: 08 May 2014

Closing Date: 29 May 2014

Details: Early Intervention and Prevention Services is seeking a motivated individual to backfill the Program Officer position, responsible for the day to day management of service funding agreements within the Child, Youth and Family Services Program. This position is required to contribute to the development of policies and projects associated with the Child, Youth and Family Services Program, including research and the preparation of ministerial briefings, correspondence and other written material. The position is also responsible for establishing and maintaining collaborative working relationships with community organisations providing support services to children, youth and their families and the community.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable.

Note: This temporary position is available asap until February 2015. Selection for this position may be based on application and referee reports only. 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: Louise Bassett (02) 6205 7743 louise.bassett@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Assistant Marketing Manager/Media Buyer

Administrative Services Officer Class 4 \$58,869 - \$63,917, Canberra (PN: 3501)

Gazetted: 09 May 2014

Closing Date: 16 May 2014

Details: The Canberra Theatre Centre has a role available for an Assistant Marketing Manager/Media Buyer. It is essential you have a network of commercial national performing arts producers and a marketing/publicity degree. This is a fast-paced position with shifting deadlines and may require you to put in additional hours outside of the regular business week. Working as part of the Marketing Team, you will be responsible for working with presenting organisations to ensure their campaigns are successfully executed including liaising with sales departments at various media outlets.

Eligibility/Other Requirements: Essential - Degree or equivalent qualification in Public Relations and/or Marketing

Note: Three year fixed term contract.

Contact Officer: Suzanne Hannema (02) 6243 5706 suzanne.hannema@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@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

Land Development and Corporate

Land Development

Molonglo

Project Director

Senior Officer Grade A \$123,208, Canberra (PN: 12578)

Gazetted: 09 May 2014

Closing Date: 27 May 2014

Details: The Land Development Agency (LDA) is seeking an experienced professional Project Director to join our team. This exciting role is responsible and accountable for the delivery of large complex residential development projects in the new Molonglo Valley region from inception through to completion, incorporating all aspects of residential development. This position requires high-level skills in strategic, operational and business planning in order to provide effective advice to the Development Director, LDA Executive and the LDA Board on a range of highly complex residential development projects.

Eligibility/Other Requirements: Experience in delivering land development projects is essential for this position. Tertiary and/or professional qualifications in a relevant discipline are highly desirable.

Notes: Additional remuneration benefits may be negotiated with the successful applicant. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Ivo Matesic (02) 6207 9957 ivo.matesic@act.gov.au

Land Development

Development

Senior Project Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 11452, several)

Gazetted: 13 May 2014

Closing Date: 3 June 2014

Details: The Land Development Agency (LDA) is seeking experienced professional Senior Project Managers to join our teams. These exciting roles are responsible for the management of large complex residential developments from inception through to completion. Reporting to the Project Director, the Senior Project Managers will be responsible for achieving quality outcomes through the oversight and management of challenging multi-disciplinary projects related to Residential and Commercial development in the ACT.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience deemed equivalent is highly desirable.

Notes: These temporary positions will be for fixed term period of two years to reflect the business and operational needs.

Contact Officer: Ivo Matesic (02) 6207 9957 ivo.matesic@act.gov.au

Land Development

Development Ready (Estates) Unit

Project Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 08015)

Gazetted: 09 May 2014

Closing Date: 23 May 2014

Details: The position of Project Manager is a challenging and demanding role responsible for the oversight and management of consultants employed for specific technical project expertise related to the development and release of land in the ACT. The occupant of the position will be required to contract, oversee and manage a range of consultants in relation to the provision of technical reports related to the pre-development land lease. The position requires a working knowledge and understanding of the legislation, policies and procedures governing the processes of land development in the ACT. Key responsibilities involve the preparation of documentation and project management of due diligence environmental assessments.

Eligibility/Other Requirements: Relevant Tertiary qualifications in Project Management, Land Use Planning, Engineering, or Surveying.

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

Contact Officer: Daniel Santosuosso (02) 6207 7212 daniel.santosuosso@act.gov.au

Land Development and Corporate

Corporate

Human Resources

Assistant Business Partner

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 25996)

Gazetted: 14 May 2014

Closing Date: 28 May 2014

Details: The Human Resource (HR) Team has an exciting opportunity available for a person with high level HR skills and experience. As the Assistant Business Partner the role is responsible for a range of human resource strategic areas including: but not limited to, workplace health and safety, organisational development, employee relations, workforce planning and learning and development. We are looking for someone with a strong customer service focus, who is able to provide high level

advice and support on a range of human resource matters, develop HR policies and strategies, prepare and analyse reports and develop and deliver training on a range of human resource matters.

Eligibility/Other Requirements: Qualifications in a Human Resources related area or the ability to gain these qualifications.

