



ACT Government Gazette

Gazetted Notices for the week beginning 14 November 2013

EXECUTIVE NOTICES

Chief Minister and Cabinet

Variation – Assignment

Liesl Centenera – Director, Public Sector Management (E490) Section 80A (1)(b) of the Public Sector Management Act 1994

VACANCIES

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

CIT Health, Community and Science

Community Work

Teacher

Teacher Band 2 \$104,449, Canberra (PN: 51877)

Gazetted: 18 November 2013

Closing Date: 25 November 2013

Details: CIT is seeking an experienced manager to provide leadership in innovative educational practices to the College of Health Community and Science. The duties involve being the resource person for professional development, assist in the development of benchmarking of educational activities and act as a stimulus for change within guidelines of the College's strategic plans and budgets including; assist in developing, reviewing and evaluating education programs offered in the College, developing innovative and customised delivering models to meet industry needs, reporting to the Directors appropriately and/or as directed. Carry out administrative tasks directly related to the efficient and effective operation of the responsibilities negotiated with the Directors.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 2 teachers are expected to hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent); Appropriate industry competencies demonstrated by qualifications relevant to Community work and/or Health Community and Science. Desirable Qualifications: It is desirable that all Teacher Band 2 teachers hold a minimum of: A Bachelor degree in Education, Management or a relevant industry specialisation. Mandatory Industry Experience: All Teacher Band 2 teachers are required to have relevant industry experience.

Contact Officer: Geoff Bell (02) 6207 4349 geoff.bell@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.

Capital Metro

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

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

Procurement and Delivery

Executive Director

Executive Level 2.4 \$230,406 to \$243,066 depending on current superannuation arrangements, Canberra (PN: E730)

Gazetted: 20 November 2013

Closing Date: 27 November 2013

Details: The Capital Metro Agency is seeking a person with exceptional leadership and executive management skills to take up the new role of Executive Director, Procurement and Delivery.

Reporting to the Project Director, the role provides executive leadership to the Procurement and Delivery Division and is responsible for:

- Providing advice and direction on complex project related procurement, contract management and planning and design matters;
- Developing advice on options for the procurement, contract management and planning and design arrangements by which the Capital Metro project can be procured and delivered, including the appropriate engagement with private sector partners;
- Contributing to the development of a whole of government capacity in the analysis and implementation of private sector partnerships in delivering major infrastructure in the Territory; and
- The prosecution of an agreed procurement strategy in the negotiation of delivery agreements.

Demonstrated significant rail, preferably light rail project experience is required.

Note: The successful applicant will be engaged under an executive contract for a period of up to 5 years.

Contact Officer: Matthew Smee 6229 1522 Matthew.Smee@hudson.com

Communications and Stakeholder Engagement

Director

Executive Level 1.1 \$174,313 to \$183,538 depending on current superannuation arrangements, Canberra (PN: E733)

Gazetted: 19 November 2013

Closing Date: 26 November 2013

Details: The Capital Metro Agency is seeking an experienced Senior Executive to lead its communications and stakeholder engagement, including the provision of high quality and responsive public information for the Capital Metro project, and responsibility for communications and media in relation to Capital Metro Agency operations. The position requires a person with exceptional leadership, relationship management and strategic communications skills.

A proven record in media and/or communications and public affairs management, commitment to public service integrity and people management is essential.

Demonstrated experience in the application of innovation with social and digital media is also essential.

Note: The successful applicant will be engaged under an executive contract for a period of up to 5 years.

Contact Officer: Matthew Smee 6229 1552 matthew.smee@hudson.com

Governance and Operations

Agency Interface and Reporting Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32546)

Gazetted: 15 November 2013

Closing Date: 22 November 2013

Details: Capital Metro Division within the Economic Development Directorate engages staff for the Capital Metro Agency in anticipation of being transferred into the Agency once appropriate employment arrangements are in place. The Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. Governance and Operations Branch provides cross agency liaison and coordination of major elements of the project; recruitment and procurement liaison with service providers; financial control and project governance assurance; management and support of the Office of the Project Director/Head of Agency including Cabinet and Ministerial Liaison; FOI coordination and providing secretariat services to the Project Board.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

Chief Minister and Treasury

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

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

Policy and Cabinet

Strategic Finance

Finance Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31758)

Gazetted: 15 November 2013

Closing Date: 29 November 2013

Details: Strategic Finance team is looking for a highly motivated and enthusiastic person to assist in the areas of strategic financial management for the ACT Executive, perform the secretariat function for the Internal Audit Committee and manage the corporate finance responsibilities in relation to petty cash and corporate credit cards.

Eligibility/Other Requirements: Accounting qualifications or study towards accounting qualification is essential.

Notes: This position is temporary for a period of six months until 30 May 2014 with the possibility of extension.

Contact Officer: Lyn Pham (02) 6205 0052 lyn.pham@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

Business Services

Strategic HR

Director, Strategic HR

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E731)

Gazetted: 15 November 2013

Closing Date: 29 November 2013

Details: Commerce and Works is the transactional centre of the public service, providing cost-efficient services in core administrative activities. This enables agencies to better focus on their core business of providing services to the community.

The Directorate has three main business functions: the Shared Services Centre, the

ACT Revenue Office and the ACT Insurance Authority (ACTIA). The Directorate also provides policy advice in respect of government business enterprises.

The Director, Strategic HR is a key position within the Directorate and plays a major role in initiating, development and guiding HR initiatives to support the Directorate's people capability. This includes leading innovative policies, programs and practices to ensure the most effective use of the people capability to deliver sustainable performance. The position works in partnership with staff and other government agencies to deliver the Directorate's key government outcomes.

Candidates will be required to demonstrate leadership in the strategic HR environment and have previous experience in dealing with an extensive range of HR management, people management and policy development skills with experience in government process.

