



ACT Government Gazette

Gazetted Notices for the week beginning 22 November 2012

Executive Notices

Community Services

Variation – Transfer

Bronwen Overton-Clarke – Executive Director, Housing and Community Services (E270) Section 80A(1)(a) of the Public Sector Management Act 1994

Justice and Community Safety

Engagement

Loretta Zamprogno – Deputy Chief Solicitor, ACT Government Solicitor (E556) Section 72 of the Public Sector Management Act 1994

Commerce and Works

Variation – Assignment

Michael Kegel – Director, Data Centre (E483) Section 80A(1)(b) of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Medical Services

Medical

Specialist

Staff Specialist

Senior Staff Specialist \$147,465- \$199,231, Canberra (PN: 9631)

Gazetted: 26 November 2012

Closing Date: 3 December 2012

Medical Consultant: Health@Home Unit Part -Time Staff Specialist Position. Remuneration commensurate with experience. We are seeking an individual with supportive leadership skills and vision to aid in the establishment and growth of the medical services provided by a newly established hospital based Health@Home Unit. The unit will provide evidence based, best practice clinical services to the Canberra and regional community through Hospital in The Home and Outreach Support Services in close partnership with primary care providers. It is highly desirable that the successful candidate bring to this role: Demonstrated clinical experience in the delivery of acute hospital based services, particularly in the emergency, ambulatory or outpatient based setting. Demonstrated experience in working a multi-disciplinary team in the provision of clinical services, including the professional development of those staff members. An understanding of the importance of effective communication between hospital and community based care providers, and an ability to build and foster relationships between the two sectors for streamlined patient care. Demonstrated high-level communication and team-based skills, including effective negotiation and conflict resolution skills, liaison at all levels of work, and membership of a multi-disciplinary team. An understanding of the National Healthcare Reform Agenda, particularly as it pertains to the provision of transitional and community based care. An understanding of acute hospital systems and environment, and the need to work to a set of key performance indicators. Proven ability in the operation of desk top publishing software for information management, including; demonstrated ability to provide high standard presentations, system documents, and reports/briefs. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Dr Alan Pelkowitz Director Medical Services alan.pelkowitz@calvary-act.com.au

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

Medical Services

Medical

Specialist

Senior Staff Specialist

Senior Staff Specialist \$147,465- \$199,231, Canberra (PN: 9632)

Gazetted: 26 November 2012

Closing Date: 3 December 2012

Part Time Medical Director: Health@Home Unit Remuneration commensurate with experience. We are seeking an individual with dynamic leadership skills and vision to establish and grow the medical services provided by a newly established hospital based Health@Home Unit. The unit will provide evidence based, best practice clinical services to the Canberra and regional community through Hospital in The Home and Outreach Support Services in close partnership with primary care providers. It is highly desirable that the successful candidate bring to this role: Demonstrated experience in leading a multi-disciplinary team in the provision of high quality Hospital in The Home services, including the professional development of those staff members. Demonstrated high-level communication skills, including effective negotiation and conflict resolution skills, liaison at all levels of

work, and management of a multi-disciplinary team. An understanding of the importance of effective communication between hospital and community based care providers, and an ability to build and foster relationships between the two sectors for streamlined patient care. A detailed understanding of the National Healthcare Reform Agenda, particularly as it pertains to the provision of transitional and community based care. An understanding of acute hospital systems and environment, and the ability to manage to a set of key performance indicators, which includes budgetary measures. Proven ability in the operation of desk top publishing software for information management, including; demonstrated ability to provide high standard presentations, system documents, and reports/briefs. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Dr Alan Pelkowitz Director Medical Services alan.pelkowitz@calvary-act.com.au

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

Medical Services

Medical

Career Medical Officer

Career Medical Officer \$110, 205-\$133,153, Canberra (PN: 9630)

Gazetted: 26 November 2012

Closing Date: 3 December 2012

Registrar/Career Medical Officer-Full -Time Position. Remuneration commensurate with experience. Fractional Appointment/ Job sharing will be considered. We are seeking a medical officer with advanced clinical skills, with special interest in transitional and oncology care, to support the delivery of services in a newly established Health@Home Unit and the Zita Mary Clinic at Calvary Health Care ACT. The Health@Home Unit will provide evidence based, best practice medical care through Hospital in The Home and Outreach Support Services, while the Zita Mary Clinic provides outpatient oncology services to the Canberra and regional community. It is highly desirable that the successful candidate bring to this role: Demonstrated clinical experience in the delivery of acute hospital based services, particularly in the emergency, oncology, ambulatory or outpatient based setting. Demonstrated experience in working in a successful multi-disciplinary team. An understanding of the importance of effective communication between hospital and community based care providers, and an ability to build and foster relationships between the two sectors for streamlined patient care. Demonstrated communication and team-based skills, including effective negotiation and conflict resolution skills, liaison at all levels of work, including an ability to ask for assistance when required. An understanding of the National Healthcare Reform Agenda, particularly as it pertains to the provision of transitional and community based care. An understanding of acute hospital systems and environment, and the need to work to a set of key performance indicators. An understanding of the needs of acute oncology patients and a demonstrated ability to provide outpatient based care to this client group. Proven ability in the operation of desk top publishing software for information management. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel.