Contact Officer: Sally Draper (02) 6207 8796 sally.draper@act.gov.au

Education and Training

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

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

Education Strategy

Learning and Teaching

Teaching and School Leadership

Senior Manager/Principal

School Leader A \$144,112, Canberra (PN: 09727)

Gazetted: 14 May 2014

Closing Date: 28 May 2014

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

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

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

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

Contact Officer: Leanne Wright (02) 6205 9205 leanne.wright@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.

Office for Schools

North Canberra /Gungahlin Network

Ngunnawal Primary School

Deputy Principal

School Leader B \$121,464, Canberra (PN: 04041)

Gazetted: 08 May 2014

Closing Date: 22 May 2014

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

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

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

Contact Officer: Kristine Stewart (02) 6205 8182 kristine.stewart@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

Wanniassa School

School Leader C - English/History/Geography/Indigenous Programs

School Leader C \$104,319, Canberra (PN: 02810)

Gazetted: 13 May 2014

Closing Date: 27 May 2014

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Coordinate student engagement programs and provide support to class teachers to achieve positive learning outcomes for students in the secondary school.

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).

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: Karin Nagorcka (02) 6205 6200 karin.nagorcka@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 of Deputy Director-General

Training and Tertiary Education

Training and Skills Development

Administrative Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 02379)

Gazetted: 09 May 2014

Closing Date: 16 May 2014

Details: Training and Tertiary Education is seeking a suitable candidate to join a team providing operational, administrative and technical support to a number of vocational education and training (VET) programs including the daily management of Australian Apprenticeships Training Contracts and VET program payments to Registered Training Organisations (RTO's). The successful candidate will have demonstrated strong oral communications interpersonal skills, demonstrated ability to accurately and efficiently use a range of business technologies and the ability to work under pressure, meet deadlines and consistently provide excellent customer service.

Notes: This is a temporary position available from 1 July 2014 until 31 March 2015 with the possibility of extension.

Contact Officer: Yolande White (02) 6205 4062 yolande.white@act.gov.au

Organisation Integrity

Human Resources

HR People Services

Classroom Teacher (Early Childhood, Primary, Secondary)

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: CT2015)

Gazetted: 09 May 2014

Closing Date: 2 June 2014

Details: The ACT Education and Training Directorate is seeking applications from suitably qualified teachers for casual, temporary and permanent employment in 2014-2015 across all learning areas through the centralised recruitment rounds. Full-time and part-time positions will be offered to successful applicants based on school staffing needs. Positions will commence from 27 January 2015. There may be opportunity for commencement during the remainder of the 2014 school year, dependent on operational needs. ACT public schools offer a range of settings including early childhood (P - Y2), primary (P - Y6), middle, secondary (Y7 - 10, Y7 - 12, Y11 - 12) and specialist education schools. Particular areas of need include early childhood education, languages, special education, student support, and technology. There will be two centralised recruitment rounds advertised in 2014: Round 1 Application opens Thursday 15 May and closes Monday 2 June 2014. Round 2 Application opens Monday 23 June and closes Monday 7 July 2014. Completed applications should be emailed to: teachingincanberra@act.gov.au

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: Ongoing vacancies will continue to appear on www.jobs.act.gov.au for targeted teaching positions advertised for local site selection by individual schools throughout the year. 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: Kratai Visityuthasart (02) 6205 8034 kratai.visityuthasart@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.

Office for Schools

South Canberra/Weston Network

Curtin Primary School

Classroom Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06615)

Gazetted: 08 May 2014

Closing Date: 22 May 2014

Details: A classroom teacher with knowledge and skills in delivering a program within the Quality Teaching Model and experience in gifted and talented education is required for a team teaching setting on a year 3/4 class. We are looking for a teacher who has outstanding collaborative and interpersonal skills. At Curtin Primary School. Knowledge of Gradexpert application would be advantageous, this position requires high level ICT skills.

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 TQI).

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: Lindsay Musto (02) 6205 5622 lindsay.musto@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

South Canberra/Weston Network

Yarralumla Primary School

Classroom Teacher of Italian

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 15867)

Gazetted: 08 May 2014

Closing Date: 22 May 2014

Details: Yarralumla Primary is a P-6 English Bilingual Italian school incorporating a Montessori Cycle 1 program. The school also has a focus on the Arts and sustainability. The successful applicant will be a native or near native Italian speaking teacher with the knowledge, skills and ability to deliver the Australian Curriculum through the Italian language in a bilingual setting from K-6. A knowledge of, or willingness to learn, a Content and Language Integrated Learning (CLIL) approach to the delivery of the Italian program is highly desirable. The position welcomes applicants who are collaborative, inclusive and innovative and prepared to actively engage with all members of a unique English-Italian learning community. The successful applicant will be passionate about developing understandings of global diversity and intercultural education.

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). English language proficiency and fluent in Italian language.