Remuneration: The position attracts a remuneration package ranging from \$205,030 to \$216,153, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$164,787p.a.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Selection Documentation: The selection documentation is available at www.jobs.act.gov.au or by emailing carmen.cassar@act.gov.au

Contact Officer: Megan Smithies (02) 6205 0655 megan.smithies@act.gov.au

ACT Insurance Authority

Underwriting

Underwriting Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 09723)

Gazetted: 15 November 2013

Closing Date: 25 November 2013

Details: The ACT Insurance Authority is seeking a dynamic and experienced Insurance Underwriting Manager. The Underwriting Manager is responsible for managing the delivery of the underwriting function within the Authority. The primary function of the position is to manage the Authority's captive insurance program including delivery of insurance and reinsurance outcomes appropriate to the ACT Government. The successful applicant will be responsible for the delivery of the Underwriting function within the Authority including: Management of the ACTIA insurance program to ensure that captive insurance and reinsurance arrangements are appropriate for its needs; Liaison with agency clients to develop annual insurance declarations/submissions; Delivery of the ACTIA annual reinsurance program including cover for General Liability, Medical Malpractice, Property and Directors and Officers; Management of direct contracts of insurance placed by the Authority with specialist providers for contract works, corporate travel and other s as required; Preparation of annual agency indemnity agreements; Manage the delivery of insurance broker services provided under contract. The Underwriting Manager would take on a subject matter expert role within the Authority.

Eligibility/Other Requirements: Extensive experience in insurance/underwriting or a related field and/or membership in a relevant professional body.

Notes: Selection may be based on application and referee reports only.

Contact Officer: John Fletcher (02) 6207 0268 or 0431 657 995 john.fletcher@act.gov.au

Shared Services ICT

Operations

Platform Systems

Platform Systems Delivery Manager

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14461)

Gazetted: 19 November 2013

Closing Date: 26 November 2013

Details: Manage the allocation of resources within Platform Systems for the delivery of projects as well as reporting on team activity, identifying areas of risk for project delivery and facilitating engagement between Shared Services ICT teams.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Professional membership of the Australian Computer Society or similar organisation would be highly regarded. The possession of, or the ability to rapidly attain, a Protected security clearance is mandatory.

Notes: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. Please contact the contacting officer for further information.

Contact Officer: Steve Hickey (02) 6205 0900 steve.hickey@act.gov.au

Shared Services ICT

Operations Branch

Platform Systems

Third Level Support Analyst

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14679)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: The successful applicant will be required to provide extensive high level technical support in a complex Windows environment as part of a team of specialist technical analysts within the Level 3 Support team. The role

requires in-depth analysis and fault finding for a broad spectrum of Microsoft based technologies and provides high level support and mentoring of junior Level 3 support analysts. Key responsibilities also include providing sound technical support and advice to Shared Services ICT staff and customers relating to various Microsoft operating systems as well as extensive range of applications installed on the enterprise wide Standard Operating Environment (SOE).

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Possession of a degree, diploma, certificate, vocational or industry certificate such as MCSE or relevant work experience in a Microsoft environment is highly desirable. Knowledge and understanding of the role of information technology in Government is desirable. Possession of, or the ability to rapidly attain, a Protected security clearance as well as ability to obtain a Schools Police check, is mandatory.

Notes: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. Please contact the Contact Officer for further information.

Contact Officer: Ren Dariol (02) 6205 9895 ren.dariol@act.gov.au

Shared Services

Information and Communication Technology

Infrastructure Services

Asset Audit and Compliance Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 14574)

Gazetted: 19 November 2013

Closing Date: 3 December 2013

Details: Work within a small team responsible for the life-cycle management of Information Technology assets.

Eligibility/Other Requirements: Possession of a current driver's licence or the ability to quickly obtain one is highly desirable. Knowledge of the Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Contact Officer: Phil Kerin (02) 6207 1478 phil.kerin@act.gov.au

Shared Services ICT

Operations

Data Centre Operations

Data Centre Media and Restore Supervisor

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 14384)

Gazetted: 14 November 2013

Closing Date: 28 November 2013

Details: This position assists in the management of ACT Government Data Centres and all associated infrastructure, ensuring the timely response and rectification work of all activities. Undertake activities associated with Backup and Recovery procedures while on call, operational and environmental checks of Data Centre Facilities. Assist in the management of off-site uninterruptible power supplies (UPS) and air conditioning within all communication rooms across ACT Government.

Eligibility/Other Requirements: The occupant of this position is required to participate in an on-call arrangement that operates 24x7 days. Experience in the use of the following software applications would be advantageous, but not essential: Hewlett Packard Data Protector 5.x. Current driver's licence is highly desirable or the ability to obtain a licence within a reasonable period. Educational and professional qualifications checks may be undertaken prior to employment.

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

Shared Services ICT

Operations

Data Centre Operations

Data Centre Media and Restore Operator

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 14379)

Gazetted: 15 November 2013

Closing Date: 29 November 2013

Details: This position assists in the management of ACT Government Data Centres and all associated infrastructure, ensuring the timely response and rectification work of all activities. Undertake activities associated with Backup and Recovery procedures while on call, operational and environmental checks of Data Centre Facilities. Assist in the management of off-site uninterruptible power supplies (UPS) and air conditioning within all communication rooms across ACT Government.

Eligibility/Other Requirements: Experience in the use of the Hewlett Packard Data Protector 5.x software applications would be advantageous, but not essential. Current driver's licence is highly desirable or the ability to obtain one within a reasonable period. Educational and professional qualifications checks may be undertaken prior to employment.

Note: The occupant of this position is required to participate in an on-call arrangement that operates 24 x 7 days.
Contact Officer: Mick Hutterer (02) 6207 6972 michael.hutterer@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

Adoption and Permanent Care

Adoptions Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 12998, several)

Gazetted: 15 November 2013

Closing Date: 29 November 2013

Details: Care and Protection Services are seeking suitably qualified staff to work as an Adoption Worker in their Adoption and Permanent Care Unit. The unit provides services for children born both locally and overseas, who require adoptive family placements. They also provide post adoption services and a range of permanent care services for families in the ACT. The successful applicant will deliver services to children and families in accordance with the statutory responsibilities of the *Children and Young People Act 2008 and Adoption Act 1993*. You will be required to provide culturally appropriate casework and undertake permanency assessments of a high standard. You will also be required to provide support and counselling to children, young people and their families after the granting of a permanent care order.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline. Experience in the Out of Home care sector and at least two years experience working with children, youth and/or families in a social work/case management role. Current drivers' licence.

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

Contact Officer: Emma Selby (02) 6205 3847 emma.selby@act.gov.au

Executive Unit

Executive Assistant to the Deputy Director-General

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 08269)

Gazetted: 18 November 2013

Closing Date: 25 November 2013

Details: The position of Executive Assistant provides high level support to the Deputy Director General, Community Services Directorate. The position occupant will require high level oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with ministerial staff, senior officers and members of the public. Text to be used in the advertisement.

