



ACT Government Gazette

Gazetted Notices for the week beginning 08 January 2015

EXECUTIVE NOTICES

Chief Minister, Treasury and Economic Development

Variation – Assignment

Glenn Bain – Executive Director, Procurement Projects (E729) Section 80A(1)(b) of the Public Sector Management Act 1994

Variation – Transfer

Karl Alderson – Deputy Director-General, Policy and Cabinet (E683) Section 80A(1)(a) of the Public Sector Management Act 1994

Education and Training

Contract Cessation

Tracey Rose Mooney – Director, Finance (E246) – 02.01.2015

Justice and Community Safety

Engagement

Philip Kellow – Principal Registrar, ACT Law Courts and Tribunal (E774) Section 72 of the Public Sector Management Act 1994

David Pryce – Deputy Director-General, Community Safety (E772) Section 72 of the Public Sector Management Act 1994

Variation - Assignment

Andrew Baker – Director, Support Services (E577) Section 80A(1)(b) of the Public Sector Management Act 1994

Community Services

Variation – Transfer

Kate Starick – Director, Out of Home Care Strategy (E780) Section 80A(1)(a) of the Public Sector Management Act 1994

VACANCIES

ACT Electoral Commission

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 Electoral Commission

Office Manager

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 01867)

Gazetted: 09 January 2015

Closing Date: 23 January 2015

Details: The ACT Electoral Commission is looking for an enthusiastic and dedicated person to join our small team. This position will offer the successful applicant the opportunity to manage the Commission's corporate, administration and human resource functions; undertake complex projects related to the conduct of ACT Legislative Assembly and other elections; assist with internal budget and financial processes; and assist in the management of the Commission's

records management systems. This position requires excellent communication skills, both written and oral, and demonstrated organisational and project execution experience.

Eligibility/Other Requirements: Knowledge and understanding of the *Electoral Act 1992* and the *Public Sector Management Act 1994* are highly desirable.

Contact Officer: Ian Gordon (02) 6205 0224 ian.gordon@act.gov.au

Chief Minister, Treasury and 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

Policy and Cabinet

Cabinet Office

Directorate Liaison Officer

Senior Officer Grade C/Senior Officer Grade B \$93,254 - \$123,642, Canberra (PN: 13642)

Gazetted: 12 January 2015

Closing Date: 19 January 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Directorate Liaison Officer. This is an opportunity for a high performing officer to further strengthen their understanding of Government. The successful applicant will have excellent communication and organisational skills, a sound understanding of machinery of government and Legislative Assembly procedures and practices and be familiar with the Cabinet process and ACT specific intergovernmental relations issues.

Eligibility/Other Requirements: Relevant tertiary qualifications along with demonstrated experience in Government and Parliamentary procedures and practices is highly desirable.

Notes: This is a temporary position available for a period of six months, with the possibility of extension. This position will be filled at either the Senior Officer Grade C or Senior Officer Grade B level, depending on the skills and experience of the successful applicant. Selection may be based on written application and referee reports only.

Contact Officer: Cheryl Sizer (02) 6207 5989 cheryl.sizer@act.gov.au

Shared Services

Business Development

Business Analysis

Business Analyst

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 17223)

Gazetted: 08 January 2015

Closing Date: 15 January 2015

Details: This position provides business analysis services to projects requiring expertise in the areas of usability, visual engagement and the creation of digital identities.

Eligibility/Other Requirements: To be competitive applicants will require three to five years experience in this field.

Notes: This is a temporary position available for a period of up to five years with the possibility of permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Simon Bolton (02) 6207 7347 simon.bolton@act.gov.au

Shared Services

Partnership Services Group

Management Accountant, Performance Reporting

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 03674)

Gazetted: 14 January 2015

Closing Date: 21 January 2015

Details: A permanent position exists for an experienced Management Accountant to work as part of the ACT Government Shared Services Team. The position is a pivotal position in ACT Government working within the Partnership Services Group and supporting the Services Partnership Agreement initiative. The role is business analytical in nature focusing on financial and customer service in areas of performance benchmarking and KPI reporting. You will work closely with Shared Services Senior Management and Executive.

Notes: Applications should be no longer than three pages and should demonstrate your skills and experience that reflect the role requirements in the position description. A current CV showing your work experience should also be included.

Contact Officer: Michael Jeremenko (02) 6205 3932 michael.jeremenko@act.gov.au

Sports and Recreation Services

Executive

Business Support Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 00400)

Gazetted: 13 January 2015

Closing Date: 20 January 2015

Details: Sport and Recreation Services (SRS) is seeking expressions of interest to undertake the role of Business Support Officer with the Executive Section of the Branch. Key duties include managing the office of the Director and acting as first point of contact for enquiries for both the Director and the Branch. The provision of high level and efficient secretarial support to the Director, including management of the appointment diary, maintenance of various record registers, typing confidential and general correspondence, filing and photocopying are also primary duties. The position is also required to manage the Ministerial workflows and monitor all responses to requests made by senior officers and the Minister, on behalf of the Branch.

Notes: This is a temporary vacancy available 6 February 2015 until 13 March 2015.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 1-2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Rebecca Kelley (02) 6207 4389 rebecca.kelley@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

Service Strategy and Community Building

Finance and Budget

Internal Audit, Review and Insurance

Manager

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 32223)

Gazetted: 12 January 2015

Closing Date: 23 January 2015

Details: An exciting opportunity exists to lead the Community Services Directorate's Internal Audit, Review and Insurance Business Unit. The Unit supports the Directorate's senior executives, managers and staff in the management of risks, financial accountability, compliance with legislation and policy/procedures, fraud and corruption prevention, insurance and better practice governance.

Eligibility/Other Requirements: Although not essential, the preferred candidate should have practical experience and/or tertiary qualifications in relation to auditing and governance such as Business, Commerce/Accounting and Risk Management.

Contact Officer: Ian Hubbard (02) 6205 0688 ian.hubbard@act.gov.au

Service Strategy and Community Building

People Management

Employee Relations

Senior Employee Relations Advisor

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 25168, several)

Gazetted: 13 January 2015

Closing Date: 20 January 2015

Details: The Employee Relations (ER) team is seeking highly skilled Senior ER Advisor who will be responsible for establishing and maintaining effective working relationships with managers and staff across the Directorate. The successful applicant will have responsibility for advising on the fair, balanced and effective application of the Workplace Values and Behaviours provisions applying in the Community Services Directorate under applicable Enterprise Agreements, legislation and policies. A sound knowledge of other relevant legislation and a strong commitment to providing responsive and effective customer service are also required. While not essential, understanding of issues affecting the Community Services Directorate workforce and experience in workplace investigations will be well regarded.

Eligibility/Other Requirements: Desirable qualifications and experience, but not essential: Experience in a human resources field and/or a relevant tertiary qualification.

Experience in workplace investigations will be well regarded.

Notes: Two temporary positions available. Position number (PN: 25168) available for 12 months. Position number (PN: 03589) available for six months. Both positions may be extended and/or permanency from this process.