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: Lea Chapuis (02) 6205 5755 or (02) 6205 5766 lea.chapuis@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

Wanniassa School Senior Campus

Classroom Teacher-Mathematics/Science

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 12212)

Gazetted: 14 May 2014

Closing Date: 28 May 2014

Details: Secondary Mathematics and Science Classroom Teacher (yr 7-10) with responsibility for Gifted and Talented academic programs and competitions.

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

Note: This temporary position is available asap until 26 September 2014. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Karin Nagorcka (02) 6205 6200 karin.nagorcka@ed.act.edu.au

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

Environment and Sustainable Development

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

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

Office of the Commissioner for the Environment

Senior Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 13797)

Gazetted: 13 May 2014

Closing Date: 27 May 2014

Details: An exciting opportunity exists within the Office of the Commissioner for Sustainability and the Environment, who is seeking a motivated individual to fill the role of Senior Manager. The Office of the Commissioner for Sustainability and the Environment aims to provide leadership on environmental sustainability by providing independent scrutiny, reporting and advice. It is committed to advancing practices that sustain and enhance the ACT's natural environment that are fundamental to the social and economic well-being of the existing and future generations. The primary function of this position is to assist the Commissioner and other staff members in providing leadership on environmental sustainability, particularly by focusing on fostering sustainable practices that advance environmental protection within our social and economic frameworks.

Eligibility/Other Requirements: Tertiary qualifications, particularly in a discipline or disciplines related to environmental sustainability, are highly desirable. This can include but is not limited to urban and regional planning, environmental management, legal studies, environmental economics, and sustainability. A driver's licence is essential.

Contact Officer: Robert Neil (02) 6207 2629 robert.neil@act.gov.au

Strategic Planning

Various

Senior Planner

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 15475, several)

Gazetted: 13 May 2014

Closing Date: 27 May 2014

Details: A number of ongoing planning positions are available within Strategic Planning, ESDD to progress key government priority projects and policies as part of the implementation of the ACT Planning Strategy and Transport for Canberra Policy. The positions will be involved in the development and delivery of transport and urban planning policies, programs and projects like implementation of the City Plan, parking policy development, master plans, greenfields planning, social and infrastructure planning, and other land use and transport planning and policy work. Candidates should have proven written and oral communication skills, the ability to provide strategic planning advice, ability to assist to manage staff, and a sound understanding of project management, including budgets, managing up and down, reporting, communications, and stakeholder management and liaison.

Eligibility/Other Requirements: Tertiary qualifications in urban planning, transport planning or another relevant professional area would be highly desirable.

Notes: Several permanent vacancies are available from 1 July 2014. This process will also be used to establish a merit list, which may be used to fill ongoing or non-ongoing positions in the 12 months following finalisation of the recruitment process.

Contact Officer: Kristin Blume (02) 6205 4672 kristin.blume@act.gov.au

Policy

Nature Conservation Policy

Natural Environment

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 05726)

Gazetted: 13 May 2014

Closing Date: 20 May 2014

Details: The Natural Environment team is seeking a dynamic, flexible and energetic Senior Policy Officer to contribute to a busy and diverse policy agenda. The Natural Environment Team undertakes a range of policy tasks including review and development of legislation and subsidiary instruments and is responsible for development, review, evaluation and reporting on a range of policies, strategies and plans relating to biodiversity conservation, natural resource management and primary industries. The Section has some program and project management responsibilities. The Section provides Secretariat Services to a range of Committees and Ministerial Councils.

Eligibility/Other Requirements: Tertiary qualifications in environmental science/natural resource management or a related discipline are highly desirable.

Notes: This is a temporary position available for a period of two years, with the possibility of extension for an additional three years, subject to funding availability.

Contact Officer: Kathryn Tracy (02) 6207 5717 kathryn.tracy@act.gov.au

Planning Delivery

Lease Administration

Assessment Leasing Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 13578)

Gazetted: 14 May 2014

Closing Date: 21 May 2014

Details: The Environment and Sustainable Development Directorate is seeking an enthusiastic and motivated individual to join the Lease Administration section as Assessment Leasing Officer. The Lease Administration section is responsible for managing the leasehold system in accordance with the *Planning and Development Act*, the National Capital Plan and the Territory Plan. The position requires experience in administration of leases or licences, development assessment, land management, or other areas relevant to leasehold administration. The successful candidate will have the capacity to quickly acquire knowledge of the relevant policies, legislation and technical requirements together with a strong focus on customer service and the timely delivery of required outcomes.

Eligibility/Other Requirements: Demonstrated ability in the operation of relevant computer applications is highly desirable.

Notes: This is a temporary position which will be filled for a period of six months, with possibility for further extension. This position may be filled based on application only.

Contact Officer: Sharon Harmer (02) 6207 1790 sharon.harmer@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.