Eligibility/Other Requirements: Proven efficiency in the use of Microsoft applications and a correspondence tracking system.

Notes: Selection may be based on written application and referee reports only. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Michelle Callen (02) 6205 3568 michelle.callen@act.gov.au

Cultural Facilities Corporation

ACT Museums and Galleries

Historic Places

Assistant Gardener

General Services Officer Level 4 \$43,097 - \$44,935, Canberra (PN: 43551)

Gazetted: 14 November 2013

Closing Date: 28 November 2013

ACT Historic Places are seeking applications from an experienced and enthusiastic Assistant Gardener to help maintain the highest standards in our three historical gardens. Your varied role will include the full range of horticultural skills and use of gardening/landscaping equipment. The position reports to the Team Leader, Horticultural Services. As well as practical gardening experience the successful applicant will need to be able to demonstrate passion, knowledge and experience in the field of horticulture. Key areas of responsibility will be to assist with the upkeep and maintenance of all aspects of the garden including pruning, lawn care and planting and to contribute effectively to the gardening team. Assistance to visitors includes answering queries and ensuring that the garden remains as accessible as possible to all.

Eligibility/Other Requirements: Plant Operator Certificate (tractor and hand held equipment e.g. chainsaw) Current Drivers' Licence Horticultural or Arborist Diploma/Certificate preferred.

Note: 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.

Applicants must address the selection criteria. Contact Officer: Greg Roberts (02) 6235 5677

greg.roberts@act.gov.au.

Applications can be forwarded to: trudy.collins@act.gov.au

Economic Development

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

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

Land Development, Strategy and Finance Division

Strategic Finance

Finance

Capital Works Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32957)

Gazetted: 19 November 2013

Closing Date: 26 November 2013

Details: The Strategic Finance Branch is seeking to recruit an experienced capital works manager to manage the budgeting, reporting and annual accountability cycle for the Economic Development Directorate's capital works program. The candidate will possess an in-depth understanding of the ACT Government's capital works framework, utilising financial, liaison skills and sound judgement to monitor, analyse, report on and develop solutions for the Directorate's program.

Eligibility/Other Requirements: Tertiary qualifications in accounting, finance or commerce, including eligibility for membership of a professional body (e.g. CPA Australia, ICAA).

Contact Officer: Richard Hutch (02) 6207 9956 richard.hutch@act.gov.au

Policy and Governance

Communications and Media

Community and Stakeholder Engagement

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 12124)

Gazetted: 20 November 2013

Closing Date: 4 December 2013

Details: The Economic Development Directorate works with the business community, the broader community and other governments to enhance the ACT's economic development and prosperity in line with the Government's commitment to the Triple Bottom Line; balancing economic, social and environmental considerations. The Project Officer, as a member of the Community and Stakeholder Engagement team, will assist in the preparation and implementation of community engagement strategies on major Directorate and Land Development Agency initiatives.

Eligibility/Other Requirements: The successful applicant will be required to undergo a background check in accordance with the *Working with Vulnerable People (Background Checking) Act 2012*. Tertiary qualifications in Communications and/or Public Relations will be highly regarded.

Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

Education and Training

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

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

Office for Schools

Tuggeranong Network

Gowrie Primary School

Principal

School Leader A \$129,000, Canberra (PN: 01809)

Gazetted: 19 November 2013

Closing Date: 3 December 2013

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

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

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

Contact Officer: Stephen Gwilliam (02) 6207 7918 stephen.gwilliam@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.

Education Strategy

Learning and Teaching

Quality Teaching and Contemporary Practice

EAL/D Executive Teacher

School Leader C \$101,775, Canberra (PN: 02281)

Gazetted: 20 November 2013

Closing Date: 4 December 2013

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

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

Contact Officer: Leanne Wright (02) 6207 8799 leanne.wright@act.gov.au

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

Office for Schools

Belconnen Network

Miles Franklin Primary School

Business Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 33300)

Gazetted: 15 November 2013

Closing Date: 22 November 2013

Details: Miles Franklin Primary School is seeking applications for the role of Business Manager. The successful applicant will be highly motivated and able to work in a busy office environment. The ideal candidate will have excellent organisation and management skills with the ability to communicate effectively with staff, students, parents and other key stakeholders. The successful applicant will be required to ensure that excellent customer service is delivered at all times. The Business Manager is responsible for providing high level support to the Principal and School Board. Duties include developing administrative procedures relating to the management of the school and be responsible for the preparation of budgets, expenditure reviews, statements and the monitoring of financial returns. This position is also required to plan, direct and supervise the overall operation of the administrative support team and non-teaching staff, including the booking of relief where required, overseeing the staffing and payments for casual employees and ensuring all performance review requirements are met for their team. The ability to understand and ensure the school follows Directorate compliance requirements is essential, ensuring procedural guidelines are continually updated to meet these requirements. The Business Manager is also responsible for the management of buildings, facilities, assets and grounds to the highest level, ensuring a safe and welcoming environment for all.

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

Notes: This is a temporary part-time position working at 14:42 (40%) hours per week available for a period of 12 months, with a possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable people registration refer to -

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

Contact Officer: Chris Jones (02) 6205 7533 chris.jones@ed.act.edu.au

Office for Schools

South/Weston Network

Hughes Primary School

Classroom Teacher- EAL/D

Classroom Teacher \$55,775 - \$88,184, Canberra (PN: 33320)

Gazetted: 14 November 2013

Closing Date: 28 November 2013

Details: Hughes Primary school is a dynamic learning environment. A focus on team planning, differentiation and expertise or experience with supporting EAL/D students.

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Kate Smith (02) 6205 5699 kate.smith@ed.act.edu.au

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

Environment and Sustainable Development

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

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

Regulation and Services

Customer Services

Customer Service Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 15064)

Gazetted: 14 November 2013

Closing Date: 28 November 2013

Details: The successful applicant will support the Team Leaders in coordinating and directing the work of staff responsible for providing high quality customer services through the Dickson and Mitchell Customer Service Centres. Duties will include but are not limited to working on a public counter and answering a public telephone line, handling public money, various processes relating to the development and/or building approval process and dealing with Construction Occupations Licensing matters. The successful applicant will require experience and skills in working in a customer service environment, well developed communication and computer skills.

