



ACT Government Gazette

Gazetted Notices for the week beginning 21 April 2011

VACANCIES

ACT 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>

Office of the Chief Executive

Population Health

Communicable Disease Control

Immunisation Coordinator

Registered Nurse Level 3.1 \$83,861 - \$87,312, Canberra (PN: 21872)

Gazetted: 28 April 2011

Closing Date: 12 May 2011

This position is responsible for implementation of the ACT immunisation program. The ideal applicant will have practical experience and knowledge of current immunisation recommendations, strong communication skills and a sound track record in program management. Excellent interpersonal and negotiation skills are essential. The successful applicant will be responsible for implementing immunisation initiatives, promoting, monitoring and improving immunisation coverage in the ACT. The position is supported by a small team involved in the purchase and delivery of government funded vaccines in the ACT.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Extensive experience in immunisation and public health programs is desirable.

Contact Officer: Carolyn Banks (02) 6205 1707

Deputy Chief Executive The Canberra Hospital and Health Services

Medicine

Medical Services

Coronary Care Unit Nurse

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 22431, several)

Gazetted: 28 April 2011

Closing Date: 5 May 2011

Interest is being sought for Level 2 Registered Nurses who are interested to fill dynamic and rewarding positions within Coronary Care Unit (CCU), working on a rotating roster. This is a critical care area that offers challenges and opportunities for career pathways. The clinical unit provides a supportive, nurturing and learning environment, we value and encourage innovation. 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 Nursing and Midwifery Board of Australia as a Registered Nurse. Minimum of 12 months experience in cardiac nursing.

Note: Applicants are requested to submit in writing a one to two page application addressing the selection criteria, current CV and names of two professional referees.

Contact Officer: Kendra Kemister (02) 6244 2265 or Karen Simpson (02) 6244 2165

Deputy Chief Executive The Canberra Hospital and Health Services

Medicine

Medical Services

Nurse

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 04393, several)

Gazetted: 28 April 2011

Closing Date: 5 May 2011

Dynamic Registered Nurses with excellent communication and multitasking skills are required to provide advanced nursing care consistently and competently to patients of varying complexity, including expertise and skills in the area of Respiratory, Cardiology, Endocrinology and Rheumatology.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board and any other registration required by the specific field.

Note: Please submit a maximum of three pages addressing the selection criteria, a current CV and details of two professional referees. Previous applications will automatically be accepted with the approval of the applicant.

Contact Officer: Kendra Kemister (02) 6244 2265 kendra.kemister@act.gov.au or Tracey Duggan (02) 6244 7231 or tracey.duggan@act.gov.au.

Deputy Chief Executive The Canberra Hospital and Health Services

Women, Youth and Children

Allied Health Management

Social Worker

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 29138)

Gazetted: 28 April 2011

Closing Date: 5 May 2011

Expressions of interest are sought from experienced Social Workers who would like the opportunity to work with the Child, Youth and Women's Health Program Social Work team. The Social Work service is part of the community based multidisciplinary services provided for parents and families in the antenatal and postnatal period and works closely with Maternal and Child Health Nurses, Physiotherapist, Nutritionists, Child Health Medical Officers and Community Paediatricians. The Social Workers provide individual counselling and therapeutic interventions, information, advocacy and support for parents and families experiencing emotional, social and psychological challenges that may have an impact on the health and well being of the children and family. Clinical supervision is emphasised with both individual and peer supervision processes in place.

Eligibility/Other Requirements: Appropriate Degree in Social Work and eligibility for membership of the Australian Association of Social Workers. Current driver's licence essential.

Note: This is a part-time temporary position at four days per week available for the period 1 June 2011 to 26 September 2011, with the possibility of extension. Social Work services are located at both Tuggeranong and Belconnen Health Centres and this position is currently based at Tuggeranong. Please submit a written application addressing the Selection Criteria including Curriculum Vitae and nominating two referees.