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

Surgery and Oral Health

Medical Imaging

Angiography Clinical Nurse Consultant

Registered Nurse Level 3.1 \$92,529 - \$96,337, Canberra (PN: 22375)

Gazetted: 15 May 2014

Closing Date: 22 May 2014

Details: Medical Imaging is looking for an energetic and committed Nurse who will lead the Angiography Suite Nursing Team and participate effectively as a member of the multidisciplinary Angio Suite Management Team. The Angiography Suite Clinical Nurse Consultant is responsible for (among other duties) compiling the daily procedural list, problem solving a range of patient preparation issues, coordinating patient flow within the Suite, managing an extensive imprest/consignment stock register and staff allocation and management within the Suite.

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

Note: Applicants should note appointment may be based on application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Greg Morley 0439 492 056

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Women's Health Sonographer

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 32754, several)

Gazetted: 15 May 2014

Closing Date: 29 May 2014

Details: The Fetal Medicine Unit at the Canberra Hospital currently has two part-time Sonographer positions available. The successful applicants must have appropriate qualifications, obstetric and gynaecological imaging experience and have the ability to work independently within a team environment. This position requires a high level of communication skills and sensitive interaction in a high risk obstetric environment.

Eligibility/Other Requirements: Australian Sonographer Accreditation Registry (ASAR) accreditation.

Note: These are permanent part-time positions with the hours per week to be negotiated. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on application and referee reports only.

Contact Officer: Tarryn Guinard (02) 6174 7491

Canberra Hospital and Health Services

Medicine

Pharmacy – TCH

Medicines Usage Review Pharmacist

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

Gazetted: 15 May 2014

Closing Date: 29 May 2014

Details: An exciting opportunity exists at Canberra Hospital and Health Services (CHHS) for an experienced Medicine Usage Review Pharmacist. The pharmacy service is currently being restructured, including the Quality Use of Medicine stream to enable the best possible patient care. This position works closely with other members of the QUM, Clinical and Operational streams. CHHS is the region's major public hospital; it is an acute care teaching facility of over 600 beds that provides a broad range of specialist services to the people of the ACT and South East NSW. The Canberra Hospital is located in the southern suburbs of Canberra, close to the CBD.

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 vacancy available for a period of six months with the possibility of extension. An attractive remuneration package will be negotiated with the successful applicant. The successful applicant will 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: Wendy Frylink (02) 6244 2121

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

Clinical Development Nurse

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 29931, expected vacancy)

Gazetted: 15 May 2014

Closing Date: 29 May 2014

Details: An exciting opportunity exists within the Community Care Program for Registered Nurses interested in providing education and support to community nurses to fill a full time Registered Nurse Level 2 Clinical Development Nurse position. Nurses who are considering applying for this position should have a wide range of nursing experience and be committed to high quality customer service with a multi-disciplinary focus. The role requires the ability to deliver education to nurses new to the Community Care Program and to assess and credential nurses on an agreed schedule of competencies. Interested nurses are encouraged to speak with the Contact Officers to discuss this position.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current drivers licence. Tertiary or postgraduate qualifications and recent experience in nursing education in a wide range of clinical hospital and/or community health settings is highly desirable.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Also please provide the names of two referees (including one from a current supervisor).

Contact Officer: Judith Perry (02) 6205 1498 Angela Edwards (02) 6205 2717 judith.perry@act.gov.au
angela.edwards@act.gov.au

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

Clinical Manager

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 26407)

Gazetted: 15 May 2014

Closing Date: 22 May 2014

Details: City Mental Health has an exciting position available for a Registered Nurse Level 2 working within the Multidisciplinary Team environment. You will be required to provide contemporary evidence based service guided by the principles of Recovery. City Mental Health is an experienced team comprising of Consultant Psychiatrists, Nursing Staff, Social Workers, Psychologists, Occupational Therapists and Technical Officer's. In your role as a Clinical Manager you will conduct assessments, and plan and deliver care and treatment to mental health consumers in the community setting. It is an expectation that you will work within the multidisciplinary team processes and provide collaborative care which involves the consumer, their carer's and other key stakeholders.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioners Regulation Agency. Applicants must have experience in a related/relevant organisation/service. Current Passenger Vehicles driver's licence is required.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application and provide two referee reports that also address the selection criteria. Selection may be based on the responses to the selection criteria only.

Contact Officer: John Acs (02) 6205 1338

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Room

Resource Officer

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 26629)

Gazetted: 15 May 2014

Closing Date: 29 May 2014

Details: Perioperative Services at the Canberra Hospital is seeking a dynamic Level 2 Registered Nurse to join our team as the Resource Officer. This role is responsible for the coordination and management of the daily provision of instruments and supplies required for the delivery of services at an operational level within the Perioperative Services

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

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

Contact Officer: Margaret Lepper (02) 6244 2765

Canberra Hospital and Health Services

Clinical Support Services

Acute Support

Speech Pathologist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 26061)

Gazetted: 15 May 2014

Closing Date: 22 May 2014

Details: An exciting opportunity exists to become a part of a small dynamic team of Speech Pathologists providing acute services at The Canberra Hospital. The Speech Pathology Department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of The Canberra Hospital and the surrounding community. The Canberra Hospital services the ACT and surrounding south east NSW. As a Senior Speech Pathologist, you will have the opportunity to work across a range of specialist caseloads, supervise staff and students and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/other requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership of The Speech Pathology Association of Australia.