Eligibility/Other Requirements: A willingness to wear a corporate uniform and to be part of a roster that may involve working outside the standard Customer Service Centre opening hours of 8.30am to 4.30pm is required.

Will be required to work in either the Dickson or Mitchell Customer Service Centres.

Notes: This is a temporary position available for 12 months with the possibility of extension or permanency from this process.

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

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

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Office of the Chief Medical Administrator

General Practice Liaison Unit

Medical Director - GP Liaison Unit

Senior Specialist \$199,231, Canberra (PN: 17177)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

The Position: ACT Health is seeking to permanently appoint a part-time (0.5FTE) Medical Director to lead the General Practice Liaison Unit at Canberra Hospital and Health Services. This position is a critical leadership role in the CHHS with significant territory-wide responsibility to enhance communication and partnerships between the public health system and General Practitioners (GPs) to facilitate a seamless health service and improved patient outcomes. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National University (ANU) Medical School. Strong research links are maintained with the ANU and the University of Canberra. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health

Practitioner Regulation Agency (AHPRA) as a Vocationally Registered General Practitioner. Eligibility to apply for academic standing in the Australian National University Medical School.

Contact Officer: Professor Frank Bowden (02) 6244 3609 frank.bowden@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Cardiothoracic Surgeon

Staff Specialist/Senior Specialist \$147,465-\$181,976

Senior Specialist \$199,231, Canberra (PN: 30503)

Gazetted: 21 November 2013

Closing Date: 05 December 2013

The Position: A Position is available at Canberra Hospital for cardiothoracic surgeon to join the Cardiothoracic Unit to provide comprehensive services in cardiothoracic for patients in the ACT and surrounding NSW. The Cardiothoracic Unit is a busy service and has access to excellent imaging and diagnostic facilities. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National University (ANU) Medical School. Strong research links are maintained with the ANU and the University of Canberra. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, Fellowship of the Royal Australasian College of Surgeons or an equivalent higher specialist qualification.

Contact Officer: Dr Peter Bissaker (02) 6244 3096

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Operational Support

Acute Care

Nutrition Manager

Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 27505)

Gazetted: 21 November 2013

Closing Date: 5 December 2013

Details: ACT Health is seeking a Nutrition Manager with extensive knowledge and experience in clinical services management and professional leadership. ACT Health provides a range of Nutrition Services across both tertiary and primary health care settings. The successful applicant will manage the Nutrition Department at The Canberra Hospital and will provide professional leadership for Nutrition Services across a range of Divisions. The successful applicant will be an experienced manager with demonstrated skills and experience in professional leadership and advice and the ability to contribute to Nutrition and broader allied health service planning and service provision. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, women's health, paediatric and neonatal services. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and the University of Canberra Nursing and Allied Health Schools.

Eligibility/Other Requirements: Graduate diploma or degree from a university or tertiary institution recognised by Dietitians Association of Australia, and eligible for Accredited Practising Dietitian status.

Note: This position is vacant and will be permanently recruited to following an ACT Health Allied Health Review. So is currently offered as a temporary 12 month position with a possibility of extension. This position may be required to participate in an on call roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. For employees in most ACT Health positions, salary packaging with fringe benefits tax free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment.

Contact Officer: June Gunning (02) 6174 5135

Director General Reports

Population Health

Health Improvement

Web Developer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 23813)

Gazetted: 21 November 2013

Closing Date: 5 December 2013

Details: The Epidemiology Section is seeking a person with excellent skills in website development and project management to work with them to develop and implement a new web based reporting platform. Duties include project managing the website design and implementation, coordinating the development of epidemiology resources to be published, overseeing the graphic design and technical design of the website, liaising with stakeholders and developing and maintaining metadata and user guides.

Eligibility/Other Requirements: Tertiary qualifications and postgraduate experience in managing web design, development and use would be an advantage.

Note: This is a temporary position available for a period of 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This is a full-time position, however part-time hours will be considered. Salary packaging with fringe benefits tax-free threshold up to \$8,755 is available.

Contact Officer: Louise Freebairn (02) 6205 2608

Director General Reports

Population Health

Health Promotion

Senior Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 21135)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: Health Promotion (HP) is seeking a suitably experienced Senior Project Officer to lead a team to progress the development and delivery of initiatives that improve the health of local people. The initiatives will create environments that maximises participation of the target group, particularly in healthy lifestyle, nutrition and physical activity programs. The successful applicant will have experience in Health Promotion programs with an emphasis on establishing effective partnerships with key stakeholders. Experience is also required in project development and management, community engagement, development of strategic policy advice, and procurement of services.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to Health Promotion or Community Development is highly desirable.

Note: This is a temporary part-time position available initially for nine months with the possibility of extension working 3 days a week. Suitable applicants will be placed on a merit list for future permanent and temporary vacancies within the Health Promotion Section. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application plus two referee reports and a current resume. Applicants may be chosen based on written application and referee reports only.

Contact Officer: Cal Chikwendu (02) 6205 3627

Director General Reports

Quality and Safety

Patient Safety and Quality

Policy and Projects Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11183)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: If you are an excellent communicator with analytical and critical thinking skills, who understands operational service delivery in the health sector, then this job is for you. As part of the policy and projects team in the Health Directorate's Quality and Safety Unit you will consult regularly with clinical staff on national safety and quality issues, develop, implement and review policy and provide strategic advice to the Executive. You will facilitate input into policy processes by providing high level secretariat services to committees and working groups.

Note: This is a temporary position available for a period of 12 months. Selection may be based on application and referee reports only. 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: Jacqui Bear (02) 6205 0912

Canberra Hospital and Health Services

Medicine

Pharmacy

Lead Pharmacist Critical Care

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 28893)

Gazetted: 21 November 2013

Closing Date: 16 December 2013

Details: An exciting opportunity exists for the position of Lead Critical Care Pharmacist at Canberra Hospital and Health Services (CHHS). This position will be responsible for providing leadership, and coordination for all pharmacy services to the Critical Care services of CHHS. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to the disciplines and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. This is a temporary full-time position available for 12 months. It is expected that this position will have a 50% clinical load, with the other listed duties making up the remaining 50%. Part-time/job share will 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 as a document to be uploaded and included with your application.