For further enquiries regarding the above positions please contact Dr Allan Pelkowitz, Director of Medical Services, ph 6201 6592, email allan.pelkowitz@calvary-act.com.au, or Dr John Merchant, Clinical Project Lead, establishing a Health @ Home Unit, ph 6201 6952, email john.merchant@calvary-act.com.au Applicants must: 1.Address selection criteria, and 2.Provide curriculum vitae, including names/contact details for two professional referees. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Dr Alan Pelkowitz Director Medical Services alan.pelkowitz@calvary-act.com.au

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

Nursing and Midwifery

Nursing

Emergency Department

Registered Nurse Level 4

Registered Nurse Level 4 \$101,556-\$115,948, Canberra (PN: 9627)

Gazetted: 26 November 2012

Closing Date: 17 December 2012

A rare opportunity exists for a dynamic, motivated person to fill the position of Nurse Practitioner Emergency Medicine at Calvary Health Care Public Hospital Bruce. This is one of two Nurse Practitioner positions that are currently funder in the Emergency Department. The successful applicant will have demonstrated during their course of study skills knowledge and experience to enable them to have obtained the qualifications as a Nurse Practitioner. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to patients who present for treatment to the Emergency Department at Calvary Public Hospital Bruce.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become in the next six months.

Contact Officer: Mathew Luther Co-Director for the Emergency Department (02) 6201 6263

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Matt Luther (02) 6201 6263 susan.chambers@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Centres

CIT Creative Industries

Communication and Media Servicing

Teacher Band 2

Teacher Band 2 \$104,449, Canberra (PN: 51886)

Gazetted: 23 November 2012

Closing Date: 30 November 2012

Details: The Education Manager is required to work across Creative Industries and is responsible for providing professional educational leadership for centre wide activities, including cross disciplinary delivery strategies, on-line initiatives, co-ordinating the forum program, identifying areas where resources can be shared and assisting the Centre Director to identify, seek and win business in the contestable environment. The Centre is looking for an enthusiastic individual, a self-starter, with a collaborative ethos, who can work both independently and in a team environment.

Eligibility/Other Requirements: A Training and Assessment Certificate IV, an Advanced Diploma in Adult Education, and a Diploma or Advanced Diploma in a discipline taught in Creative Industries at CIT (refer to position profile for relevant disciplines).

Notes: This is a full time position offered on a one year contract until 31 December 2013.

Contact Officer: Kerry Williams (02) 6207 3769 kerrya.williams@cit.edu.au

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

Centres

CIT Health Community and Wellbeing

Human Services

Human Services Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 16082)

Gazetted: 23 November 2012

Closing Date: 11 December 2012

Details: The Human Services area of CIT Health, Community and Wellbeing are seeking an individual who has demonstrated professional knowledge and practical skills appropriate to teaching aspects of Aged Care to the level of Certificate III, Certificate IV and Diploma of Nursing (Enrolled Nursing/Div2).

Eligibility/Other requirements: All Teacher Band 1 teachers will hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment. Appropriate industry competencies demonstrated by the following qualifications: Registered General Nurse with a current registration with the Australian Health Professionals Registration Agency (AHPRA) or qualifications equivalent to enable registration with AHPRA as a Registered General Nurse. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an Advanced Diploma in Adult Vocational Education (or equivalent). All Teacher Band 1 teachers are required to have relevant industry experience.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@cit.edu.au

Centres

Casual Teacher Register

Casual Teacher \$51.01 per hour non teacher rate and \$80.77 per hour teaching rate, Canberra (PN: Reg2013)

Gazetted: 28 November 2012

Details: Want to be the first in line for casual teaching positions at Canberra Institute of Technology? The Canberra Institute of Technology is a multi-discipline, multi campus educational facility catering for the vocational, educational and training needs of the ACT and surrounding regions. Applications are invited from qualified, experienced and energetic people to register for Casual Teaching opportunities in 2013. Join the CIT Casual Teacher Register now! Visit: www.cit.edu.au/jobs to complete a Casual Teaching Application Form. Please

Note: All current CIT Casual Teachers MUST re-apply for employment opportunities in 2013.

Contact Officer: Johnelle Teague (02) 6207 3623 johnelle.teague@cit.edu.au

Chief Minister and Cabinet

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

Governance

Director, Office of Industrial Relations

Executive Level 1.3 \$201,096 to \$212,405 depending on current superannuation arrangements, Canberra (PN: E309)

Gazetted: 28 November 2012

Closing Date: 5 December 2012

Details: The Chief Minister and Treasury Directorate (CMTD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, the Treasurer and the Minister for Workplace Safety and Industrial Relations. The Office of Industrial Relations provides policy and legal policy support to ministers and the Government on industrial relations, work safety and dangerous substances. The Office also supports the Head of Service and Directors-General in public sector workplace relations.