Contact Officer: Bruce Hogan (02) 6205 3350 bruce.hogan@act.gov.au

Disability ACT

Therapy ACT

Occupational Therapy

Technical Officer

Technical Officer Level 2 \$52,078 - \$59,939, Canberra (PN: 26188)

Gazetted: 08 January 2015

Closing Date: 19 January 2015

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age based and specialist teams in a range of community settings. The successful applicant will be part of the Equipment Services Team, and will be responsible for the maintenance and cleaning of equipment including basic repairs, the delivery of equipment to clients, and under the supervision of therapists, the training of clients in the use of specialised equipment and the review of equipment. The successful applicant will also have some administrative duties including data entry to assist in the maintenance of records associated with the equipment loan pool.

Eligibility/Other Requirements: Certificate IV or Associate Diploma in relevant field or relevant experience working with children with developmental disability. Current driver's licence is essential. Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Notes: This is a temporary position available for 12 months from February 2015 until February 2016. Applications for this position should address the selection criteria and include a current CV. Written referee reports will be required at interview. Please see the ACT government jobs website for the required referee report proforma.

Contact Officer: Tracy Power (02) 6205 1242 tracy.power@act.gov.au

Therapy ACT

Occupational Therapy

Technical Officer

Technical Officer Level 2 \$52,078 - \$59,939, Canberra (PN: 26049)

Gazetted: 13 January 2015

Closing Date: 27 January 2015

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age based and specialist teams in a range of community settings. The individuals in these positions will provide assistant to Therapy ACT Health Professionals in the provision of client care through the implementation of individual or group therapy program for clients of Therapy ACT. This may include the use of specialised therapeutic equipment and resource preparation. The individuals will work under the supervision and direction of health professionals in a variety of settings, including clinics, homes, schools and community settings.

Eligibility/Other Requirements: Certificate IV or Associate Diploma in relevant field or relevant experience working with children with developmental disability. Current driver's licence is essential. Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Notes: This is a temporary position available until the 31 December 2015. Applications for these positions should address the selection criteria and include a current Curriculum Vitae. Written referee reports will be required at interview. Please see the ACT government jobs website for the required referee report proforma.

Contact Officer: Lauren J Bell (02) 6202 1242 laurenj.bell@act.gov.au

Disability ACT

Therapy ACT

Speech Pathology

Therapy Assistant

Technical Officer Level 2 \$52,078 - \$59,939, Canberra (PN: 09290)

Gazetted: 12 January 2015

Closing Date: 27 January 2015

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age based and specialist teams in a range of community settings. Therapy ACT has a temporary position available for a Speech Pathology Therapy Assistant. This position will be involved in providing speech pathology support to children with delays in their development and children with developmental disability. The position will sit with the Therapy ACT School Age South team at the Therapy ACT Holder site and the successful applicant will work across Early Childhood, School Age and the Autism Team under close supervision of speech pathologists. Duties include resource development and implementing therapy programs in a variety of environments e.g. Therapy ACT sites, client's home or education/care settings.

Eligibility/Other Requirements: Certificate IV or Associate Diploma in relevant field or relevant experience working with children with developmental disability. Current driver's licence is essential. Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Notes: This is a temporary vacancy available until the end of December 2015.

Applications for these positions should address the selection criteria and include a current CV. Written referee reports will be required at interview. Please see the ACT Government jobs website for the required referee report proforma.

Contact Officer: Susanne Moor (02) 6207 1360 susanne.moor@act.gov.au

Environment and Planning

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 Director-General
Government Services and Executive Support
Manager, Government Services and Executive Support
Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 30775)**

Gazetted: 14 January 2015

Closing Date: 28 January 2015

Details: A temporary opportunity exists within the Environment and Planning Directorate for an experienced manager to lead the Government Services and Executive Support. The successful applicant will be responsible for the day to day management of the team in the provision of high quality Ministerial, Cabinet and Assembly support for the Directorate and its Ministers. Applicants should have a strong background in the development and management of ministerial, cabinet and assembly procedures.

Eligibility/Other Requirements: Senior Management experience in Ministerial and Cabinet is highly desirable.

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

Contact Officer: Karen Wilden (02) 6207 1852 karen.wilden@act.gov.au

**Construction and Client Services
Construction Services
Utilities, Land and Lease Regulation
Fee Compliance Officer
Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 15351)**

Gazetted: 13 January 2015

Closing Date: 27 January 2015

Details: The Utilities, Land and Lease Regulation Section is responsible for the compliance and enforcement of building industry laws, land use laws and technical regulation of the Territory's utilities. The section also responds to formal complaints made under the *Construction Occupations (Licensing) Act 2004* or the *Planning and Development Act 2007* and Regulations and engages in auditing of building work, energy assessment and the technical performance of licensed utilities. We are seeking a person with an enthusiastic approach combined with skills and experience in an administrative support role. This position requires a person who is self motivated, organised with the ability to work flexibly, show initiative and manage a range of priorities.

Note: This is a temporary position available from 21 February 2015 to 1 June 2016 with the possibility of an extension.

Contact Officer: Cassandra Keppell (02) 6205 9876 kassandra.keppell@act.gov.au

Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

**Canberra Hospital and Health Services
Medicine
Pharmacy - TCH
Director of Pharmacy
Health Professional Level 6 \$127,557, Canberra (PN: 28981)**

Gazetted: 15 January 2015

Closing Date: 22 January 2015

Details: The Director of Pharmacy is operationally responsible for the delivery of pharmacy services. Management and planning for human and financial resources is a major demand of this position. The position provides leadership on medicines management for the hospital and territory health service. The Pharmacy Department provides a full range of contemporary pharmacy services including medicines supply and distribution, clinical pharmacy services, specialized manufacturing services (intravenous and oncology products), investigational drug support, drug information and corrections health services.

KNOWLEDGE

Knowledge of local, national and international health and community care systems including current and emerging issues concerning the health sector

A good understanding of the national health system and of Commonwealth and State/Territory interactions

Knowledge of safety and quality principles in health care

Knowledge of how to affect organizational change in the health sector and implement large complex projects in the operational setting

A good understanding of budget and performance management in a large organization

Knowledge of sound governance practice.

SKILLS

Strong leadership skills and ability to motivate and inspire others to work together as a team with a sense of shared purpose to achieve objectives with integrity

High level interpersonal skills and leadership skills that foster credibility, trust and co-operation at senior levels of the organization and professional networks

Conceptual and analytical skill with an ability to think strategically

Ability to lead change and influence others in responding to change

Planning and co-ordination at the strategic and operational levels

Financial, human resources and strategic management skills of a high order and ability to effectively manage obligations against reporting requirements.

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 highly desirable.

Notes: This is a temporary position available from 16 February 2015 until 9 October 2015.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Stuart Margison (02) 6244 2121

Health Infrastructure and Planning
Health Infrastructure Program
Capital Upgrade Program Manager

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 10563)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: Capital works in ACT Health occur under the leadership of the Health Infrastructure and Planning (HI&P) Branch. Health Infrastructure Program (HIP) is a major capital infrastructure program undertaken by the HI&P Branch. HIP is a response to the need to expand and develop facilities to meet the future health care needs of the ACT and regional population. The program links infrastructure development to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients and in the most safe and efficient way. Additionally, the branch is responsible for the delivery of the Capital Upgrade Program (CUP). Capital upgrades funding is provided annually to facilitate the extension of the effective useful life of an asset or improve the asset's service potential. The CUP incorporates an annual program of condition and hazardous substance audits. An exciting opportunity exists for a suitably qualified professional to join the CUP team to undertake the position of Manager. This position will provide management and leadership of, and expert advice for the delivery of Capital Works for the ACT Health CUP team. The position is responsible for the development of the annual CUP involving comprehensive planning and prioritisation of the annual funding with rigorous evaluation of value for money of the proposed capital investments, whilst ensuring that the CUP considers current and future capital works planning and activity. When relevant, the position will utilise processes and strategies utilised by the Health Infrastructure Program to facilitate quality, integrated and efficient service delivery. The Manager is responsible for all CUP reporting as well as the management of a small team of staff who assist in the delivery of these capital works projects.