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 and include two written referee reports as documents to be uploaded and included with your application. This position(s) may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Felicity Martin (02) 6244 2230

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Mental Health Services
Clinical Manager

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade),
Canberra (PN: 29229, several)**

Gazetted: 15 May 2014

Closing Date: 22 May 2014

Details: The City Mental Health team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi disciplinary team, to provide assessment and clinical management of consumers with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. At this level, the applicant is expected to fulfil the role of a Senior Clinician in support of the Team Leader, providing clinical leadership and supervision for Health Professional Level 1/2 staff and students. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/other requirements: Tertiary qualifications in Psychology, Occupational Therapy or Social Work with current Australian Health Practitioner Regulation Agency (AHPRA) registration where applicable. Demonstrated mental health clinical skills. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application, which should include two referee reports (addressing the Criteria). Selection may be based on application and referee reports only.

Contact Officer: John Acs (02) 6205 1338

Strategy and Corporate
E-Health and Clinical Records
ISB Management and Strategy
Clinical Coding Training and Audit Officer

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade),
Canberra (PN: 21775)**

Gazetted: 15 May 2014

Closing Date: 22 May 2014

Details: Are you an enthusiastic career-minded professional who enjoys challenges? Would you like to live within driving distance of the coast, snowfields and national parks? Would you also like to experience the lifestyle and access to cultural activities that only the nation's capital can offer? An exciting opportunity exists for a Health Information Manager committed to progressive, positive change to join the clinical coding team at Canberra Hospital. The successful applicant will have recent clinical coding experience in a tertiary facility across a broad range of casemix using ICD-10-AM 8th edition, as well as experience conducting coding quality audits, training clinical coders, conducting interactive casemix reviews with clinical staff, a sound knowledge of casemix, and excellent communication skills. Canberra Hospital is a 670 bed teaching hospital and major trauma centre providing tertiary referral services for the ACT and southeast NSW and utilises an on-line electronic storage system for clinical records (CRIS). Our Clinical Coder/Audit Officers access scanned clinical records on-line for data abstraction and assign codes using on-line encoding software. Canberra Hospital offers free parking,

generous salary packaging provisions, a supportive working environment, ongoing training and education and flexible working arrangements.

Eligibility/Other Requirements: Bachelor of Applied Science (Health Information Management) or equivalent qualification or eligibility for admission to full membership of the Health Information Management Association of Australia. Several years recent clinical coding experience incorporating some casemix analysis and effective written and verbal communication skills.

Note: This is a permanent part-time position working 22:03 hours per week during business hours. There is some flexibility with the week days worked by negotiation. You must be an Australian Citizen or Permanent Resident to apply for this position. Applicants are strongly advised to speak with the contact officer prior to submitting their application. Applicants will be required to sit a coding assessment prior to interview. Applicants are invited to submit written applications addressing the Selection Criteria and supply two (2) written referee reports, also addressing the Selection Criteria and the Duty Statement.

Links to the Referee Report proforma can be found at <http://www.health.act.gov.au>.

Contact Officer: Sharon Gibbons (02) 6244 3243

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

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade),
Canberra (PN: 21490, several)**

Gazetted: 15 May 2014

Closing Date: 22 May 2014

Details: An opportunity has arisen for a suitably qualified senior Physiotherapist to join Rehabilitation, Aged and Community Care (RACC), a division within the ACT Government's Health Directorate. This is an exceptional team of highly motivated Physiotherapists providing evidence based care to patients aged 18 and over, who present with neurological disorders (including, but not limited to; stroke, spinal injuries, brain injuries, Parkinsons Disease, MS, MND), amputees (vascular and traumatic) and elderly clients with multiple co-morbidities. This team delivers services in several locations: wards 11A and 12B in the Canberra Hospital, the Rehabilitation and Independent Living Unit (RILU) and the Community Rehabilitation Team (CRT) at Phillip and Belconnen Health Centres. The successful applicant will have the opportunity to provide physiotherapy services to the patients in all of the above locations due to regular movement of senior staff to ensure skill mix and broad knowledge base. We offer excellent supervision and support from our dedicated team clinical educator. Opportunities for student, new graduate and assistant supervision are plentiful. Regular team meetings, a journal club and education sessions keep team members connected and current in their evidence based practice.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy or recognised equivalent qualification. A current driver's licence. Registered with the Physiotherapy Board of Australia/AHPRA.