An outstanding officer is being sought for the position of Director, Office of Industrial Relations for a seven month period, with a possible extension up to twelve months.

Demonstrated leadership and strategic policy capacity are required. Tertiary qualifications in a relevant field will be highly regarded.

Contact Officer: Andrew Kefford (02) 6205 0213 andrew.kefford@act.gov.au

Policy and Cabinet

Cabinet and Intergovernmental Relations

Intergovernmental Relations

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 55594)

Gazetted: 28 November 2012

Closing Date: 6 December 2012

Details: As Senior Manager, Intergovernmental Relations, you will lead the team providing strategic whole-of-government policy advice on intergovernmental policy and funding matters. The role requires an understanding of contemporary intergovernmental matters, as well as a proven track record in critically analysing complex problems and developing strategic positions. The position manages a small number of staff and operates in a dynamic environment with tight deadlines.

Contact Officer: Geoffrey Rutledge (02) 6207 8884 geoffrey.rutledge@act.gov.au

Commerce and Works

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

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

Shared Services

Shared Services ICT

Customer Relations

Oracle Database and System Administrator

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10898)

Gazetted: 26 November 2012

Closing Date: 11 December 2012

Details: Manage the provision of Shared Services ICT services within the Canberra Institute of Technology, including responsibility for the ongoing development and management of the Oracle RDBMS and Oracle Application Web Server.

Contact Officer: Chris Ginman (02) 6207 3253 chris.ginman@cit.edu.au

Shared Services

Shared Services ICT

Customer Relations

Packaging Team Leader

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31380)

Gazetted: 27 November 2012

Closing Date: 11 December 2012

Details: Manage the provision of Shared Services ICT services within the Canberra Institute of Technology, including management, deployment, support and maintenance of desktop SOE's and application deployment within Novell, Linux and Windows ICT environments. Effectively lead and manage a small ICT Team dedicated to these tasks and resolution of incidents.

Contact Officer: Chris Ginman (02) 6207 3253 chris.ginman@cit.edu.au

Shared Services

Shared Services ICT

Customer Relations

ICT Operational Officer

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 31509, expected vacancy)

Gazetted: 22 November 2012

Closing Date: 29 November 2012

Details: The Office or Regulatory Services ICT Team is seeking applicants who have experience as an ICT Operational Officer with the skills to provide a wide range of high level technical support/troubleshooting in relation to hardware, software and have the demonstrated experience in providing administrative support and reporting for a variety of in-house applications. They will also need to perform hands on assets management lifecycle duties. This role will also require the actioning of service requests in Marval and the creation of a variety of technical and non technical documentation.

Eligibility/Other Requirements: Technical skills a must, Marval/ITIL skills preferred.

Note: This is a temporary vacancy for a period of six months. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current resume. The successful applicant may be decided from application and referee reports only.

Contact Officer: Nathan Dickinson (02) 6205 5449 nathan.dickinson@act.gov.au

Shared Services ICT

Operations

ESA ICT Team

ESA ICT Systems Administrator

Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 14377)

Gazetted: 22 November 2012

Closing Date: 11 December 2012

Details: This position provides technical support to the Emergency Services Agency (ESA) for critical business applications used within all services across the ESA. You will provide asset management support for ESA asset manager by maintaining data and refresh process. Also you will track and monitor service requests.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or work experience in an IT environment. Current driver's licence is highly desirable.

Note: The role may include some after hours work.

Contact Officer: Melissa Watson (02) 6205 1429 melissa.watson@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.

**Revenue Management
Compliance**

Inspection Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 56119)

Gazetted: 28 November 2012

Closing Date: 12 December 2012

Details: The Compliance section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. The section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. The main functions of this position include undertaking a range of operational and administrative tasks relating to the investigations of ACT tax law, assist in achieving output targets of the section, conduct searches of internal and external databases and other related functions as directed.

Eligibility/Other Requirements: Must have a current driver's licence.

Contact Officer: Joseph Tonna (02) 6207 0104 joseph.tonna@act.gov.au

**Shared Services ICT
Customer Relations**

Health ICT

Senior Development and Support Technical Specialist

Senior Information Technology Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31331)

Gazetted: 23 November 2012

Closing Date: 7 December 2012

Details: This position requires a technical specialist with knowledge of the Orion Health Directorate Portal and associated applications, including the Consumer Portal (My e-Health website) and the change control processes required to maintain stable versions of the production, development and testing instances. Provide technical direction into and quality assurance overview of the design, development and implementation Clinical Portal functions and applications. This involves being technical lead for Health Directorate in dealing with the Health vendors and Shared Services ICT for this program of work.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Possession of, or the ability to rapidly attain, a protected security clearance, is mandatory. Demonstrated knowledge of and/or high level experience with the Information Technology Infrastructure Library (ITIL) framework. Knowledge of the ACT Government infrastructure.