Eligibility/Other Requirements: : Must maintain tertiary qualifications in a building related discipline or a building trade qualification, and/or at least five years of building related project management experience is desirable.

Notes: Selection may be based on written application and referee reports only. Work samples and other competency based assessment tools may be used as part of the selection process for this position.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Carolyn Bartholomew (02) 6174 8034

Health Infrastructure and Planning

Health Services Planning

Arts in Health Curator

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 16067)

Gazetted: 15 January 2015

Closing Date: 22 January 2015

Details: Health Infrastructure and Planning is looking for a committed and motivated person to fill the role of Arts in Health Curator. The successful applicant will have an interest in and passion for the goals of the Arts in Health program together with sound skills and knowledge in museum/gallery practices and procedures, and of the visual art practice and artists of the ACT community. It is expected that applicants will have a strong network within the arts community, particularly in the ACT, strong communication skills and proven ability to achieve outcomes with minimal supervision.

Eligibility/Other Requirements: Tertiary Qualifications in a related area is highly desirable.

Notes: This is a permanent part-time position working 2 days per week. Selection may be based on written application and referee reports only.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Jacinta George (02) 6205 0907

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

RACC Nursing

Clinical Nursing Consultant

Registered Nurse Level 3.2 \$106,172, Canberra (PN: 34366)

Gazetted: 15 January 2015

Closing Date: 22 January 2015

Details: Applications are invited from enthusiastic, experienced Registered Nurses with excellent communication, leadership and management skills to fill the role of the Clinical Nurse Consultant (CNC) of the sub-acute geriatric unit. The role is a composite one including clinical, financial and HR management and offers an exciting opportunity to be part of a motivated and committed multidisciplinary team.

Eligibility/Other Requirements: Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Qualifications or experience in acute and sub acute care of the elderly is desirable.

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Hazel Hurrell (02) 6244 3035

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health
Cancer Nursing**

Nurse Care Coordinator - Haematology/Lymphoma

Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 34994)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: The Capital Ambulatory and Community Health Service (CACHS) are seeking a Registered Nurse who has highly developed interpersonal skills and demonstrated Haematology/Lymphoma knowledge and practice to undertake the role of Nurse Care Coordinator. Applicants will be required to demonstrate experience in Cancer Nursing with the ability to assist Lymphoma patients and their families understand their diagnosis and treatment plan, and to provide tailored support to patients throughout their trajectory.

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

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions; more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Kathlene Robson 0431 887 463

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

Clinical Nurse Consultant Complex Care

Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 22594)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: The Community Care Program is seeking to recruit an experienced highly skilled, proactive Registered Nurse for the role of Clinical Nurse Consultant Complex Care. As the successful applicant, you will have a proven track record of coordination for complex care patients preferably within a primary health care setting. The applicant should demonstrate a high level of initiative and have strong problem solving and consultation skills, with the ability to influence others to achieve outcomes with other team members and internal/external stakeholders.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). A current driver's licence is required. Tertiary/postgraduate qualifications and recent experience in a wide range of clinical hospital and/or primary health care settings is highly desirable.

Notes: This position works Monday to Friday 8:30am – 5:00pm.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Sonia Hogan (02) 6205 2717

Canberra Hospital and Health Services

Clinical Support Services

Medical Physics and Radiation

Medical Physics Specialist - Radiation Oncology

Medical Physics Specialist \$91,350 - \$126,875, Canberra (PN: 04882)

Gazetted: 15 January 2015

Closing Date: 12 February 2015

Details: Applications are invited from Qualified Medical Physics Specialists for a Radiation Oncology Medical Physicist. *Also available is a Medical Physics Specialist (in any medical physics speciality) who will allocate approximately 25% of their time to coordinating the ACPSEM Training Education and Assessment Programs for the Canberra/Wagga training network, and the remainder of their time allocated to delivering medical physics services. To apply for that position please refer to Job Number 00QF7.*

To be considered for these positions, applicants are required to demonstrate eligibility for registration on the ACPSEM Register of Qualified Medical Physics Specialists. Qualifications of overseas applicants will be assessed on their equivalence to the Australian system for which the applicant may be required to supply the evidence of equivalency. The successful applicants will be part of the Medical Physics and Radiation Engineering department of ACT Health based at The Canberra Hospital. The department is part of the Division of Clinical Support Services and is integral in providing clinical, scientific and support services to ACT Health including to the Capital Region Cancer Service (CRCS) and the Medical Imaging Department (MID). The department is accredited as a clinical site for Medical Physics Registrar training in Radiation Oncology and Diagnostic Imaging. The department has strong collaborative opportunities with professionals working in Clinical Engineering, CRCS, MID and all other users of radiation in ACT Health. ACT Health actively supports ongoing education through a study bank and the Allied Health Scholarship program. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of over 500,000. It is an expanding modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1,000-bed hospital as part of the Health Infrastructure Program. The hospital is the major teaching hospital for the Medical School of the Australian National University. The department has strong links with both the University of Sydney and Wollongong University. The CRCS has four modern Varian linear accelerators, two large bore CT simulators, HDR, SXRT and several treatment planning systems including Pinnacle, Oncentra and iPlan. Modern techniques are offered to patients attending the service including IGRT, respiratory gating, IMRT, SRS/SRT, PET/CT and MRI provided by the MID. The department fosters a multidisciplinary environment of nuclear medicine, radiology and radiation oncology which, combined with the future growth in ACT Health, makes the Medical Physics and Radiation Engineering department an attractive place to work with staff making major contributions to the implementation of safe and high quality medical radiation for the benefit of public patients.

Eligibility/Other Requirements: Medical Physics Specialist means a person who is eligible for registration on the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) Register of Qualified Medical Physicists

(the Register) in a designated specialty of medical physics. Eligibility for registration on the Register is required under the Enterprise Agreement and can be demonstrated by an individual by them being listed on the Register. A degree in science or higher degree majoring in physics recognised by the Australian Institute of Physics. Eligible for registration on the ACPSEM Register of Qualified Medical Physicists in the designated specialty of medical physics.

Notes: Commencement salary within the salary range will be dependent on experience and qualifications. The employer contribution to superannuation is in addition to salary. Salary sacrifice under the Public Benevolent Institutions provision is available.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Sean Geoghegan (02) 6244 2256 or Farshid Salehzahi (02) 6244 4091

Canberra Hospital and Health Services

Clinical Support Service

Medical Physics and Radiation

Medical Physics Specialist - Training Education and Assessment Programs (TEAP) Coordinator

Medical Physics Specialist \$91,350 - \$126,875, Canberra (PN: 21212)

Gazetted: 15 January 2015

Closing Date: 12 February 2015

Details: Applications are invited from Qualified Medical Physics (in any medical physics speciality) who will allocate approximately 25% of their time to coordinating the ACPSEM Training Education and Assessment Programs for the Canberra/Wagga training network, and the remainder of their time allocated to delivering medical physics services. Also available is a Medical Physics Specialist - Radiation Oncology position - to apply for that position please refer to job number 00QF4.