Note: To complete your application you must submit a written application containing an up to date CV, a statement addressing each of the five selection criteria, and written references from two referees as a document to be uploaded and included with your application. Selection may be based on written applications and referee reports alone. This position(s) 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*.

Contact Officer: Judy Stone (02) 6174 5662

**Strategy and Corporate
General Practice
General Practice Workforce Infrastructure
Workforce Infrastructure Program Administrator**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 10812)

Gazetted: 15 May 2014

Closing Date: 22 May 2014

Details: The Academic Unit of General Practice is seeking the services of an Administrator for our Workforce Infrastructure program. This is a highly varied position but there is a heavy emphasis on financial payments and reconciliation. As such, the successful candidate will have strong financial, analytical and organisational skills together with the ability to spot irregularities. The successful candidate will also be required to organise and evaluate education events for medical practitioners and to manage the allocation of CPD points for the General Practitioners. Our Unit is seeking someone who is a team player and who has excellent communication skills.

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: Kym Batt (02) 6244 4953

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

Client Support Service

Administration Team Leader/Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 23836)

Gazetted: 15 May 2014

Closing Date: 22 May 2014

Details: Rehabilitation, Aged and Community Care is seeking applications from suitably skilled people to fill the position of Administration Team Leader/Personal Assistant to Director of Client Support Services at the Village Creek Centre. Reporting directly to the Administration Manager, the successful applicant will be required to build and maintain professional relationships, work effectively both as a team member and as an individual, be enthusiastic and be able to demonstrate their ability to prioritise workloads and meet deadlines. You will be required to supervise and oversee the daily functions of several administration support officers over a number of services and provide executive support to the Director of Client Support Services.

Eligibility/Other Requirements: Current driver's licence is desirable.

Note: This is an expected vacancy and a merit list from this recruitment will be maintained for the next 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Rachael Naumovski (02) 6244 2767

Canberra Hospital and Health Services

Critical Care and Diagnostics

Demand Management

Administrative Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31026)

Gazetted: 15 May 2014

Closing Date: 22 May 2014

Details: Critical Care Services is seeking applications from highly motivated and organised individuals, who are interested in joining the busy Access Unit as the Administration Assistant. This position involves liaising with the Bed Management officers, compiling and distributing reports as requested, providing secretariat support to the daily Access meeting, and providing general administration assistance to the Access Unit team.

Eligibility/Other Requirements: Proven knowledge of medical terminology with an understanding of medical/surgical procedures, and the admission/discharge process for the Canberra Hospital is desirable.

Note: This is a temporary position available for a period of 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Karen Taylor (02) 6244 4500

Canberra Hospital and Health Services

Clinical Support Service

Nursing Administration

Operational Support Recruitment

Registered Nurse Level 1 \$58,117 - \$77,634, Canberra (PN: 17175)

Gazetted: 15 May 2014

Closing Date: 22 May 2014

The Canberra Hospital is seeking Registered Nurses with experience in the following areas:

- Medical
- Surgical
- Critical Care
- Mental Health
- Paediatrics
- Midwifery
- Oncology
- Community

Consideration will be given to 1st year nurses. Canberra Hospital offers; A supportive orientation period of up to three months; Ongoing training and education through Staff Development Unit (SDU) Clinical Development Nurse (CDN) Support; Rotating Rosters.

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

Note: The positions are temporary, available from three months to 12 months dependant on length of vacancy. The successful applicants may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Applicants are requested to submit their application addressing the selection criteria as a document to be uploaded and included with your application. Please also provide the following documentation for consideration: Covering Letter, current Curriculum Vitae and the names of two professional referees.

Contact Officer: Jenny Hegarty (02) 6244 2915

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Clinical Coder

Clinical Coder \$55,567 - \$69,382, Canberra (PN: 29582)

Gazetted: 15 May 2014

Closing Date: 29 May 2014

Details: An exciting opportunity exists for an experienced and motivated full time Clinical Coder to join our friendly Coding team at Canberra Hospital for three months. The successful applicant will have completed an approved HIMAA clinical coding course or equivalent with recent coding experience using ICD-10-AM 8th edition in a tertiary facility, with competency across a broad range of Casemix. The ACT has a pleasant climate, good shopping facilities, a large range of social and sporting activities and facilities, and has the best of both worlds being just 2 hours from the snow fields or 2 hours from the

coast. Canberra Hospital is a 670 -bed teaching hospital and major trauma centre providing tertiary referral services for the ACT and southeast NSW. Our Clinical Coders access scanned clinical records on-line for data abstraction and assign codes using on-line encoding software. Canberra Hospital offers free parking, generous salary packaging provisions, a supportive working environment, ongoing training and education, and flexible working arrangements. The successful candidate must be available to work at Canberra Hospital at least two weeks before progressing to secure remote (off-site) coding. Applicants will be required to complete a coding examination to assess coding competency as a component of the recruitment process.