Notes: Selection may be from application and referee only.

Contact Officer: Mick Hassan (02) 6205 0208 mick.hassan@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

Office for Children Youth and Family Support

Care and Protection Services

Quality, Practice and Compliance

Senior Manager - Quality, Practice and Compliance

Senior Officer Grade A \$123,208, Canberra (PN: 03004)

Gazetted: 26 November 2012

Closing Date: 11 December 2012

Details: The Senior Manager Quality, Practice and Compliance reports to the Director, and has responsibility for managing various operational areas within Care and Protection Services. Position includes, but not limited to; providing leadership and management support to assist staff to develop systems that support the provision of high quality services to children and young people. Develop mechanisms that support the improvement of quality practice and compliance within Care and Protection Services.

Eligibility/Other Requirements: Relevant tertiary qualifications in social work or psychology are highly desirable. Applicants for this position will have at least five years middle or senior management experience, preferably in the human services sector. Current driver's licence.

Note: There is a requirement for this position to participate on the After Hours Consultants Roster.

Contact Officer: Helen Pappas (02) 6205 4430 helen.pappas@act.gov.au

Housing and Community Services

Asset Management

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10060)

Gazetted: 27 November 2012

Closing Date: 18 December 2012

Details: Housing ACT is looking for an experienced Senior Policy Officer. The position is responsible for assisting with the day to day supervision and leadership of the policy team. The position will also be responsible for policy development, providing

policy and program advice, preparation of briefings, policy papers and submissions. The position will also undertake projects, program development and provide support for the preparation of briefing material for inter-governmental meetings. The position will also provide support senior staff in negotiation and liaison with the Commonwealth, States and Territories on national housing assistance outcomes and priorities including the National Affordable Housing Agreement (NAHA).
Contact Officer: Shaun Kelly (02) 6205 0565 shaun.kelly@act.gov.au

Housing and Community Services

Asset Management

Senior Policy Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31512, several)

Gazetted: 27 November 2012

Closing Date: 18 December 2012

Details: Housing ACT is looking for an experienced policy officer. The successful applicant will be responsible for policy development, providing policy and program advice, preparation of briefings, policy papers and submissions. The occupant will also undertake projects, program development and provide support for the preparation of briefing material for inter-governmental meetings. The incumbent will also provide support to senior staff in negotiation and liaison with the Commonwealth, States and Territories on national housing assistance outcomes and priorities including the National Affordable Housing Agreement (NAHA).

Contact Officer: Shaun Kelly (02) 6205 0565 shaun.kelly@act.gov.au

Disability ACT

Executive Unit

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 20617)

Gazetted: 23 November 2012

Closing Date: 11 December 2012

Details: An exciting opportunity has arisen for an experienced and enthusiastic Executive Assistant who possesses strong communication and organisational skills, and who will undertake responsibility for the management of the day-to-day operations of the two Directors. The position involves the management and coordination of incoming and outgoing correspondence, management of two executive diaries, filing, preparation of less complex correspondence and research tasks including small projects when required.

Eligibility/Other Requirements: Previous experience as an Executive Assistant is highly desirable.

Contact Officer: Elizabeth Elliott (02) 6205 0926 elizabeth.elliott@act.gov.au

Economic Development

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

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

Executive Director, Ministerial, Cabinet and Policy

Executive Level 2.4 \$225,928 to \$238,800 depending on current superannuation arrangements, Canberra (PN: E672)

Gazetted: 23 November 2012

Closing Date: 4 December 2012

Details: Economic Development Directorate works with the community to support economic development through: business support programs; delivering the government land release programs; infrastructure and capital works; tourism and event management; and sporting activities including venue management, sportsgrounds, sporting programs and community events. The Executive Director, Ministerial, Cabinet and Policy will work to the Deputy Director-General, Economic Development, Policy and Governance and support the Government's economic development vision. He/she will do this by leading and coordinating ministerial, cabinet and policy matters across the Directorate. Candidates should be able to demonstrate leadership, highly developed strategic capability, policy development and inter-governmental relations. They should also have experience in dealing with policy, financial and people management issues. Experience in government, the wider community and business would be highly regarded.

Note: The successful applicant will be engaged under a performance-based contract (up to 5 years) with an attractive remuneration package ranging from \$225,928 (non CSS/PSS members) or \$238,800 (existing CSS/PSS members). Executive contracts are tabled in the Legislative Assembly.

Contact Officer: Catherine Hudson (02) 6207 2185 catherine.hudson@act.gov.au

Land Development, Strategy and Finance

Land Development

Business Support

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 08184)

Gazetted: 23 November 2012

Closing Date: 7 December 2012

Details: Applications are sought for the position of Senior Manager, Business Support, within the Land Development Agency (LDA). The Senior Manager will lead a small team responsible for the provision of high level secretariat support to the LDA Board, as well as the monitoring and implementation of business policies and processes to ensure legislative, policy and business process compliance for the LDA. The Senior Manager will assist in facilitating and/or coordinating LDA's response to Ministerial, Cabinet and other governmental processes as well as quality assurance requirements. The manager will also be required to oversee the preparation of high level briefs, papers and reports. Demonstrated high level knowledge and

understanding of legislative, policy, business, secretariat support, governance and quality processes would be a distinct advantage in this role.