To be considered for these positions, applicants are required to demonstrate eligibility for registration on the ACPSEM Register of Qualified Medical Physics Specialists. Qualifications of overseas applicants will be assessed on their equivalence to the Australian system for which the applicant may be required to supply the evidence of equivalency. The successful applicants will be part of the Medical Physics and Radiation Engineering department of ACT Health based at The Canberra Hospital. The department is part of the Division of Clinical Support Services and is integral in providing clinical, scientific and support services to ACT Health including to the Capital Region Cancer Service (CRCS) and the Medical Imaging Department (MID).

The department is accredited as a clinical site for Medical Physics Registrar training in Radiation Oncology and Diagnostic Imaging. The department has strong collaborative opportunities with professionals working in Clinical Engineering, CRCS, MID and all other users of radiation in ACT Health. ACT Health actively supports ongoing education through a study bank and the Allied Health Scholarship program. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of over 500,000. It is an expanding modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1,000-bed hospital as part of the Health Infrastructure Program. The hospital is the major teaching hospital for the Medical School of the Australian National University. The department has strong links with both the

University of Sydney and Wollongong University. The CRCS has four modern Varian linear accelerators, two large bore CT simulators, HDR, SXRT and several treatment planning systems including Pinnacle, Oncentra and iPlan. Modern techniques are offered to patients attending the service including IGRT, respiratory gating, IMRT, SRS/SRT, PET/CT and MRI provided by the MID. The department fosters a multidisciplinary environment of nuclear medicine, radiology and radiation oncology which, combined with the future growth in ACT Health, makes the Medical Physics and Radiation Engineering department an attractive place to work with staff making major contributions to the implementation of safe and high quality medical radiation for the benefit of public patients.

Eligibility/Other Requirements: Medical Physics Specialist means a person who is eligible for registration on the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) Register of Qualified Medical Physicists (the Register) in a designated specialty of medical physics. Eligibility for registration on the Register is required under the Enterprise Agreement and can be demonstrated by an individual by them being listed on the Register. A degree in science or higher degree majoring in physics recognised by the Australian Institute of Physics. Eligible for registration on the ACPSEM Register of Qualified Medical Physicists in the designated specialty of medical physics.

Notes: Commencement salary within the salary range will be dependent on experience and qualifications. The employer contribution to superannuation is in addition to salary. Salary sacrifice under the Public Benevolent Institutions provision is available.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Sean Geoghegan (02) 6244 2256 or Farshid Salehzahi (02) 6244 4091

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Nursing

Registered Nurse Immunology

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 34990)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: The Cancer Ambulatory and Community Health Service (CACHS) are seeking a Registered Nurse Level 2 who has highly developed interpersonal skills. A demonstrated knowledge of Immunology and Immunodeficiency practices to undertake the role of Registered Nurse Level 2 in the ambulatory setting. Applicants will be required to demonstrate experience in Immunology Nursing including the ability to assist patients and their families understand their diagnosis and treatment plan, and to provide tailored support to patients throughout their trajectory.

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

Notes: Part time hours may be considered.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Wendy Spencer 0431 887 346

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health

Cancer Nursing

Palliative Care Nurse

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 22547)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: Applications are being sought from dynamic Registered Nurses who have highly developed communication and interpersonal skills. You will be required to provide evidenced-based consultative advice and support to all clinical services within Canberra Hospital and Health Services and collaborate with others to ensure that palliative care patients and their families/carers gain timely access to appropriate end-of-life care and support.

Eligibility/Other Requirements: Registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). It is desirable that the applicant holds or is working towards relevant post-graduate tertiary qualifications.

Notes: This is a permanent part-time position working 24 hours per week.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Sharon Bale (02) 6122 2469

Canberra Hospital and Health Services

Medicine

Medicine Units

Clinical Neurophysiology Scientist

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 12895)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: An exciting opportunity is being offered for a suitably qualified and experienced Clinical Neurophysiology Scientist to join a centre of excellence with the Clinical Neurophysiology team of the Canberra Hospital and Health Services. As the successful applicant you will: Make a difference by providing Clinical Neurophysiology service delivery to adult and paediatric patients of Canberra and the surrounding region. Supervise, educate and train New Graduate Neurophysiology Scientists. Perform a range of tests offered within the Neurology department including: Electroencephalograms (routine and prolonged), Nerve Conduction Studies/Electromyography, Visual Evoked Potentials, Brainstem Auditory Evoked Potentials and Somatosensory Evoked Potentials. Be working in a Department that has a strong commitment to work life balance and continuing professional development. Have a competitive salary package including Benevolent Institution Status and superannuation.

Eligibility/Other Requirements: Recognised qualifications in Neurophysiology and significant experience in Neurophysiology. Eligible for Full Membership of Association of Neurophysiological Technologists of Australia Inc (ANTA).

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Angela Borbelj (02) 6244 4577

Canberra Hospital and Health Services

Clinical Support Service

Biomedical Engineering

BME Technical Specialist

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 34522)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: We are seeking an energetic, self motivated individual to fill the role of Technical Specialist in the Biomedical Engineering Department at The Canberra Hospital. This position reports to the Operations Manager, Biomedical Engineering and is responsible for the efficient implementation of equipment management programs for a broad range of medical equipment and systems, including medical equipment and systems of significant complexity.

Eligibility/Other Requirements: Associate Diploma, or equivalent, with a Biomedical Engineering understanding.

Relevant training, experience or accreditation which, in the opinion of the Director-General or their delegate, enables the officer to competently perform the duties of the position.

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Alan Ringland (02) 6244 3816

Canberra Hospital and Health Services

Pathology

Biochemistry

Health Professional

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 27045)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: The Clinical Chemistry laboratory is located at The Canberra Hospital and services the Canberra and surrounding region. This is an expanding and dynamic area and we are seeking applicants who are interested in a challenging career and have demonstrated leadership experience. The laboratory operates 24/7 365 days a year and the successful applicant will be required to participate in the out of hours rosters.

Eligibility/Other Requirements: A degree or equivalent relevant qualifications. Post-graduate qualifications in haematology and/or higher tertiary qualifications are desirable.

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Monica Brady (02) 6244 2835

Canberra Hospital and Health Services

Pathology

Microbiology Laboratory

Senior Scientist Microbiology

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 28754)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: ACT Pathology is a Department of the Canberra Hospital offering a diagnostic Pathology Service to the ACT and surrounding region. The Microbiology laboratory operates extended hours, 7 days/week, offering a wide range of routine and specialised testing procedures. The successful applicant will be required to supervise a laboratory team within the Microbiology Department. They will participate in the routine work of the laboratory as well as performing investigations of a non-routine or more complex nature. Extensive in-depth knowledge and experience in clinical microbiology procedures is essential.

Eligibility/Other Requirements: A degree in Medical Laboratory Science or equivalent relevant degree (Major in Clinical Microbiology is highly desirable). A minimum five years professionally relevant laboratory experience is essential. A commitment to own professional development and availability to work out of hours and on weekends is required.