Contact Officer: Miriam Lawrence (02) 6174 7106

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Psychology Manager

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 22007)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: Are you looking for an opportunity to manage the Rehabilitation, Aged and Community Care (RACC) Psychology and Counselling Team delivering rehabilitation and aged care services across the acute rehabilitation and aged care and outpatient services? Due to a temporary vacancy there is an exciting opportunity for a Senior Psychologist to step into this position. This is an excellent team of friendly, supportive and highly motivated staff providing evidence based care to inpatients and outpatients across the aged care and rehabilitation settings. The team consists of Neuropsychology, Clinical Psychology and Disability Counsellors. Managerial support is provided

by the Health Professional Level 6, RACC Allied Health Director. Strong relationships with the other RACC Allied Health, Health Professional Level 4 managers provide plenty of collegiate support and advice. Professional support is provided by the Acting Psychology Lead Professional. The position has a clinical component in order to maintain clinical services, and the caseload will depend on the successful applicant's qualifications (i.e. those with Neuropsychology qualifications will provide Neuropsychology services, whereas those with Clinical Psychology qualifications will have a Clinical Psychology caseload).

Eligibility/Other Requirements: Postgraduate qualifications in Clinical Neuropsychology or Clinical Psychology (i.e. Masters or Doctoral level). Be registered with the Australian Health Practitioner Regulation Agency (AHPRA). Psychology Board of Australia (PsyBA) Endorsement in Clinical Neuropsychology or Clinical Psychology is highly desirable. PsyBA approved supervisor for Higher Degree Psychology students and Area of Practice Endorsement is highly desirable. Current driver's licence.

Note: This is a full-time temporary vacancy for six months available from 4 January 2014 until 30 June 2014 with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To apply please prepare your covering letter, CV with your contact details, written referee reports from two professional referees (one of which should be your current supervisor) and prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on application and two referee reports only.

Contact Officer: Rebecca Lennie (02) 6244 2045

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Adult Community and Older Persons
Clinical Manager**

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 30332)

Gazetted: 21 November 2013

Closing Date: 25 November 2013

Details: The City Mental Health team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi-disciplinary team, to provide assessment and clinical management of consumers with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Demonstrated mental health knowledge and practice. Current driver's licence.

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

Contact Officer: John Acs (02) 6205 1338

**Strategy and Corporate
People Strategy and Services
Staff Development**

Basic Life Support Educator

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 26546)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: Staff Development Unit has an exciting temporary part-time education position (two days per week) available for a Registered Nurse, with a Critical Care background. The successful applicant will be a member of the team providing the coordination and delivery of basic adult life support programs for staff of the ACT Health Directorate. In this role you will also provide support to coordinate and provide programs in Tracheostomy, Temporary Cardiac Pacing, Intercostal Catheter Management, Introduction to Cardiothoracic Nursing, Neurology, and Rhythm Interpretation. You will assist on occasions with the coordination of the Night Duty Continuing Education program, and other staff development unit education programs as directed.

Eligibility/Other Requirements: Registered as a Nurse or Midwife with the Australian Health Practitioner Regulation Agency (AHPRA) or eligible for registration. Holds or is working towards a master's degree is highly desirable. A postgraduate qualification in Critical Care is highly desirable. The successful applicant will preferably have postgraduate qualifications and Certificate IV in Training and Assessment (TAE40110) or working towards these qualifications.

Note: This is a temporary part-time position at 16 hours per week for 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Maureen Tolley (02) 6244 3429 maureen.tolley@act.gov.au

**Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program
School Youth Health Nurse**

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 17044, several)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: Do you have an interest in youth health? We are looking for two Registered Nurses with experience in youth health to work as School Youth Health Nurses. You will be working in a high school setting in a primary health care role. The School Youth Health Nurse assists young people in high school to make a safe transition into adulthood while laying the 'foundations' for health promoting behaviours and attitudes, which will continue through their life span.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (AHPRA) or eligible for registration. Current driver's licence. Experience and/or qualifications in Youth Health, Mental Health and/or Adolescent Health would be beneficial.

Note: Two permanent positions are available, one full-time and one part-time at three days per week. These positions sit under *Schedule Four, Nursing and Midwifery Collective Agreement 2011-2013* and as such you would not be required to work during the school holidays. These positions will commence on 28 January 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

**Canberra Hospital and Health Services
Capital Region Cancer Services
Cancer Nursing
Palliative Care Nurse**

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22547, several)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: Applications are being sought from dynamic Registered Nurses who have highly developed communication and interpersonal skills. 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.

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

Contact Officer: Sharon Bale (02) 6244 4269

**Canberra Hospital and Health Services
Pathology**

Anatomical Pathology

Health Professional - ACT Pathology

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21256)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: ACT Pathology is a public pathology laboratory located at the Canberra Hospital, providing comprehensive diagnostic pathology services to the Canberra Hospital, Calvary Hospital and medical practitioners of the ACT and surrounding region including links to the ANU Medical School. The laboratory operates extended hours five days per week offering a wide range of routine and specialised procedures in Anatomical Pathology. The successful applicant will be required to manage the immunohistochemistry sub-section of Anatomical Pathology. Extensive in-depth experience in clinical and research immunohistochemistry procedures is essential.

Eligibility/Other Requirements: Degree in Science or equivalent relevant qualification.

Note: Applicants may be short listed on the basis of written responses to the Selection Criteria, Curriculum Vitae and referee reports. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must quote the reference number when applying. CC: 63124.

Contact Officer: Narelle Brodie (02) 6244 2879

Director General Reports

Population Health

Health Protection Service

Public Health Officer

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 29630)

Gazetted: 21 November 2013

Closing Date: 5 December 2013

Details: The Health Protection Service has a number of positions available for Environmental Health Officers seeking a challenge. These positions offer an opportunity to protect public health in a dynamic and changing environment. If you have Bachelor in Applied Science (Environmental Health) or Bachelor in Applied Science and Master or Graduate Diploma in Environmental Health or a Bachelor of Science with a Master or Graduate Diploma in Environmental Health or equivalent, consider the benefits of a position in the Health Protection Service in Canberra. Appointment to the positions will be dependent upon experience and qualifications. The Australian Capital Territory provides a modern life style with extensive career development potential. Canberra is a dynamic multicultural environment with excellent facilities and unique lifestyle choices that are without equal. Further information about living in Canberra is available from <http://www.liveincanberra.com.au/>

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

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

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 16264)

Gazetted: 21 November 2013

Closing Date: 5 December 2013

Details: There is an exciting opportunity for qualified and experienced physiotherapists to join the Rehabilitation, Aged and Community Care (RACC) Community Care Physiotherapy Team. There is a full-time, permanent position and an expected part-time permanent position available. Community Care physiotherapists assess and treat a diverse range of musculoskeletal conditions and provide care to the frail elderly and disabled at home.