Contact Officer: Chris Wilson (02) 6205 2697 chris.wilson@act.gov.au

Education and Training

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

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

Strategy and Coordination Information, Communication and Governance Media and Communications

Senior Media Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17860)

Gazetted: 28 November 2012

Closing Date: 12 December 2012

Details: The Media and Communications Branch are seeking a highly suitable Senior Media Officer. The successful candidate will provide advice on media issues and prepare materials for the Minister and Director General. The key deliverable is coordinating positive media coverage for the Directorate's portfolio and its schools. A strong emphasis on communications planning, media monitoring and analysis, issues management and formulating strategic responses to local and national education issues.

Eligibility/Other Requirements: A communications or journalism degree/diploma or equivalent industry experience is essential.

Note: This is a temporary vacancy available until 31 May 2013 with the possibility of extension.

Contact Officer: Stephen Gilfedder (02) 6205 4185 stephen.gilfedder@act.gov.au

Tertiary Education and Performance

Training and Tertiary Education

Policy and People

Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11376)

Gazetted: 28 November 2012

Closing Date: 12 December 2012

Details: The successful applicant will provide high-level policy support and advice to senior officers and Government on legislation, policies and practices in the ACT Vocational Education and Training (VET), and higher education sectors. They will use high level research, analysis and writing skills to prepare complex submissions, written briefs and correspondence in relation to a variety of national and local VET and higher education topics.

Eligibility/Other Requirements: Experience in the VET and Higher Education sectors is desirable.

Note: This is a temporary vacancy available for six months with the possibility of extension.

Contact Officer: Fiona Doolan (02) 6205 7031 fiona.doolan@act.gov.au

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Information Technology Officer

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 19134)

Gazetted: 28 November 2012

Closing Date: 5 December 2012

Details: Lake Tuggeranong College is seeking a motivated and innovative officer to provide high level ICT support to the college staff, students and community. The successful candidate will take a leadership role in the management of the school network, as well as liaise with outside agencies as necessary. The position has a focus on the integration of ICT into classrooms and how it can be applied to effective communication both within the college and beyond.

Eligibility/Other Requirements: Completion, or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (2 or more years).

Contact Officer: Margaret Price (02) 6205 6244 margaret.price@ed.act.edu.au

Tertiary Education and Performance

Training and Tertiary Education

Director's Office

Office Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 26215)

Gazetted: 28 November 2012

Closing Date: 5 December 2012

Details: Training and Tertiary Education is seeking a suitable candidate to provide high level administrative support to the Branch management team. The successful applicant will provide a liaison point between the Branch, the Minister, other ACT Directorates and local industry. The successful applicant will demonstrate well developed organisational and administrative skills, including sound decision making skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Eligibility/Other Requirements: A sound knowledge and understanding of TRIM would be desirable.

Note: This is a temporary position available until 30 June 2013 with the possibility of extension.

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

Office for Schools

South Weston Network

CCCares at Canberra College

Administration officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 28299)

Gazetted: 28 November 2012

Closing Date: 12 December 2012

Details: CCCares at the Canberra College is seeking applications from enthusiastic Administration Officers. The successful candidate will be responsible for managing the Student Transport Program and providing administrative support to the clients of the Canberra College CCCares, Mums n Bubs program. Duties will also include supporting with MAZE and BSSS (Board of Senior Secondary Studies) Certification processes, as well as liaising with community agencies and other government departments.

Eligibility/Other Requirements: A current bus licence is essential. First aid qualifications or willingness to undertake appropriate training is desirable.

Contact Officer: Roseanne Campion (02) 6205 6767 roseanne.campion@ed.act.edu.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Central Administration

Director of Community Care

Senior Professional Officer Grade A \$123,208, Canberra (PN: 04420)

Gazetted: 29 November 2012

Closing Date: 3 December 2012

Details: Rehabilitation, Aged and Community Care (RACC) is a vibrant and growing service within ACT Government's Health Directorate providing multidisciplinary care across a range of settings. Our services are based across the Canberra Hospital as well as in the community and incorporate ACT Health's values of care, excellence, collaboration and integrity. RACC is seeking to recruit the position of Director of Community Care. As a member of the RACC Executive, you will participate in a variety of strategic, business planning and organisational development activities. This position would suit an experienced and skilled health professional who has a comprehensive understanding of public health issues and experience with the delivery of coordinated health care services for clients living in the community, including people with complex care needs. The successful applicant will have proven experience planning and managing multi-disciplinary health service across a range of community settings, and for developing and maintaining collaborative working relationships with key stakeholders. It is expected the successful applicant will also have well developed skills for implementing systems for clinical governance, leading change and providing strategic direction and policy advice as required.