Contact Officer: Susan Clay (02) 6205 2752 sue.clay@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Services
Medicine**

Ambulatory Services

Orthoptist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 23687)

Gazetted: 28 April 2011

Closing Date: 12 May 2011

An exciting opportunity exists for an Orthoptist to join the recently established Department of Ophthalmology at the Canberra Hospital. The Department of Ophthalmology, based at the Canberra Hospital, was established in September 2007. It presently has a clinical staff of three staff specialist ophthalmologists, four ophthalmology registrars, two orthoptist and two ophthalmic nurses. The clinical caseload is a mix of medical and surgical retinal disease, anterior segment and cornea, some paediatric ophthalmology, plus ophthalmology primary care. In addition to clinical responsibility there is an established teaching program for a full half day per week. The successful applicant will also have an administrative role in the department with rostered non-clinical time to facilitate this. Opportunities also exist for involvement in existing research programmes or independent research.

Eligibility/Other Requirements: An appropriate degree in Orthoptics is essential. High proficiency with clinical assessment including history taking, visual acuity and intraocular pressure measurement and assessment of ocular movements.

Proficiency with all diagnostic modalities including OCT, fundus photography, FFA, automated (Humphrey) and manual (Goldmann) visual field assessment, corneal pachymetry and corneal topography. Ability to manage amblyopia (with consultant ophthalmologist backup). Clinical experience with adult and paediatric orthoptics would be desirable.

Note: First year graduates are also encouraged to apply. Part time applicants will be considered.

Contact Officer: MaryAnne Gregory (02) 6244 2222 page 50424

**Office of the Chief Executive
Fundraising and Volunteers**

Fundraising Revenue Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 01979)

Gazetted: 28 April 2011

Closing Date: 12 May 2011

The Financial Management function within the Fundraising office of ACT Health is responsible for the effective control, monitoring and oversight of financial reporting for the Office. The Finance function also administers the accounting management and asset accounting function at the office level, providing high level accounting advice to business managers and ensuring the correct use of current accounting standards and policies. We are looking for applicants who have a good working knowledge of Financial Management. You will need to have good communication, interpersonal skills and have a strong drive and commitment to achieving organisational goals.

Contact Officer: Kim Philpot (02) 6244 2808

**Office of Chief Executive
Communications**

Graphic Designer/Photographer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 21657)

Gazetted: 28 April 2011

Closing Date: 5 May 2011

The Communications and Marketing team at ACT Health is looking for a graphic designer who is able to undertake a broad range of design work. The successful applicant will be someone who is able to design brochures, posters, pamphlets, etc, but also to design, layout and typeset larger publications such as annual reports. The work is constant with quick turnaround times.

Eligibility/Other Requirements: Tertiary or other qualifications in graphic design or demonstrated skills developed through relevant experience in graphic design are highly desirable.

Contact Officer: Hasnah Scheduling (02) 6205 0837

**Deputy Chief Executive The Canberra Hospital and Health Services
Medicine**

Medical Services

Enrolled Nurse

Enrolled Nurse Level 2 \$51,032, Canberra (PN: 11813)

Gazetted: 28 April 2011

Closing Date: 5 May 2011

Interest is being sought for a Level 2 Enrolled Nurse to fill a dynamic and rewarding position within ward 8B, working a full time or part time rotating roster. This is an acute medical area that offers challenges and opportunity. The clinical unit provides a supportive, nurturing and learning environment to enable EN's to deliver high quality care to acutely unwell patients with renal conditions. We value and encourage innovation. 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 as an Enrolled Nurse with the ACT Nursing and Midwifery Board.

Contact Officer: Julie O'Rourke (02) 6244 2657 or Katie McKenzie (02) 6244 2949

Office of Chief Executive

Fundraising and Volunteers

Fundraising Office

Fundraising Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 18227)

Gazetted: 28 April 2011

Closing Date: 5 May 2011

This full-time position is a key support to all areas of the fundraising team. You will take responsibility for all reception duties, have strong computer skills and have a confident and friendly phone manner. Prior exposure to operating within a fundraising database would be beneficial (DONMAN). To succeed in this role you will be a self-motivated individual with a 'can do' attitude, and highly organised with an eye for detail. You will be enthusiastic about fundraising and keen to help deliver outcomes through your strong administrative skills.

Contact Officer: Kim Philpot (02) 6244 2808

Deputy Chief Executive The Canberra Hospital and Health Services

Operational Support

Support Services

Ward Clerks

Administrative Services Officer Class 2/3 \$43,289 - \$53,214, Canberra (PN: 13549, several)

Gazetted: 28 April 2011

Closing Date: 5 May 2011

Support and maintain a computerised Patient Administration System, undertake a range of clerical duties in support of the clinical unit. Undertake admission/discharge procedures.