Interventions are provided on an individual basis, in group settings at health centres and in patient homes. We are

a friendly team with strong supportive links across the directorate. Staff meet regularly to share knowledge and foster the team culture, striving for continual quality improvement and excellent patient outcomes. Our physiotherapists work alongside other health professionals to deliver multi disciplinary, patient centred care. Eligibility/Other Requirements: Degree in Physiotherapy or equivalent qualification, and registration with the Physiotherapy Board of Australia. Current driver's licence is essential.

Note: These positions may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future full- time and part- time physiotherapy positions at level across the Division of Rehabilitation, Aged and Community Care. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Applicants should include a written response to the Selection Criteria, CV and provide at least two written referee reports to be included as a document to be uploaded and included with your application.

Contact Officer: Dominic Furphy (02) 6205 3808

Canberra Hospital and Health Services

Operational Support

Acute Support

Outpatient Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 28776)

Gazetted: 21 November 2013

Closing Date: 5 December 2013

Details: An exciting opportunity exists for a permanent Outpatient Physiotherapist to join the dynamic Acute Support Physiotherapy Department based at the Canberra Hospital. The successful applicant will provide high quality direct patient care to physiotherapy and hospital clinic outpatients, including orthopaedic, hands and hydrotherapy.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy, or recognised equivalent qualification and eligibility for AHPRA registration. Lymphoedema experience is highly desirable. Current driver's licence essential.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster. This process may be used to fill any additional upcoming temporary and permanent Outpatient vacancies at level. 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: Lisa Gilmore (02) 6244 2154

Strategy and Corporate

Performance and Innovation

Business Intelligence Unit

Data Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32658, several)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: An exciting opportunity exists for people with appropriate data management skills to form part of a newly established Business Intelligence Unit for ACT Health.

Eligibility/Other Requirements: Knowledge and experience in the use of data systems in the healthcare sector and associated business processes. Knowledge of data quality processes. Experience and knowledge in information management principles are all desirable.

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

Contact Officer: Andrew Bailey (02) 6207 2129

Director General Reports

Office of the Director General

Executive Coordination

Freedom of Information Coordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 23009)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: The Executive Coordination Unit in ACT Health is seeking a highly motivated, suitably experienced and enthusiastic Administrative Officer to be part of a very busy team. The suitable applicant will be responsible for managing responses to requests for information under the *ACT Freedom of Information Act 1989* and assisting with Legislative Assembly and Cabinet business. The applicant will need to be able to manage conflicting priorities; have a knowledge of and the ability to action and interpret, requests made under the *Freedom of Information Act* and a demonstrated ability to manage Legislative Assembly and Cabinet processes.

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

Contact Officer: Megan Carey (02) 6205 0850

Strategy and Corporate

Performance and Innovation

Costing and Performance

Pricing and Funding Analyst

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31820)

Gazetted: 21 November 2013

Closing Date: 5 December 2013

Details: A position in the ACT Government exists for a person with strong analytical skills to join the Funding and Modelling area, implementing National reforms.

Eligibility/Other Requirements: Relevant tertiary qualification in areas such as Commerce, Economics and Health Information and/or relevant experience is desirable.

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

Contact Officer: Kelly Hughes (02) 6207 7825

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Intake Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 32496)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: The Alcohol and Drug Service is a multidisciplinary service within ACT Health, providing a range of specialist services for people affected by alcohol and other drug use. This position will work with a multi skilled team of health professionals to provide a range of psychotherapeutic supports and services to the community. Applications are sought for a telephone Intake worker within the Counselling and Treatment Service. This position primarily involves telephone intake, providing alcohol and other drug information and referrals, providing information and support to other professionals, crisis and brief interventions. There will be the opportunity for some comprehensive assessments, counselling and group work.

Eligibility/Other Requirements: Psychologist or clinical psychologist with full registration; Social Worker with eligibility for accredited membership with the Australian Association of Social Workers. Previous clinical experience is essential. Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy.

Note: This position may be required to participate in an overtime, on call and/or rotation roster. The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Carmel McBride (02) 6205 1609

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Reception Surgical Bookings and Pre-Admission Clinic

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 22149)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: Applications are sought to fill this full-time permanent Reception position with the ability to commence as soon as possible. The successful applicant will be required to provide reception services and co-ordinate outpatient clinics for the Pre-Admission Clinic in the Surgical Bookings Department. Duties include provision of high quality customer service to patients and stakeholders who contact the Pre-Admission Clinic, liaising with Surgical Bookings staff, clinical staff, surgeons, theatre staff and other stakeholders.

Eligibility/Other Requirements: Sound communication skills, knowledge and experience of ACTPAS and Microsoft Office Suite.

Note: This position will provide an excellent opportunity for the successful candidate to increase their skills and knowledge and once trained will have a good foundation for future opportunities across the Directorate. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Gretchen Amponin (02) 6244 4175 gretchen.amponin@act.gov.au

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Medical Typist

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 26350)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: The successful applicant will be part of a small team of administrative staff providing administrative assistance and secretarial services to the Anatomical Pathology Department. Under general direction, operate computer and transcription equipment to produce accurate and confidential Anatomical Pathology reports, correspondence and research notes within established guidelines. Review and correct pathology request information on computer database and hardcopy to ensure the accuracy of patient demographics, requesting doctor and other information related to requests and reports. Provide reception service, answer queries relating to Anatomical Pathology; distribute reports and collect specimens. Provide general office services including filing, maintenance of office records and photocopying.

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

Contact Officer: Narelle Brodie (02) 6244 2879

Strategy and Corporate

e-Health and Clinic Records

ISB Management and Strategy

CRIS Officer, Evening Shift

Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: 21094)

Gazetted: 21 November 2013

Closing Date: 28 November 2013

Details: The Medical Record Department is seeking the services of enthusiastic person to join our evening shift. The CRIS teams process clinical records and documentation into the Clinical Record Information System (CRIS). This makes the documents available electronically to registered users for ongoing patient care. Due to the nature of the work it is essential that the successful applicant has a very good eye for detail and is able to work quickly and efficiently to meet very tight deadlines.