Eligibility/Other Requirements: Degree or Diploma in Nursing or Allied Health Registration where applicable and eligibility for membership of the relevant Professional Association. Post graduate management qualifications are desirable. Driver's licence.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Linda Kohlhaugen (02) 6244 3579 linda.kohlhaugen@act.gov.au

Strategy and Corporate

Performance and Innovation

Activity Based Funding

Manager - Analysis and Reporting

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31093)

Gazetted: 29 November 2012

Closing Date: 6 December 2012

Details: The Funding Modelling and Analysis Section is an entity within the Performance and Innovation Branch of ACT Government Health Directorate. The Funding Modelling and Analysis Section is responsible for the management of activity based funding, funding models and analysis and reporting and analysis related to various national and state initiatives and agreements, for the ACT Government Health Directorate and ACT Local Hospital Network.

Eligibility/Other Requirements: Relevant tertiary qualification or experience in a health, science or finance/business related discipline or setting.

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

Contact Officer: Patrick Henry (02) 6205 0512

Director General Reports

Quality and Safety

Workplace Safety

Early Intervention Physiotherapist

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 18678)

Gazetted: 29 November 2012

Closing Date: 13 December 2012

Details: Workplace Safety is looking for an experienced Physiotherapist to provide clinical Physiotherapy and other services to Health Directorate staff in a team environment. Services include liaising with workplaces to provide exercise programmes, basic

ergonomic advice, education and other depending on experience and qualifications. This is an exciting and rare opportunity to make a difference to an appreciative clientele, providing the challenge of thinking outside the square and taking physiotherapy beyond the clinical setting.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy, and eligibility for ACT Registration. Post graduate qualifications in relevant area desirable.

Contact Officer: Peter Pharaoh (02) 6205 0301

**Strategy and Corporate
Performance and Innovation
Activity Costing and Performance
Health Information Analyst**

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 15617)

Gazetted: 29 November 2012

Closing Date: 6 December 2012

Details: The Funding Modelling and Analysis Section is an entity within the Performance and Innovation Branch of ACT Government Health Directorate. The Funding Modelling and Analysis Section is responsible for the management of activity based funding, funding models and analysis and reporting and analysis related to various national and state initiatives and agreements, for the ACT Government Health Directorate and ACT Local Hospital Network.

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

Contact Officer: Patrick Henry (02) 6205 0512

**Director General Reports
Quality and Safety
Workplace Safety**

Occupational Medicine Unit Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 29519)

Gazetted: 29 November 2012

Closing Date: 6 December 2012

Details: Occupational Medicine Unit (OMU) provides services across the ACT Health Directorate and ANU medical school. This is an exciting opportunity for a motivated and enthusiastic Registered Nurse to work with a knowledgeable, friendly and supportive team which includes working in an immunisation and mobile clinic. The successful applicant would gain experience in the management of staff screening, immunisation, occupational risk exposure, education, surveillance and other related issues. Experience in immunisation would be well regarded. Don't miss this opportunity in OMU.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. A minimum of five years recent full-time equivalent post registration experience desirable. A current driver's licence.

Contact Officer: Joyce Ho-Chinn (02) 6244 2323

**Canberra Hospital and Health Services
Medicine
Forensic and Medical Sexual Assault Care
Registered Nurse**

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 32339)

Gazetted: 29 November 2012

Closing Date: 6 December 2012

Details: A position exists for a dynamic Registered Nurse with excellent communication and multitasking skills to work in Forensic and Medical Sexual Assault Care (FAMSAC) providing forensic evidence collection and medical assessment to both male and female victims of assault, Canberra Sexual Health Centre providing sexual health nursing assessments and Clinical Forensics ACT (CFACT) providing triage and support services in the outreach settings of the Australian Federal Police custodial facilities.

Eligibility/Other Requirements: Registered with Australian Health Practitioner Regulation Agency as a general Registered Nurse. Holds or is working towards a post graduate qualification with preference for clinical forensic nursing, sexual health nursing or a willingness to gain qualifications and clinical competency in these fields. Current driver's licence and must be successful in a police security clearance process.

Note: This is a part-time position at 24 hours per week. The successful applicant will be required to work shift work including night duty and on call. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please submit your application with a current CV and details of two professional referees. A merit list will be compiled from this process to appoint to any similar vacancies (temporary or permanent) in the next 12 months.

Contact Officer: Cassandra Beaumont (02) 6244 2185 cassandra.beaumont@act.gov.au

**Canberra Hospital and Health Services
Surgery and Oral Health
Medical Imaging
Radiographer**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 11477)

Gazetted: 29 November 2012

Closing Date: 6 December 2012

Details: The successful applicant will perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in more advanced modalities with the approval and supervision of the Senior Health Professional Officer Grade 4 in the area.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Eligible for membership of the Australian Institute of Radiography. Mandatory: Registration with the Medical Radiation Practice Board of Australia; Possess a Radiation Licence from the ACT Radiation Council. Previous experience in advanced modalities (e.g. MRI, CT, Angiography) is essential, and tertiary teaching hospital experience preferred.