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Susan Bradbury (02) 6244 2510

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Senior Rotational Pharmacist

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 28798, several)

Gazetted: 15 January 2015

Closing Date: 2 February 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. Due to an expansion of services we are currently recruiting a variety of permanent and temporary positions for Senior Rotational Pharmacists (HP3). Duties include the following on a rotational basis: Provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team including specialised areas such as intensive care, emergency medicine, paediatrics, neonatology, renal, oncology and mental health. Provision of pharmacy services from the dispensary, sterile production, and chemotherapy production. Provision of quality use of medicines services

Eligibility/Other Requirements:

Mandatory

1. Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia.
2. At least three years experience as a registered pharmacist, preferably in a hospital Pharmacy.

Highly Desirable

1. Postgraduate qualifications (or working towards) relevant to this position (e.g. Clinical Pharmacy, Management, Education or Research).
2. Membership with the Society of Hospital Pharmacists of Australia.

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Miriam Lawrence (02) 6244 2203

Canberra Hospital and Health Services

Clinical Support Service

Acute Support Service

Occupational Therapist

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 29153)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: We are looking for an Occupational Therapist to fill a key position in our acute services team. The position is permanent part-time and is waiting for a person with the right skills. We are looking for a therapist with strong generalist occupational therapy skills at a senior level. Experience in pain management or working with chronic pain would be beneficial. We are Occupational Therapists committed to providing a great service in a challenging environment. Our team is on the move and we are looking for someone to join us, is it you?

Eligibility/Other Requirements: Degree or diploma in Occupational Therapy and eligibility for full membership of Occupational Therapy Australia. Registered with the Australian Health Practitioner Regulation Agency. Current driver's licence.

Note: This is a part-time position at 18:45 hours a week. This position maybe required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

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 upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Kylie Pressley (02) 6244 3286

Health Infrastructure and Planning

Health Infrastructure Support

Personal Assistant

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 27980)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: The Health Infrastructure Program (HIP) is a response to the need to expand and develop facilities to meet the future health care needs of the ACT and regional population. The program links infrastructure development to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients and in the most safe and efficient way. The position of Personal Assistant is responsible for managing the daily activities of the offices of Health Infrastructure Program-Executive Program Director and Director of Shared Services Procurement's office including telephone calls, correspondence, presentations, meetings, travel and liaising with other members of the team. To be successful in this role you will have experience working in a busy office environment, be proactive, positive and be able to work well within a large diverse team.

Eligibility/Other Requirements: Experience working in a busy office environment is desirable.

Notes: This is a temporary position available until June 2016. Work samples and other competency based assessment tools may be used as part of the selection process for this position. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Alice Fawcett (02) 6174 8010

Canberra Hospital and Health Services

Medicine

Cardiology

Business Systems Officer Cardiology

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 30689)

Gazetted: 15 January 2015

Closing Date: 22 January 2015

Details: The Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. This position works closely with e-Health and technical teams to standardise information management systems with the Department of Cardiology, develop

framework and standard operating procedures. In addition, this position will also assist in the collection of data and reporting of KPI's.

Eligibility/Other Requirements: The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgment, intelligence and common sense. Knowledge of Canberra Hospital computer applications and programs will also be an advantage.

Notes: Candidates are invited to submit an application against the selection criteria to a maximum of one page per criteria. Candidates are also required to submit a current CV and the contact details of two current referees. Selection may be based on selection criteria, CV 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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements>.

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Belinda Carrington (02) 6244 2063

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Senior Refrigeration Mechanic

Facilities Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 21671)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: ACT Health requires a Refrigeration Mechanic with a Trade Certificate in Refrigeration to manage the day to day activities of the Refrigeration Mechanics Workshop within ACT Health. The position reports to the Electrical/Mechanical Workshop Supervisor.

Eligibility/Other Requirements: A Trade Certificate in Refrigeration. Demonstrated ability and experience in the supervision and coordination of a multi trade work force in the performance of maintenance and/or new works activities. Current driver's licence.

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Leo Grant 0432 088 824

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director of Clinical Services

Psychology Intern

Health Professional Level 1 \$53,784 - \$68,527, Canberra (PN: PsychIntern, several)

Gazetted: 15 January 2015

Closing Date: 5 February 2015

Details: An exciting opportunity exists for entry into the new Psychology Internship Program for Mental Health, Justice Health and Alcohol and Drug Services Division. The successful applicants will be employed as Health Professional Officers Level 1 - Intern Psychologist, to be members of multidisciplinary Mental Health teams, rotating through roles in some of the child and adult services within the Division. The roles will provide a range of assessment and treatment services to assist ACT Mental Health consumers. The successful applicant will also be provided with an opportunity for supervision to meet Psychology Board of Australia standards for working towards general registration as a psychologist.

Under close professional supervision:

- Promote positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.
- Provide individual or group service delivery.
- Apply knowledge, skills, and professional judgement in the delivery of routine services.

Eligibility/Other Requirements: Mandatory Qualifications: A four or five year accredited tertiary sequence of study in Psychology. Eligibility for Provisional Psychologist registration with Australian Health Practitioner Regulation Agency (to be discussed further at interview).

Notes: The role is an internship comprising a two year graduate program. Consideration for permanency is contingent upon completion of the internship program and general registration with the Psychology Board of Australia. These positions may be required to participate in an overtime, on call, and/or rotation roster.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Sarah Miller (02) 6205 4808 sarah.miller@act.gov.au

Canberra Hospital and Health Services

Medicine

Neurology

Clinical Neurophysiology Scientist New Graduate

Health Professional Level 1 \$53,784 - \$68,527, Canberra (PN: 33888)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: An opportunity exists for a dynamic individual with a Bachelor of Biomedical Science, Clinical Physiology or Bachelor of Medical Science (Clinical Investigation) to train in the Allied Health specialty of Clinical Neurophysiology. The successful individual will be provided with the practical and theoretical skills to perform tests such as Electroencephalograms, Nerve Conduction Studies and Evoked Potentials on a range of ages from neonates to the elderly in a supportive and nurturing environment. Supervision will be provided by an experienced Neurophysiology Scientist until adequate skills are developed.

Eligibility/Other Requirements: Bachelor of Biomedical Science (Clinical Physiology) or Bachelor of Medical Science (Clinical Investigation) containing Neurophysiology unit(s) - or equivalent.

Notes: This is a temporary position available for a period of 12 months. Under Health Professionals Enterprise Agreement 2013-2017 section N, N2.5 A new graduate that meets the discipline specific requirements at the end of the relevant new graduate period (a minimum period of 12 months), may be directly appointed to the Health Professional 2 level.

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 upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Angela Borbelj (02) 6244 4577

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health

Cancer Nursing

Enrolled Nurse

Enrolled Nurse Level 1 \$53,501 - \$57,161, Canberra (PN: 11858)

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: Applications are invited from a committed, motivated, and enthusiastic Enrolled Nurse to work part-time or full-time within a team environment. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed.