Note: This position is full-time, Monday to Friday with hours 3:00pm to 10:51pm (penalty pay rates apply after 6pm). 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: Heather Byrne (02) 6244 3663 heather.byrne@act.gov.au

Justice and Community Safety

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

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

Office of Regulatory Services

Business and Development

Client Services Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 05763)

Gazetted: 18 November 2013

Closing Date: 2 December 2013

Details: Under the general direction of the Senior Manager, Business and Development, the successful applicant will be responsible for the tracking and maintenance of the Office of Regulatory Services (ORS) Fleet and be the first point of contact for training and development courses. Responsible for ordering, maintaining and recording all uniform and safety equipment for ORS staff members. Maintain records in accordance with the *Territory Records Act 2002*. Other duties as required within the Business and Finance Services Unit, including, but not limited to, scanning office documents; opening and delivering mail; building maintenance requests also assistance and completion of daily banking tasks.

Notes: This is a temporary position available until 23 May 2014 with the possibility of extension.

Contact Officer: Paula Jaensch (02) 6207 6717 paula.jaensch@act.gov.au

ACT Corrective Services

Custodial Operations

Permanent/Casual Correctional Officer Class 1

Correctional Officer Class 1 \$53,417 - \$64,102, Canberra (PN: 13586, several)

Gazetted: 18 November 2013

Closing Date: 23 December 2013

Details: Are you interested in playing a crucial role in protecting the community and assisting in the rehabilitation of offenders?

ACT Corrective Services is looking for mature people with demonstrated life experience, high personal integrity, self-confidence and good communication skills to become Correctional Officers. The ability to operate effectively as an individual and within a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds is essential. Information sessions will be held at 6:00pm on the 26 and 28 November at the Alexander Maconochie Centre. For further information visit our website www.cs.act.gov.au or call the Contact Officer.

Eligibility/Other Requirements: Before applying for a position with the Directorate, you must first ensure you are eligible to apply for the advertised vacancy. Please refer to the Information Package for further details regarding eligibility.

Note: For successful candidates, the commencing salary will be \$38,535 per annum and upon successful completion of the 11 week training program, will then be employed at a salary range of \$53,417 - \$64,102 per annum. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Workforce Development and Training Unit (02) 6205 4910 actcs.wdtu@act.gov.au

Office of Regulatory Services

Business and Development

Client Services Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 43878)

Gazetted: 20 November 2013

Closing Date: 4 December 2013

Details: Under general direction of the Office Manager, Business and Development (BaD) The successful applicant will be responsible for; assisting with daily banking procedures; receive floats from counter staff, bank monies into correct accounts and balance financial spreadsheets. Assist with office scanning duties, including verification and electronic filing. Complete daily mail procedures, opening of incoming mail, delivering mail throughout Office of Regulatory Services (ORS) and delivering end of day external mail. As required, arrange the purchase and distribution of stationary and office supplies for the whole of ORS. Assist other members of the BaD unit with other duties where necessary. Maintain records in accordance with the *Territory Records Act 2002*. Other duties as required.

Notes: This is a temporary position available until 23 May 2014 with the possibility of extension.

Contact Officer: Paula Jaencsh (02) 6207 6717 paula.jaencsh@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

Business Enterprises Division

Canberra Cemeteries

Project Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31382)

Gazetted: 15 November 2013

Closing Date: 22 November 2013

Details: The ACT Public Cemeteries Authority (the Authority) is an independent statutory authority established, under the *Cemeteries and Crematoria Act 2003*, to effectively and efficiently manage public cemeteries and crematoria. The project manager will help to minimise cost and implementation risks, and provide the required liaison, documentation and everyday management of projects, while ensuring that all project products and services are risk managed, budgeted effectively and delivered in a timely manner. Projects will be managed using PmBOK methodologies.

Eligibility/Other Requirements: At least three years experience in a project management role in either the public or private sector. Project management qualification or recognition of a professional body. Experience in vendor sourcing and management. High level of competence in using the Microsoft Suite of products. Solid stakeholder management skills with a consultative approach to engaging with clients and the ability to manage projects of up to 24 months duration, and with multiple suppliers.

Contact Officer: Hamish Horne (02) 6204 0202 hamish.horne@act.gov.au

Roads and Public Transport

Public Transport

ACTION

Bus Operator

General Service Officer Level 5/Bus Operator in Training/Bus Operation \$45,647 - \$65,081, Canberra (PN: NDRT04, several)

Gazetted: 14 November 2013

Closing Date: 30 June 2014

Details: Applicants will be able to operate a public transit vehicle (bus), ensuring safe carriage of members of the public. Ensure correct fares are paid. Provide information and advice to clients. Carry out pre-drive checks of bus and ensure general maintenance is conducted. Ensure general security of buses while in service. (Refer to the ACTION web site for application pack which includes information and full details of how to apply

http://www.action.act.gov.au/About_ACTION)

Eligibility/Other Requirements: To be eligible to become an ACTION Bus Driver, you must be able to obtain a Medium Ridged (MR) licence and Condition "O" endorsement on your ACT licence (NSW Licence holders must hold a NSW Public Vehicle Authority). You must be at least 20 years of age and have held a driver's licence for a minimum of three years with a minimum of one year on an Australian licence. In order to progress through the recruitment process applicants will undertake Literacy/Numeracy test, functional assessment, interview, medical and National Police Check and successfully complete a driving assessment/licence upgrade.

Notes: Part-time positions only. The Bus Driver Application pack must be completed and together with a Driver's Licence History check sent to ActionRecruitment@act.gov.au. Applications will be processed in groups of every 15 applications received. Applications may be suspended should an excessive number of application are received. All bus driver applicants must be able to be registered under the *Working with Vulnerable Persons Act*. 2011, for more information refer to http://www.ors.act.gov.au/community/working_with_vulnerable_people

Contact Officer: Phil Ulrick (02) 6207 7537 ActionRecruitment@act.gov.au.