Note: An order of merit will be formed from this selection process and will be utilised to fill any full-time/part-time, temporary positions (at level), which may occur within the following six months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee reports only and interviews may not be held.

Contact Officer: Terry Rafferty (02) 6244 4362

Canberra Hospital and Health Services

Operational Support

Acute Care

Social Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 21509, several)

Gazetted: 29 November 2012

Closing Date: 13 December 2012

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

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

Note: There is both a permanent position and a temporary full time position available. These positions may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Madeline Clark (02) 6244 2155

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Administrative Service Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 27589, several)

Gazetted: 29 November 2012

Closing Date: 6 December 2012

Details: Several exciting opportunities exist for suitably skilled representatives to work in Community Health Intake (a call centre environment) and Health Centre Administration. The successful applicants will be working in a team environment to provide excellent customer service through answering telephone calls, generating appointments (using our Patient Administration System), receptionist duties and maintaining both electronic and hard copy records in accordance with approved records management practices and relevant legislation. The successful applicants will require well-developed organisational, communication and keyboard skills and the ability to actively participate in quality improvement activities. There is a full-time permanent position based in Community Health Intake (CHI) and several temporary positions in CHI and Health Centre's available.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. An order of merit will be established from this selection process and may be utilised to fill any full-time, part-time or temporary positions, which occur within the following twelve months.

Contact Officer: Bernadette Armati (02) 6205 2339

Canberra Hospital and Health Services

Medicine

Infectious Diseases

Clerical Support Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 01944)

Gazetted: 29 November 2012

Closing Date: 13 December 2012

Details: Applications are invited from suitably enthusiastic, experienced people for a position of Clerical Support Officer for the Infection Prevention and Control Unit (IPCU) at Canberra Hospital and Health Services. Applicants are required to possess excellent administrative, interpersonal and communication skills. They should enjoy working as part of a small team and be able to prioritise workloads to meet deadlines.

Note: This is a part-time position at 26 hours per week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please include a current CV and two referee reports. Please note selection may be based on applications and referee reports only and applicants should bear this in mind when preparing their submissions.

Contact Officer: Jean Robertson (02) 6244 2063 jean.robertson@act.gov.au

Canberra Hospital and Health Services

Operational Support

Support Services

Hospital Assistant

Health Service Officer Level 2/3 \$39,340 - \$43,674, Canberra (PN: 31316, several)

Gazetted: 29 November 2012

Closing Date: 6 December 2012

Details: Would you like to work in a challenging and rewarding environment? Do you enjoy the excitement of working in a variety of areas that provide you with the opportunity to broaden your skills? If the answer is "yes", then an excellent opportunity is available as a Hospital Assistant to work within Ward Services – Operational Support, The Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital. Ward Services offers; Ongoing training and education through Staff Development Unit (SDU); Rotating Rosters; Permanent full-time or part-time positions. Ward Services is looking for an energetic, motivated, committed person with strong interpersonal and communication skills.

Eligibility/Other Requirements: The ability to work shift work within all hospital areas; including, evenings, mornings and nights on a shift roster that may include weekend work and Public Holidays.

Note: Applications should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability in the areas, contact details of two referees and a current curriculum vitae. Selection may be based on application and referee reports only without the need for interview. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Full-time and part-time positions available.

Contact Officer: John Villatobas (02) 6244 2301

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

Office of Regulatory Services Registrations and Fair Trading Advice and Complaints

Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 42698)

Gazetted: 27 November 2012

Closing Date: 11 December 2012

Details: Under limited direction of Senior Manager, Compliance: Provide leadership, promote team understanding and mentoring to team members and monitor the advice, complaint and support program to promote fair trading in the ACT. This includes advising consumers and businesses of their rights and obligations under fair trading legislation and conciliating disputes between consumers and businesses make recommendations relating to more complex compliance matters arising under the several Acts and Codes of Practice administered by Compliance. Administer a range of fair trading legislation. Manage staff development and training to meet current and future business objectives. Undertake reviews, investigations and analysis. Liaise with other areas of the office, particularly in relation to the development and implementation of strategic business and consumer education programs and targeted compliance programs. Provide advice on policy formulation and strategic planning to senior management. Where required, undertake inspections, either individually, or as a team member under various pieces of legislation administered by the office where required/appointed, exercise/perform the functions of an inspector/investigator. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Experience in administration or regulation of fair trading/consumer laws is desirable. Drivers licence required. Willingness to complete a Certificate IV in Government (Statutory Investigation and Enforcement) or equivalent.

Contact Officer: Derise Cubin (02) 6205 3732 derise.cubin@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

Directorate Services

TAMS Finance

Senior Budget Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33120)

Gazetted: 27 November 2012

Closing Date: 11 December 2012

Details: This position provides support to management accountants responsible for financial management of the Parks and City Services Division of the Territory and Municipal Services Directorate. The key roles are to: undertake costing activities; quality control through ledger and system maintenance; production of end of month and end of year reports; activity reporting; and a range of minor support services.