Eligibility/Other Requirements: High level of computer/keyboard skills. Provide a proven knowledge of sound customer service and the ability to deliver to a diverse client population. Ability and willingness to participate in rotating rosters and a variety of shifts. Ability to work well independently and to work well as part of the Ward Clerk team. Ward Clerk Services provide a 24 hours 7 day a week service to the hospital.

Note: Several permanent part-time positions are available that include weekends, and an evening position. Please note that an order of merit may be established from this selection process and may be utilised to fill any full-time, part-time, temporary or casual positions which occur within the following 12 months. Two referee reports must be submitted at time of interview. If the response to the selection criteria is not complete, applicants will not be considered for interview.

Contact Officer: Laura Nash (02) 6174 5578 or (02) 6244 3277

Department of Disability, Housing and Community Services

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

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

Office for Children, Youth and Family Support

Aboriginal and Torres Strait Islander Service

Aboriginal and Torres Strait Islander Carer Liaison Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 23724)

Gazetted: 27 April 2011

Closing Date: 10 May 2011

The Aboriginal and Torres Strait Islander Service in partnership with the West Belconnen Child and Family Centre are seeking a motivated person to take up a position of Foster Carer Liaison Officer. The position will be based at the West Belconnen Child and Family Centre and will work across the Office for Children, Youth and Family Support. The position will provide individual support for Aboriginal and Torres Strait Islander kinship carers and other carers of Aboriginal and Torres Strait Islander children in the ACT. The position will focus on improving and strengthening relationships between carers, agencies and government. The position will also provide access to a range of support services for kinship carers within the community.

Eligibility/Other Requirements: Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.

Note: This position is temporary available asap to 27 May 2012. Two page expression of interest. Please supply one current referee report. This position may be filled based on application alone.

Contact Officer: Shona Chapman (02) 6205 2904 shona.chapman@act.gov.au

Department of 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 and Community Safety Corporate
Capital Works and Infrastructure
Projects**

Projects Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 15974)

Gazetted: 21 April 2011

Closing Date: 10 May 2011

An exciting opportunity exists to join the Capital Works and Infrastructure unit of Justice and Community Safety Corporate. The unit is seeking applications for a Project Manager to manage the projects section of the unit delivering a diverse range of projects across the agency. Applicants should be motivated, committed to achieving outcomes, be able to lead and manage staff, and have demonstrated experience in a Capital Works and Infrastructure environment.

Eligibility/Other Requirements: Sound knowledge and skills in Project Management and relevant ACT Public Service legislation and policies, including tender and procurement processes and / or relevant tertiary qualifications would be an advantage. A current driver's licence is desirable.

Contact Officer: Greg Hammond (02) 6205 3505 greg.hammond@act.gov.au

**Corporate
Capital Works and Infrastructure
Infrastructure**

Assistant Manager Infrastructure

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 07706)

Gazetted: 27 April 2011

Closing Date: 11 May 2011

An exciting opportunity exists for an enthusiastic and motivated person to join the Capital Works and Infrastructure unit of Justice and Community Services Corporate. The Unit is seeking applications for an Assistant Manager Infrastructure to provide leadership, direction business planning and strategic oversight to the Infrastructure Team that provides services including: Property, Accommodation, Office Services and Security. The team provides high level advice and support to management and staff on these functions in accordance with relevant ACT Government legislation and policies including tender and procurement process.

Eligibility/Other Requirements: Experience in managing the delivery of facilities management, property and accommodation services, including the development and implementation of relevant policies and procedures, proactive analysis and reporting of service delivery performance to monitor progress and the achievement of strategic goals and objectives is highly desirable. Certificate IV or Diploma in Project Management desirable. Current driver's licence essential.

Contact Officer: Adrienne McRae (02) 6205 0284 adrienne.mcrae@act.gov.au

**Corporate
Capital Works and Infrastructure
Infrastructure**

Operations Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 17381)

Gazetted: 21 April 2011

Closing Date: 5 May 2011

An exciting opportunity exists to join the Capital Works and Infrastructure Unit of Justice and Community Safety Corporate. The Unit is seeking applications for an Operations Officer to act as a site contact, facilitating the engagement of established appropriate external service providers relating to a range of facilities maintenance, property related services, contracts and carrying out inspections for quality assurance purposes. Applicants should be motivated, committed to achieving outcomes and have demonstrated experience in a Capital Works and the Infrastructure environment.