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

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Denise Breust (02) 6244 2881

Canberra Hospital and Health Services

Pathology

Specimen Reception

Specimen Reception

Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 17464, several)

Gazetted: 15 January 2015

Closing Date: 22 January 2015

Details: ACT Pathology is a department of Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. Pathology Specimen Reception is a sub-section of the Core Laboratory of ACT Pathology, operating 24 hours 7 days a week. The successful applicant will possess excellent analytic and organisational skills and have a good general understanding of a laboratory environment. The successful applicant will be required to sort and process specimens in an accurate and timely fashion and will be available to work rostered shifts as required over a 24 hour period, including night shift. The person we are looking for will be committed to exceptional customer service and will have a strong work ethic; they will be a team player and committed to equity and diversity. Tertiary qualifications are not required for these positions; however previous experience in a specimen reception environment would be an advantage.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Jenny Edmiston (02) 6244 3992

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation Allied Health
Occupational Therapy Assistant
Allied Health Assistant 2 \$46,450 - \$53,253, Canberra (PN: 20728)**

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: Applications are sought from a suitably qualified and experienced candidate to fill a full-time, permanent vacancy in the Rehabilitation Occupational Therapy team. This position will provide clinical services to clients undergoing active rehabilitation to implement occupational therapy treatment programs. The position will work as part of a multi-disciplinary team and has the potential to work across both inpatient and community settings. The successful applicant will work under direction and supervision of an experienced Occupational Therapy team.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance, or recognised equivalent. Must hold a current driver's licence.

Notes: Applicants are strongly encouraged to discuss the position with the contact officer prior to submitting an application. Applications that do not provide any response to the selection criteria will not be considered.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Tegan Reid (02) 6244 2904

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

Justice

Deputy Director-General, Justice

Executive Level 3.7 \$303,205 to \$319,363 depending on current superannuation arrangements, Canberra (PN: E723)

Gazetted: 08 January 2015

Closing Date: 26 January 2015

Details: The Justice and Community Safety Directorate is seeking applications from experienced senior executive to fill the role of Deputy Director General, Justice. The Deputy Director General, Justice provides high level policy advice to the Government particularly on law reform and oversees the administration of ACT Courts and Tribunals and the delivery of legal services to Government. The role also assists the Director-General in achieving the Directorates corporate and service delivery outcomes and the roles and responsibilities of a range of independent Statutory Office Holders.

Further information is available at www.justice.act.gov.au

Eligibility/Other Requirements: Experience and understanding of the legal system or the demonstrated capacity to adapt quickly to these responsibilities. Legal qualifications are required.

Remuneration: The position attracts a remuneration package ranging from \$303,205 to \$319,363, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$248,589.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Before applying, please obtain selection documentation by emailing admin@execintell.com.au quoting Ref. No. 425.

Further information can be obtained by contacting either Tricia Searson or Karina Duffey, Executive Intelligence Group (02) 6232 2200 admin@execintell.com.au quoting Ref. No. 425.

Emergency Service Agency

ACT State Emergency Service

Manager, Policy and Planning

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 07760)

Gazetted: 14 January 2015

Closing Date: 28 January 2015

Details: You will be responsible to the Chief Officer for leading and managing the the development of Service policy, and for contributing to the development of policy across the Emergency Services Agency. The Manager, Policy and Planning is also responsible for the development and oversight of the ACT State Emergency Service (ACTSES) Business Plan and other planning documents for both operational and community education requirements. You will be responsible for working with management, staff and volunteers of the ACTSES to ensure that appropriate and effective strategies, plans and policies are implemented to meet the needs of the community and the Service. You will be skilled in developing and maintaining effective working relationships with key stakeholders and will have previously managed, planned and evaluated risk assessment activities and have had experience in Emergency Services environment. The successful applicant will be required to perform duties outside of normal business hours to support incidents or during a declared state of alert/emergency.

Eligibility/Other Requirements: Experience as a manager, AIMS 4 qualification and experience with planning operational or educational events and activities for the public is highly desirable.

Notes: This is a temporary vacancy starting asap to 01 July 2015 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 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

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

ACT Corrective Services

Alexander Maconochie Centre

Corrections Programs - Offender Services

Librarian

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 15023)

Gazetted: 08 January 2015

Closing Date: 22 January 2015

Details: ACT Corrective Services is looking for an enthusiastic, motivated and conscientious person to fill the position of Alexander Maconochie Centre Librarian for up to six months, with the possibility of extension.

The successful applicant will be required to:

Provide general fiction, reference and information services within the Alexander Maconochie Centre Library.

Organise and prioritise own workload, liaise with other officers within AMC to facilitate Library usage by detainees both on-site and in library.

Liaise with ACT Corrective Services staff, VET providers and other stakeholders in relation to specific requirements to coordinate, develop and implement training and education programs in the use of print and electronic library resources.

Manage and develop technical services functions, including cataloguing and lending procedures. Evaluate, select and recommend acquisition of print and electronic resources and materials.

Eligibility/Other Requirements: Qualification in librarianship or information management will be highly regarded.

Eligibility for professional membership of the Australian Library and Information Association would be desirable. A current driver's licence is desirable. The successful candidate will be required to undergo a police criminal history check and may have to undergo a psychological assessment. Eligible applicants will be required to maintain a current working with vulnerable people check. 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_wvpv.

Note: This is a Temporary vacancy starting ASAP up to six months with the possibility of extension.

How to Apply: Please review the current position description and include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees, a current curriculum vitae and a copy of your current working with vulnerable people card. This position is located at the Alexander Maconochie Centre in Hume.

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

Victim Support ACT

Legal Policy Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 43609)

Gazetted: 09 January 2015

Closing Date: 23 January 2015

Details: Victim Support ACT is seeking a Legal Policy Officer. Duties and responsibilities of the Legal Policy Officer include building collaborative relationships with key stakeholders, identifying and investigating legal and policy issues that affect victims of crime, and conducting research and analysis for law reform and other projects, especially in the area of family and domestic violence

Eligibility/Other Requirements: A tertiary qualification in Legal studies or Law is mandatory. Experience practicing law and/or working with victims of crime is highly desirable. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to -

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

Notes: This is a temporary vacancy available for the period of 12 months. Please address the selection criteria no more than three pages. Contact details of two referees and a current curriculum vitae must accompany the application.

Contact Officer: Kylie Woodward (02) 6205 5197 kylie.woodward@act.gov.au

Office of Regulatory Services

Registration and Fair Trading

Background Screening - Working With Vulnerable People

Risk Assessment Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 30737, several)

Gazetted: 12 January 2015

Closing Date: 19 January 2015

Details: Under the general direction of the Manager of Risk Assessment and Compliance: Provide high level client service, at the counter, over the phone, or in writing. Provide assistance analysing complex registrations under the Working with Vulnerable People scheme. Deal appropriately with confidential and sensitive information. Exercise sound decision making practices in keeping with the Working with Vulnerable People Risk Assessment Guidelines. Exercising responsibilities as a collector of public monies in accordance with the *Financial Management Act 1996*. Maintain accurate records in accordance with the *Territory Records Act 2002*. Contribute to ORS operations and

perform other duties as directed. Contribute to workplace diversity, participative work practices and promote OH&S principles.

Eligibility/Other Requirements: Must obtain or hold a general Working with Vulnerable People registration.

Notes: Several temporary vacancies available until the 30 June 2015 with a possibility of extension. Please note selections may be based on application and referee report only.

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 relation to the duty statement, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Josh Rynehart (02) 6205 3740 josh.rynehart@act.gov.au

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_wvp.