Eligibility/Other Requirements: Completion of an approved HIMAA clinical coding certificate course or equivalent.

Note: This is a temporary position available until 30 September 2014. Applicants are strongly advised to speak with the Contact Officer prior to submitting their application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Sharon Gibbons (02) 6244 3243

Director General Reports

Population Health

Health Protection Services

Public Health Officer

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29638)

Gazetted: 15 May 2014

Closing Date: 29 May 2014

Details: The Health Protection Service has a position available for Environmental Health Officers seeking a challenge and an opportunity to influence protection of public health in a dynamic and changing environment. If you have the appropriate qualifications consider the benefits of a position in the Health Protection Service in Canberra. Appointment is available for Environmental Health Officers with more than 12 months experience to the level 2 position. Environmental Health Officers with less than 12 months experience are encouraged to apply and may be offered appointment to a Level 1 position. 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

<http://www.liveincanberra.com.au>

Eligibility/Other Requirements: Bachelor in Applied Science (Environmental Health) or Bachelor in Applied Science and a Master or Graduate Diploma in Environmental Health or a Bachelor of Science with a Master or Graduate Diploma in Environmental Health. Current driver's licence.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Brian Jones or Lyndell Hudson (02) 6205 1700

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Clinician

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 24334)

Gazetted: 15 May 2014

Closing Date: 22 May 2014

Details: The Child and Adolescent Mental Health Service (CAMHS), Dialectical Behaviour Therapy (DBT) Program is seeking a suitably trained Clinician with some experience in DBT, to participate in the DBT Program to fill a full-time, permanent position. The program involves the implementation of a

comprehensive DBT adolescent program, as well as active participation in evaluating outcomes for consumers and their parents. A suitable clinician will have attended DBT training, and have some understanding of the theoretical underpinnings and functions of DBT. They will have an interest and ability to provide individual therapy in DBT and skills group facilitation. They will have a demonstrated commitment to working within the DBT model, and will actively participate in the CAMHS DBT consult group.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Occupational Therapy or Social Work with current Australian Health Practitioner Regulation Authority registration and/or eligibility for membership of the appropriate professional organisation.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Please submit current Curriculum Vitae, your responses to the Selection Criteria and the names and contact details of two professional referees.

Contact Officer: Elloise Barry (02) 6205 1128

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 Government Solicitor

Executive

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 42601)

Gazetted: 08 May 2014

Closing Date: 22 May 2014

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS seeks an experienced Executive Assistant to provide high level administrative support to the Deputy Chief Solicitor Litigation. The successful applicant will be required to manage the office of the Deputy Chief Solicitor and take responsibility for examining incoming correspondence and initiate appropriate action, monitor ministerial correspondence and cabinet submissions, as required. The duties also include the preparation of draft correspondence and compiling of information for reports and other documents.

Eligibility/Other Requirements: Well developed keyboard skills with a typing speed in excess of 50 words per minute and experience in using a dictaphone is essential. Knowledge of Open Practice, Lawdocs and TRIM software applications would be an advantage. Previous experience in a legal environment is highly desirable.

Notes: An order of merit may be established from this recruitment process.

Contact Officer: Courtney Black (02) 6205 3734 courtney.black@act.gov.au

ACT Government Solicitor

Executive

Accounts Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 18366)

Gazetted: 13 May 2014

Closing Date: 20 May 2014

Details: ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS is seeking the services of an Accounts Officer to undertake the accounts payable functions for the office including coding and

processing of accounts into two electronic systems (Oracle and Open Practice). The successful applicant will be responsible for managing the travel and accommodation bookings for the office and the reconciliation of the associated accounts. The Accounts Officer may also be responsible for the reconciliation of monthly credit card statements, petty cash and cabcharge accounts.

Eligibility/Other Requirements: Experience in processing accounts payable is essential. Experience in the use of Oracle financial system and/or Open Practice is highly desirable.

Notes: This temporary position is available July 2014 until 10 September 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.

Applications should be sent to the contact officer.

Contact Officer: Gayle Sillis (02) 6207 0631 gayle.sillis@act.gov.au

Human Rights Commission

Admin Support

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 45886)

Gazetted: 12 May 2014

Closing Date: 26 May 2014

Details: The successful applicant will undertake a range of administrative support duties including, but not limited to, accounts processing, data entering, purchasing stationery and office supplies, making travel arrangements, copying, collating and distributing documents, and carrying out reception duties. The successful applicant should have well-developed communication skills and be able to use Microsoft Office programs including Outlook, Excel, Word and SharePoint.

Eligibility/Other Requirements: An understanding of the *ACT Human Rights Commission Act 2005* would be highly desirable.

Note: This is a temporary position available 13 June 2014 until 11 July 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.

Applications should be sent to the contact officer.