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

Contact Officer: Kendall Lewer (02) 6207 8380 kendall.lewer@act.gov.au

**Corporate
Capital Works and Infrastructure
Infrastructure**

Executive Assistant/Office Administrator

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 11107)

Gazetted: 21 April 2011

Closing Date: 5 May 2011

An exciting opportunity exists to join the Capital Works and Infrastructure Unit of Justice and Community Safety Corporate. The unit is seeking applications for an Executive Assistant and Office Administrator to provide administrative support to the Executive Director and also to provide office administrative support to Unit Managers to ensure the

objectives of the work unit are being met. Applicants should be motivated, committed to achieving outcomes and have demonstrated experience in office administration and client service.

Eligibility/Other Requirements: ACT driver's licence essential.

Contact Officer: Graeme Petteit (02) 6205 0299 graeme.petteit@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.

Department of 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

Land Management and Planning

Asset Integration Design and Development

Design and Development

Senior Project Co-ordination

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 19285)

Gazetted: 27 April 2011

Closing Date: 10 May 2011

Asset Integration, Design and Development (AIDD) is looking for a dynamic and highly motivated individual to fill the position of Senior Project Co-ordinator to lead our Capital Works projects team under broad guidance from the Design and Development (DD) Manager. The Senior Project Coordinator is responsible for leading and managing a small dynamic team in the delivery of Capital Works projects to the Community of the ACT. The delivery of Capital Works projects to the agreed scope, approved schedule and within the allocated budget is essential in achieving the required outputs of this team. This position includes the responsibility, with direction from the DD Manager, to effectively develop and deliver the projects, as well as actively contribute towards park landscape and asset management planning for assets managed by AIDD relating to the delivery of the Capital Works Program. The applicant will be required to maintain good communications with all stakeholders, both internal to TAMS and other ACT Government Departments.

Eligibility/Other Requirements: The position requires sound proven knowledge and skills in project management and execution to meet sometimes demanding schedules as well as provide professional advice and assistance to other managers within LMP.

Note: This position is temporary available from 30 May 2011 to 30 May 2012.

Contact Officer: Diana Hill (02) 6207 6911 diana.hill@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.

InTACT

Operations

Education ICT, Schools ICT Projects

Project Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 09325)

Gazetted: 21 April 2011

Closing Date: 5 May 2011

Under direction, work closely with InTACT teams, schools and suppliers on deployment of new computer network services (SchoolsNet) for schools, including hardware refresh, re-imaging and identification and deployment of software.

Note: This is a temporary position from 16 May 2011 until 31 December 2011.

Contact Officer: Karen Carlton (02) 6205 5510 karen.carlton@act.gov.au

InTACT

Planning and Development

Infrastructure Services

Data Centre and Media Restore Supervisor

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 14384)

Gazetted: 21 April 2011

Closing Date: 28 April 2011

Assist in the management of ACT Government Information Systems data, ensuring the timely processing of data restoration in accordance with relevant Service Level Agreements. Monitor and maintain adequate resources in the Data Centre for all backups, specifically media management. Assist in the management of security systems and access to the data centre.

Eligibility/Other Requirements: Experience in the use of the Hewlett Packard DataProtector 5.x software application would be advantageous, but not essential.

Note: The occupant of this position is required to participate in an on-call arrangement that operates 24 x 7 days.

Contact Officer: Mike Hutterer (02) 6207 6972 michael.hutterer@act.gov.au

InTACT

Planning and Development

Infrastructure Services

Data Centre and Media Restore Supervisor

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 14380)

Gazetted: 21 April 2011

Closing Date: 28 April 2011

This position is to assist in the management of ACT government information systems data to ensure the timely processing of data restoration in accordance with relevant service level agreements, Assist in the management of the media database and media rotations, Undertake activities associated with the backup and recovery procedures and assist in the management of off-site media and scheduling tape rotations.

Eligibility/Other Requirements: Experience in the use of the Hewlett Packard DataProtector 5.x software application would be advantageous.