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

Business Enterprise

ACT Property Group

Projects, Property and Services

Electrical Apprenticeship / Plumbing Apprenticeship

Apprentices \$18,115 - \$41,887, Canberra (PN: 33190, several)

Gazetted: 14 November 2013

Closing Date: 3 December 2013

Details: ACT Property Group undertakes repairs, maintenance and minor new works to assets across Canberra and is seeking interested applicants for an electrical and plumbing apprenticeship opportunity. This is an exciting opportunity for an enthusiastic self starter to become part of a dynamic team. The successful applicant in each field will be required to undertake routine manual tasks in accordance with the scope of the trade; liaise with customers, contractors and staff; record details of work undertaken; respond to work requests in a timely and professional manner and perform duties in a safe manner and assist in reducing the risk of injury to all personnel.

Eligibility/Other Requirements: Minimum qualification for apprenticeships: Year 10 or equivalent with passes in English, Mathematics and Science. Successful applicants will need to have the ability to attend the CIT or equivalent and be prepared to undertake and complete study, on the job training and rotation for a period of four years.

Notes: These Apprenticeships are temporary for four years. Permanent employment may be offered if funded positions are available upon successful completion of apprenticeship. Mandatory probation periods will apply. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Steve McDougall (02) 6213 0712 steve.mcdougall@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

ACT Auditor General's Office

Audit Band 1 (Auditor) \$45,081 - \$67,931

Naveed Nisar 835-99185, Section 68(1), 18 November 2013

Calvary Health Care ACT (Public)

Registered Nurse Level 1 (\$55,567 - \$75,084)

Shiney Manushanedath Job 1611734 Section 68 31 October 2013

Registered Nurse Level 1 (\$55,567 - \$75,084)

Byungjoo Jo 1611624 Section 68 21 September 2013

Registered Nurse Level 1 (\$55,567 - \$75,084)

Elenore Quebral 1611816 Section 68 5 November 2013

Economic Development

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

David Saunderson 836-10639, Section 68(1), 18 November 2013

Environment and Sustainable Development

General Service Officer Level 10 \$70,913 - \$81,460

Keith James Talbot 827-48302, Section 68(1), 21 November 2013

Health

Registered Nurse Level 1 \$55,567 - \$75,084

Janette Corcino 825-49637, Section 68(1), 11 November 2013

Registered Nurse Level 1 \$55,567 - \$75,084

Jena Generoso 834-44503, Section 68(1), 14 November 2013

Enrolled Nurse Level 2 \$54,667

Desiree Hughes 836-10612, Section 68(1), 18 November 2013

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

Robert Ives 836-55829, Section 68(1), 21 November 2013

Radiation Therapist Grade 2 \$56,797 - \$79,302

Tin Lai 836-54033, Section 68(1), 18 November 2013

Health Service Officer Level 3/4 \$41,160 - \$45,346

Richard Razon 839-27740, Section 68(1), 25 October 2013

Administrative Services Officer Class 2/3 \$46,372 - \$57,004

Carolina Tesolin 796-73688, Section 68(1), 25 December 2013

Senior Staff Specialist, \$199,231

Sonia Res: 81317455, Section 68(1), 11 November 2013

Senior Staff Specialist, \$199,231

Ross McAlpine: 82956582, Section 68(1), 11 November 2013

Justice and Community Safety

Administrative Services Officer Class 6 (Probation and Parole) \$70,913 - \$81,460

Paul William Costanzo 836-10831, Section 68(1), 2 December 2013

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

Melissa Kate Pearse 836-10962, Section 68(1), 18 November 2013

TRANSFERS

Health

Jacqueline Dobson: 607-93137

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

Health

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

Health, Canberra (PN. 24088) (Gazetted 18 July 2013)

Anne Richardson: 715-61243

From: Registered Nurse Level 2 \$78,157 - \$82,990

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 22542) (Gazetted 8 August 2013)

PROMOTIONS

Calvary Health Care ACT (Public)

Calvary Health Care ACT

Nursing and Midwifery

Intensive Care Unit

Amanda O'Donnell

From: Registered Nurse Level 2

Calvary Health Care ACT

To: Registered Nurse Level 3 Grade 1 (\$89,483 – \$93 531)

Calvary Health Care ACT Canberra PN. 5892(Gazetted:20 September 2013)

Commerce and Works

Shared Services

Human Resources

Information and Data

Kay Dunstan: 780-02102

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 08274) (Gazetted 18 June 2013)

Shared Services

Shared Services ICT

Infrastructure Services

Alan James William Kayes: 827-48951

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 14365) (Gazetted 3 October 2013)

Shared Services

Human Resources

Information and Data

Warwick Moore: 774-68955

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 01265) (Gazetted 18 June 2013)

Shared Services

Human Resources

Information and Data

Kylie O'Keeffe: 820-90838

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 29014) (Gazetted 17 June 2013)

Shared Services ICT

Infrastructure Services

Platform Systems

Miranda Purcell: 821-09973

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

Commerce and Works

To: Information Technology Officer Class 2 \$70,913 - \$81,460

Commerce and Works, Canberra (PN. 14290) (Gazetted 30 August 2013)

Economic Development

Tourism, Events and Sport

Sport and Recreation Services

ACT Academy of Sport

Alexandria Avent: 827-36651

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

Economic Development

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

Economic Development, Canberra (PN. 25002) (Gazetted 22 August 2013)

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

Health

Canberra Hospital and Health Services

Amy Allen: 780-51684

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

Health

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

Health, Canberra (PN. 24088) (Gazetted 18 July 2013)

Population Health

Vojkan Stefanovic: 741-20750

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

Health

To: †Senior Officer Grade A \$123,208

Health, Canberra (PN. 33181) (Gazetted 10 October 2013)

Justice and Community Safety

Legislation and Policy

Justice Planning and Programs

Oliver Kickett: 799-91790

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42649) (Gazetted 8 July 2013)

ACT Corrective Services

Community Corrections

Probation and Parole

Leah Robinson: 827-30890

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

Community Services

To: Administrative Services Officer Class 6 (Probation and Parole) \$70,913 - \$81,460

Justice and Community Safety, Canberra (PN. 11245) (Gazetted 25 September 2013)

Corporate

Capital Works and Infrastructure

Adam Samuelson: 821-19514

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

Economic Development

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

Justice and Community Safety, Canberra (PN. 46467) (Gazetted 4 April 2013)

Territory and Municipal Services

Roads and Public Transport

Public Transport

Network Planning and Business Development

Damien Geary: 816-80342

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 21013) (Gazetted 17 October 2013)