Contact Officer: Jane Lu Serafin (02) 6205 2222 jane.lu_serafin@act.gov.au

Territory and Municipal Services

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

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

Roads and Public Transport

Public Transport

ACTION/Workshops

North Workshop Manager

Senior Technical Officer Grade C \$89,876 - \$96,809, Canberra (PN: NMW001)

Gazetted: 12 May 2014

Closing Date: 19 May 2014

Details: ACTION is seeking expressions of interest from an experienced person to fill the position of North Workshop Manager. The position reports to the Fleet Operational Manager and is responsible for managing, coordinating and directing all operational fleet functions of the Belconnen workshops including maintenance, engineering and policy and standards.

Eligibility/Other Requirements: Appropriate trade qualifications and/or relevant certificates; a current Heavy Rigid licence.

Notes: This is a temporary vacancy available until 31 December 2014 with the possibility of extension.

Contact Officer: Darrell Shepherd (02) 6207 8056 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

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

Clint Brown 835-81604, Section 68(1), 7 May 2014

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

Gerald Contreras 843-98780, Section 68(1), 15 May 2014

Economic Development

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

Alexis Holden 836-05450, Section 68(1), 9 May 2014

Environment and Sustainable Development

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

Rhys Davies 843-99812, Section 68(1), 19 May 2014

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

Suzanne Jurcevic 827-52774, Section 68(1), 7 May 2014

Health

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

Katherine Bareis 836-54279, Section 68(1), 6 May 2014

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

Jamian Paul Manton 843-99599, Section 68(1), 12 May 2014

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

Jessy Santhosh 834-44378, Section 68(1), 8 May 2014

Registered Nurse Level 2 \$80,707 - \$85,540

Laura Welbourne 842-88426, Section 68(1), 8 May 2014

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

Teija Zwajgenberg 825-46954, Section 68(1), 9 May 2014

Justice and Community Safety

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

Jarrod Baldock 843-99708, Section 68(1), 12 May 2014

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

Phillipe Bibrowicz 836-03623, Section 68(1), 9 May 2014

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

Amanda Sibree 827-45128, Section 68(1), 6 May 2014

TRANSFERS

Education and Training

Roselynn Burge: 517-76383

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

Education and Training

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

Education and Training, Canberra (PN. 00601) (Gazetted 13 March 2014)

PROMOTIONS

Canberra Institute of Technology

Corporate Services

Student Information Management System

Dulip Seneviratne: 827-14321

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 55171) (Gazetted 10 April 2014)

Education and Training

Education Strategy

Learning and Teaching

Teaching and School Leadership

Rebecca Richardson: 779-24359

From: School Leader C \$104,319

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 02807) (Gazetted 11 March 2014)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment and Sustainable Development

Regulation and Client Services

Executive

Samantha O'Reilly: 827-53734

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 16626) (Gazetted 7 March 2014)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drugs

Business Support Mental Health

Catherine Furner: 788-15111

From: Health Professional Level 5 \$106,086 - \$119,426

Health

To: †Senior Officer Grade A \$123,208

Health, Canberra (PN. 25807) (Gazetted 27 March 2014)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Dominic Furphy: 821-09279

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

Health

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

Health, Canberra (PN. 28642) (Gazetted 10 April 2014)

Mental Health

Lainie Hart: 831-23734

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

Health

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

Health, Canberra (PN. 19643) (Gazetted 10 April 2014)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

David Robb: 817-34398

From: Registered Nurse Level 2 \$80,707 - \$85,540

Health

To: †Registered Nurse Level 3.1 \$92,529 - \$96,337

Health, Canberra (PN. 28859) (Gazetted 6 February 2014)

Canberra Hospital and Health Services

Critical Care

Emergency

Anita Taglieri: 545-06621

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

Health

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

Health, Canberra (PN. 20093) (Gazetted 20 March 2014)

Territory and Municipal Services

Business Enterprises

ACT Property Group

Tenancy Management

Joy Elaine Armstead: 796-04607

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

Education and Training

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

Territory and Municipal Services, Canberra (PN. 11284) (Gazetted 29 August 2013)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Directorate Services

Governance

Security and Risk

Philip Gritti: 783-12020

From: Correctional Officer Class 2 \$67,313 - \$72,254

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 12835) (Gazetted 30 August 2013)

CORRIGENDA

Education and Training

Education and Training

Education Strategy

Instrumental Music Program

Katharine Finlayson: 766-18632

From: Classroom Teacher \$57,169 - \$90,388

Education and Training

To: School Leader C \$104,319

Education and Training, Canberra (PN.32585)

Notified in gazette 24 April 2014 with incorrect position number.

RETIREMENTS AND DISMISSALS

Justice and Community Safety

In accordance with *Section 221 (4) of the Public Sector Management Act 1994*, Ms Sarah Berenson, AGS: 817-50435, Office of Regulatory Services is deemed to have retired from the ACT Public Service effective COB 2 May 2014.