Corporate

Capital Works and Infrastructure

Projects

Project Support Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 20103)

Gazetted: 13 January 2015

Closing Date: 27 January 2015

Details: An exciting opportunity exists to join the Capital Works and Infrastructure Unit of JACS Directorate. The Unit is seeking applications for a Project Support Officer to assist the Project team with project establishment, implementation and reporting. The position also provides management of financial support to the project team including use of financial systems, and project reconciliations.

Eligibility/Other Requirements: Certificate IV or Diploma in Project Management desirable. ACT drivers licence essential.

Note: This is a temporary vacancy available asap to 30 June 2015.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

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.

Applications should be sent to the contact officer.

Contact Officer: Luke Jansen (02) 620 57653 luke.jansen@act.gov.au

Corporate

Capital Works and Infrastructure

Projects

Environment and Heritage Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 12946)

Gazetted: 14 January 2015

Closing Date: 28 January 2015

Details: An opportunity exists for a self motivated person who is an excellent communicator to spearhead the Directorate's efforts in sustainability and heritage. Working in a harmonious team within the Projects Section, the position requires someone to manage the Directorate's energy efficiency program via Environment Sustainable Development (ESD) upgrades to the building portfolio as well as leading sustainability initiatives via awareness campaigns across the Directorate. The position requires the successful person to be well organised, able to use and interpret the Whole of Government energy data system and to coordinate annual reporting requirements for ESD across the Directorate. Applicants will be able to work with limited supervision, have skills and experience in project management, and be able to provide sound, considered advice on complex issues. An ability to build and maintain

successful relationships with internal and external stakeholders is essential, as well as an understanding of ACT Government legislation and policies.

Eligibility/Other Requirements: A current driver's licence is essential.

Contact Officer: Luke Jansen (02) 6205 7653 luke.jansen@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 of Regulatory Services

Registrations and Fair Trading

Advice and Complaints

Administrative Service Officer

Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 42683)

Gazetted: 13 January 2015

Closing Date: 20 January 2015

Details: Under the general direction of Advice and Complaints: Demonstrated administrative support skills including sound organisational skills, self motivation and initiative. Advise consumers of their rights and traders/businesses of their obligations under the legislation administered by the Office with particular emphasis on: Access and equity principles; Promoting self help where possible; Identifying issues for educational, compliance or legislative action. Ability to work in a team environment and to work with minimal supervision. Effective oral and written communication skills. Ability to use computer systems to enter complaints received by clients. A demonstrated understanding of and commitment to customer service, principles of workplace diversity, participative work practices, occupational health and safety. Maintain records in accordance with the *Territory Records Act 2002* Undertake such other duties as directed within the Advice and Complaints unit.

Notes: This is a temporary vacancy available asap to 27 February 2015.

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: Narelle Bramwell (02) 6205 3706 narelle.bramwell@act.gov.au

Office of the Legislative Assembly

Hansard, Technology and Library Office

Records and Information Manager

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 513)

Gazetted: 09 January 2015

Closing Date: 19 January 2015

Details: Under direction from the Director, Hansard, Technology and Library, the Records and Information Manager is responsible for the day-to-day coordination of records and information resources across the Office of the Legislative Assembly (OLA). Information resources include information in physical and digital formats.

Notes: This is a Temporary vacancy from January 2015 to 24 April 2015 with a possible extension up to six months.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability as outlines in the position duties, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to OLARecruitment@parliament.act.gov.au

Contact Officer: Val Szychowska (02) 6205 0126 val.szychowska@parliament.act.gov.au

Clerk's Office

Clerk's Personal Assistant

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 101)

Gazetted: 09 January 2015

Closing Date: 15 January 2015

Details: The position of Personal Assistant provides high-level executive administrative support to the Clerk of the Legislative Assembly, a statutory office holder who heads the Office of the Legislative Assembly (OLA).

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability as outlined in the position duties, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to OLARecruitment@parliament.act.gov.au

Note: This is a temporary position available from 19 January 2015 to 27 March 2015

Contact Officer: Emma Talbot (02) 6205 0150 emma.talbot@parliament.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

Parks and City Services

Libraries ACT

South Region

Operations Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34372)

Gazetted: 14 January 2015

Closing Date: 21 January 2015

Details: Our dynamic and changing library service needs someone who has excellent leadership and communication skills. They will manage library staff and operations; community engagement activities; public awareness programs and will be able to demonstrate high levels of competency in staff management, service delivery, relationship management, planning and continuous improvement.

Eligibility/Other Requirements: Recognised tertiary qualifications. Proven management in a service environment is essential. Previous experience must include staff supervision.

Notes: Libraries ACT operates across 7 days a week and applicants will be required to work on weekends. Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Vanessa Little (02) 6207 6995 vanessa.little@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.

Parks and City Services

City Services

Domestic Animal Services

Deputy Registrar - DAS

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 17733)

Gazetted: 14 January 2015

Closing Date: 28 January 2015

Details: This position will perform the functions of Deputy Registrar of Domestic Animal Services, prescribed by the *Domestic Animal Act 2000* and undertake the role of Assistant Manager of the Unit. Respond to and investigate animal nuisance and dog attack complaints received by the Domestic Animal Services Unit and provide sound advice to staff, management, clients and members of the public. This position will also liaise with, and provide advice to, other government agencies, community groups and members of the public in relation to the relevant legislation. As well as deliver staff development and training.

Eligibility/Other Requirements: Current driver's licence. Willingness to wear a uniform.

Notes: This is a temporary vacancy available asap to June 2015.

Contact Officer: Eva Cawthorne (02) 6207 2369 eva.cawthorne@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.

Parks and City Services

City Services

Licensing and Compliance

Park Booking Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 25884)

Gazetted: 13 January 2015

Closing Date: 27 January 2015

Details: The Licensing and Compliance Unit administers a broad range of legislation focused on environmental, regulatory and compliance issues and has responsibility for the City Rangers, Licensing, Investigations, Domestic Animal Services and Public Land Use coordination. The Park Bookings Officer, under limited supervision, will process applications for events and activities relating to the use of unleased Territory land e.g. community activities, private functions, construction and access.

Eligibility/Other Requirements: Current driver's licence. Willingness to wear a uniform.

Notes: This is a temporary vacancy available for the period of 12 months.

Contact Officer: Kylie Jenkins (02) 6207 2581 kylie.h.jenkins@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.

Parks and City Services

ACT Parks and Conservation Service

National Parks and Catchments

Visitor Services Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 16065, several)

Gazetted: 13 January 2015

Closing Date: 27 January 2015

Details: We are seeking motivated and passionate people to provide frontline visitor service functions and administrative support to the National Parks and Catchment Region including Namadgi National Park, Tidbinbilla Nature Reserve and Murrumbidgee River Corridor. Duties include staffing the Visitor Centres, providing information about recreation and tourism activities, retail sales and administrative tasks related to the operations of the section. The successful occupant will require excellent communication skills, a flexible approach and the ability to maintain a strong customer focus.

Eligibility/Other Requirements: Current manual driver's licence. Willingness to wear a uniform.

Notes: We are seeking applications from suitably qualified people who are interested in permanent, fixed term (between one and five years) and temporary (up to 12 months) employment, with possibility of extension to form an employment register. All applicants are required to address the selection criteria and must submit two written referee reports addressing the selection criteria and graded using the stipulated rating scale, with their written application. Selection may be based solely on consideration of written application and referee reports only.