Note: This position requires participation in an on-call working arrangement that operates 24 hours a day seven days a week.

Contact Officer: Mike Hutterer (02) 6207 6972 michael.hutterer@act.gov.au

APPOINTMENTS

ACT Health

Registered Nurse Level 1 \$51,872-\$70,092

Sun Young Cheon 824-32156, Section 68(1), 28 April 2011

Registered Nurse Level 2 \$72,960-\$77,472

Hardarshan Kang 821-18538, Section 68(1), 18 April 2011

Technical Officer Level 1 \$44,764-\$47,026

Kay Phongsavath 827-37515, Section 68(1), 11 April 2011

Registered Nurse Level 1 \$51,872-\$70,092

Jiyeon Song 824-32201, Section 68(1), 28 April 2011

Canberra Institute of Technology

Teacher Band 1 \$58,254-\$78,380

Mark Snowball 827-38032, Section 68(1), 28 April 2011

Department of Disability, Housing and Community Services

Administrative Services Officer Class 3/4 \$49,306-\$59,668

Troy Kenneth Andrews 827-28045, Section 68(1), 15 April 2011

Department of Education and Training

School Assistant 2 \$36,810-\$40,820

Loraine Bryant 827-38008, Section 68(1), 2 May 2011

School Assistant 2 \$36,810-\$40,820

Toni Minto 827-37638, Section 68(1), 10 April 2011

Information Technology Officer Class 1 \$53,214-\$60,844

Vivek Sachdeva 827-38454, Section 68(1), 2 May 2011

Department of Territory and Municipal Services

General Service Officer Level 5/6 \$42,612-\$47,092

Willow Lala'o 787-44835, Section 68(1), 18 April 2011

PROMOTIONS

ACT Health

Office of the Chief Executive

Quality and Safety

Injury Prevention and Management

Susan Armitage: 788-61783

From: Administrative Services Officer Class 6 \$66,198 - \$76,043
Department of Treasury

To: †Senior Officer Grade C \$83,816 - \$90,372

ACT Health, Canberra (PN. 29480) (Gazetted 3 February 2011)

Department of Education and Training

School Improvement

Belconnen Network

Macquarie Primary School

Kerri-Anne Constable: 787-53520

From: School Assistant 2 \$36,810 - \$40,820

Department of Education and Training

To: Administrative Services Officer Class 3 \$49,306 - \$53,214

Department of Education and Training, Canberra (PN. 22818) (Gazetted 23 February 2011)

School Improvement

North/Gungahlin Network

Campbell High School

Stephen Crabb: 033-19180

From: Classroom Teacher \$51,178 - \$78,837

Department of Education and Training

To: †School Leader C \$91,769

Department of Education and Training, Canberra (PN. 13031) (Gazetted 8 March 2011)

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.

School Improvement

Woden Weston Network

Curtin Primary School

Merryn O'Dea: 798-83468

From: School Leader C \$91,769

Department of Education and Training

To: †School Leader B \$98,077

Department of Education and Training, Canberra (PN. 04008) (Gazetted 7 March 2011)

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.

Department of Justice and Community Safety

Office of Regulatory Services

Registration and Client Services

Dale Elsie Pegg: 545-56741

From: Administrative Services Officer Class 6 \$66,198 - \$76,043

Department of Justice and Community Safety

To: †Senior Officer Grade C \$83,816 - \$90,372

Department of Justice and Community Safety, Canberra (PN. 42523) (Gazetted 14 January 2011)

Department of Territory and Municipal Services

Shared Services

Human Resources

Recruitment Services

Lisa Trevillian: 787-55016

From: Administrative Services Officer Class 6 \$66,198 - \$76,043

Department of Territory and Municipal Services

To: †Senior Officer Grade C \$83,816 - \$90,372

Department of Territory and Municipal Services, Canberra (PN. 08068) (Gazetted 21 March 2011)

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.

Department of Treasury

Revenue Management

Revenue Accounts

Thy Loan Nguyen: 527-22443

From: Administrative Services Officer Class 5 \$61,295 - \$64,994

Department of Treasury

To: Administrative Services Officer Class 6 \$66,198 - \$76,043

Department of Treasury, Canberra (PN. 23050) (Gazetted 24 March 2011)