Eligibility/Other Requirements: Relevant and long term government accounting experience highly desirable.

Note: This is a temporary position available from 21 January 2013 to 13 September 2013.

Contact Officer: Gary Spencer (02) 6207 6339 gary.spencer@act.gov.au

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

Business Enterprises

ACT Property Group

Property Projects and Services

Response Centre Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 14811)

Gazetted: 28 November 2012
Closing Date: 18 December 2012

Details: The Response Centre provides various customer focussed reactive maintenance services for ACT Government buildings. The successful applicant will require well developed communication skills, a commitment to providing high quality customer service and ability to prioritise/multi task workloads. Duties include responding to phone calls, data entry and general office administration.

Eligibility/Other Requirements: Previous experience working in a call centre environment will be highly regarded.
Contact Officer: Katie Jones (02) 6207 7616 katie.jones@act.gov.au

APPOINTMENTS

Chief Minister and Cabinet

Administrative Services Officer Class 6 \$70,913 - \$81,460
Julie Anne Mylchreest 835-92389, Section 68(1), 3 December 2012

Community Services

Professional Officer Class 2 \$70,913 - \$81,460
Wendy Barbara McDuff 827-21281, Section 68(1), 8 November 2012

Environment and Sustainable Development

Administrative Services Officer Class 3 \$52,818 - \$57,004
Joan Marshall 827-45865, Section 68(1), 22 November 2012

Health

Registered Nurse Level 1 \$55,567 - \$75,084
Kriskind Arce 825-49207, Section 68(1), 22 November 2012

Health Professional Level 2 \$54,414 - \$75,477
Erin Cartwright 834-53063, Section 68(1), 19 November 2012

Administrative Services Officer Class 2/3 \$46,372 - \$57,004
Wendy Ceccato 838-51395, Section 68(1), 6 December 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Elisa De Luna Regulto 835-93872, Section 68(1), 14 January 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Swapna Jacob 825-49725, Section 68(1), 22 November 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Kristine Leung 825-49493, Section 68(1), 22 November 2012

Assistant in Nursing \$42,160 - \$43,674
Paul Lum On 835-90965, Section 68(1), 21 November 2012

Health Professional Level 2 \$54,414 - \$75,477
Jacqueline Sweeting 817-46305, Section 68(1), 22 November 2012

Territory and Municipal Services

Administrative Services Officer Class 6 \$70,913 - \$81,460
Craig Peter Smith 711-77655, Section 68(1), 26 November 2012

TRANSFERS

Education and Training

Lynette Shirley Mernagh: 742-38732
From: Senior Information Technology Officer Grade C \$96,809
Education and Training
To: Senior Information Technology Officer Grade C \$89,786 - \$96,809
Education and Training, Canberra (PN. 12004) (Gazetted 27 September 2012)

Environment and Sustainable Development

Rachel June Zsuzsa: 816-79317

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Environment and Sustainable Development
To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Environment and Sustainable Development, Canberra (PN. 18924) (Gazetted 17 October 2012)

PROMOTIONS

Commerce and Works

Shared Services

Shared Services ICT

Operations/Service Integrity and Compliance

Philip Ronald Gartner: 773-03528

From: Senior Information Technology Officer Grade C \$89,786 - \$96,809

Commerce and Works

To: †Senior Officer Grade A \$123,208

Commerce and Works, Canberra (PN. 10273) (Gazetted 10 February 2012)

Shared Services

HR Information and Data

HR Reporting

Paul Francis Jackson: 799-96372

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 08275) (Gazetted 21 August 2012)

Community Services

Housing and Community Services

Asset Management

Contract Management Team

Cheryl Balderson: 799-95214

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

Community Services

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

Community Services, Canberra (PN. 18729) (Gazetted 10 November 2012)

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.

Housing and Community Services

Executive Support Unit

Rachelle Kate Martin: 827-41717

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

Community Services

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

Community Services, Canberra (PN. 12942) (Gazetted 28 September 2012)

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.

Economic Development

Land Development Strategy and Finance

Strategic Finance

Project Accounting

Linlin Zhang: 793-38425

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

Economic Development

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

Economic Development, Canberra (PN. 19185) (Gazetted 11 October 2012)

Health

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug

Child and Adolescent Mental Health

Rechelle Carroll: 827-82965

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

Health

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

Health, Canberra (PN. 23110) (Gazetted 30 August 2012)

Canberra Hospital and Health Services

Rebecca Waterson: 827-28117

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

To: †Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 21840) (Gazetted 1 November 2012)

Justice and Community Safety

Office of Regulatory Services

Road User Services

Parking Review

Josette Noble: 827-60694

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Justice and Community Safety

To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Justice and Community Safety, Canberra (PN. 04686) (Gazetted 30 August 2012)