Contact Officer: Melissa Barton (02) 6205 3664 melissa.barton@act.gov.au

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

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$61,874 - \$66,997

Charmaine Canonigo 836-15261, Section 68(1), 8 January 2015

Senior Officer Grade C \$93,254 - \$100,382

Michael Forster 844-82827, Section 68(1), 9 January 2015

Senior Officer Grade C \$93,254 - \$100,382

Yadana Kyu 835-82228, Section 68(1), 13 January 2015

Senior Officer Grade C \$93,254 - \$100,382

Scott James Tozer 844-83467, Section 68(1), 7 January 2015

Education and Training

General Service Officer Level 6 \$48,163 - \$50,446

Joshua Barrera 843-33178, Section 68(1), 12 January 2015

Administrative Services Officer Class 6 \$74,098 - \$84,803

Skye Melanie Blake 843-32845, Section 68(1), 12 January 2015

Health

Senior Officer Grade C \$93,254 - \$100,382

Philippa Ashhurst 834-52968, Section 68(1), 12 January 2015

Registered Nurse Level 1 \$58,989 - \$78,799

Sini Balakrishnan 834-43922, Section 68(1), 15 January 2015

Administrative Services Officer Class 2/3 \$49,189 - \$59,980

Grace Beltrami 839-27986, Section 68(1), 5 January 2015

Clinical Coder \$58,522 - \$72,544

Lindy Brown 844-32694, Section 68(1), 8 January 2015

Registered Nurse Level 1 \$58,989 - \$78,799

Elizabeth Campbell 844-83854, Section 68(1), 12 January 2014

Registered Nurse Level 3.2 \$106,172

Cathryn Carter 842-88522, Section 68(1), 12 January 2015

Registered Nurse Level 3.1 \$93,917 - \$97,782

Kathryn Judge 844-81795, Section 68(1), 19 January 2015

Registered Nurse Level 1 \$58,989 - \$78,799

Monickaseles Kattakkayam 840-50194, Section 68(1), 9 January 2015

Health Professional Level 2 \$57,352 - \$78,731

Jacob May 844-83619, Section 68(1), 12 January 2015

Senior Officer Grade C \$93,254 - \$100,382

Sue-Ella McGufficke 833-45935, Section 68(1), 15 January 2015

Registered Nurse Level 2 \$81,918 - \$86,823

Jason Morris 843-89956, Section 68(1), 8 January 2015

Registered Nurse Level 2 \$81,918 - \$86,823

Joanne Mulquiney 842-89808, Section 68(1), 29 January 2015

Health Professional Level 4 \$93,254 - \$100,382

Shivaparan Sivasubramaniam 844-83379, Section 68(1), 12 January 2015

Justice and Community Safety

Government Solicitor 3 \$129,169 - \$146,123

Sarah Arthur 844-83758, Section 68(1), 12 January 2015

Government Solicitor 1 \$65,582 - \$98,203

Jessica Barnard 836-12984, Section 68(1), 12 January 2015

Senior Officer Grade B \$109,831 - \$123,642

Luigina Antonietta Corich 844-01986, Section 68(1), 15 January 2015

Government Solicitor 1 \$65,582 - \$98,203

Eleanor Hobba 844-83563, Section 68(1), 12 January 2015

Government Solicitor 1 \$65,582 - \$98,203

Meagan Louise James 844-83547, Section 68(1), 7 January 2015

Government Solicitor 2 \$102,920 - \$123,495

Hong Teo 844-83571, Section 68(1), 27 January 2015

Territory and Municipal Services

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

Jeffrey William Kevin Collins 844-75299, Section 68(1), 6 January 2015

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

Stephen Brian Eppelstun 844-83774, Section 68(1), 15 January 2015

Bus Operator \$68,179

Andrew McCall 510-34323, Section 68(1), 12 January 2015

TRANSFERS

Chief Minister, Treasury and Economic Development

Judy MacLachlan: 789-36212

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

Canberra Institute of Technology

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Chief Minister, Treasury and Economic Development, Canberra (PN. 01903) (Gazetted 21 November 2014)

Health

Leonie Drew: 835-79424

From: Health Professional Level 3 \$81,995

Health

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

Health, Canberra (PN. 28547) (Gazetted 17 April 2014)

PROMOTIONS

Canberra Institute of Technology

Business Tourism and Accounting

Accounting and Law

Kerry Elizabeth Rayner: 827-13273

From: Teacher Level 1 \$65,460 - \$87,344

Canberra Institute of Technology

To: †Teacher Level 2 \$93,298

Canberra Institute of Technology, Canberra (PN. 34885) (Gazetted 25 November 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.

Community Services

Office for Children, Youth and Family Support

Business Support

Johanne Beirne: 827-47828

From: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Community Services

To: †Senior Officer Grade C \$93,254 - \$100,382

Community Services, Canberra (PN. 14962) (Gazetted 16 September 2014)

Service Strategy and Community Building

Office for Aboriginal and Torres Strait Islander Affairs

Stakeholder Management Team

Joanne Lesiputty: 766-14754

From: Senior Officer Grade C \$93,254 - \$100,382
Community Services
To: †Senior Officer Grade B \$109,831 - \$123,642
Community Services, Canberra (PN. 04834) (Gazetted 22 July 2014)

Education and Training

Education Strategy

Learning and Teaching

Teaching and School Leadership

Elizabeth Glasgow: 729-06135

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02763) (Gazetted 17 November 2015)

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.

Health

Canberra Hospital and Health Services

Surgery and Oral Health

Anaesthesia

Edward Coxon: 821-77394

From: Senior Registrar \$124,330

Health

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

Health, Canberra (PN. 23890) (Gazette 31 July 2014)

Strategy and Corporate

People Strategy and Services

Staff Development

Fan Gao: 836-11252

From: Graduate Administrative Assistant \$61,874 - \$63,771

Health

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Health, Canberra (PN. 17316)

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Executive Director of Medical Services

August Marchesi: 821-24348

From: Senior Officer Grade C \$93,254 - \$100,382

Health

To: †Senior Officer Grade B \$109,831 - \$123,642

Health, Canberra (PN. 29744) (Gazetted 20 November 2014)

Justice and Community Safety

**ACT Law Courts and Tribunal
ACT Civil and Administrative Tribunal
Civil and Residential Tenancies**

Alyssa Barac: 821-07935

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Justice and Community Safety

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Justice and Community Safety, Canberra (PN. 34716) (Gazetted 31 October 2014)

Emergency Services Agency

ACT Ambulance Service

Support Services

Deirdre Pamela MacDonnell: 821-04283

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

Justice and Community Safety

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Justice and Community Safety, Canberra (PN. 16021) (Gazetted 16 October 2014)

CORRIGENDA

Health

Health Service Officer Level 3 \$44,914 - \$46,374

Slavica Tasic 838-54078, Section 68(1), 18 December 2014

Note: Correction to the date of permanent appointment.

Justice and Community Safety

Pieta White: 827-36088

Note: Promotion to Senior Officer Grade C PN: 34533 was incorrectly notified in the gazette of 11 December 2014.

RETIREMENTS and DISMISSALS

Environment and Planning

Section 143 Public Sector Management Act 1994 – Vic Smorhun AGS: 233-59278