



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 06 March 2014**

## **EXECUTIVE NOTICES**

### **Environment and Sustainable Development**

#### **Engagement**

John Meyer - Executive Director, Regulation and Services (E564) Section 72 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](mailto:jobs@act.gov.au)**

#### **People and Organisational Governance**

##### **Teacher Education**

##### **Head of Department**

##### **Teacher Band 2 \$104,449, Canberra (PN: 55779)**

Gazetted: 07 March 2014

Closing Date: 14 March 2014

Details: Managing the Teacher Education programs, including Certificate IV in Training and Assessment, the Certificate IV in Career Development, the Diploma of VET and the Advanced Diploma of Adult and Vocational Education to meet budgetary, nominal hours, RPL and commercial targets. Leading the support to teaching colleges relating to teaching, learning and assessment issues including Skills Recognition and assessment.

Eligibility/Other Requirements: Mandatory requirements; all Teacher Band 2 teachers are expected to hold: a Training and Assessment Certificate IV (such as a TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent) and appropriate industry competencies demonstrated by the following 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

Notes: This is a temporary position available for the period 24 March 2014 to 30 June 2016.

Contact Officer: Nicole Stenlake (02) 6207 3133 [nicole.stenlake@cit.edu.au](mailto:nicole.stenlake@cit.edu.au)

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

#### **CIT Health, Community and Science**

##### **Human Services**

##### **Head of Department**

##### **Teacher Band 2 \$104,449, Canberra (PN: 51880)**

Gazetted: 11 March 2014

Closing Date: 18 March 2014

Details: CIT is looking for an experienced officer to take up the role of Head of Department, Human Services, Health, Community and Science. As Head of Department responsible to the College Director/s, be responsible for the course content, development and the delivery of Diploma of Nursing (Enrolled/Division 2 Nursing) and Human Service programs.

Eligibility/Other Requirements: All Teacher Band 2 Teachers are expected to hold: a Training and Assessment Certificate IV level (such as TAE4110 or equivalent); and Advanced Diploma in Adult Education (or equivalent); and appropriate industry competencies demonstrated by the following qualifications: Community Services Programs. It

is desirable that all Teacher Band 2 Teachers hold a minimum of: a Bachelor Degree in Education, Management or a relevant industry specialisation. All Teacher Band 2 Teachers are required to have relevant industry experience.

Notes: This is a temporary position available until 30 June 2014 with the possibility of extension.

Contact Officer: Lily Mutharajah (02) 6205 7381 lily.mutharajah@cit.edu.au

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

### **CIT Technology and Design**

#### **Hair and Beauty Therapy**

##### **Teacher**

#### **Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51557)**

Gazetted: 12 March 2014

Closing Date: 19 March 2014

Details: Teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Counsel and advise students on their program of study and other issues relevant to their effective participation in courses offered by program area. Set and mark examinations and other assessment instruments, maintain student records including complete and detailed records of relevant student assessments and performance. Perform educational and administrative tasks and other incidental duties as directed by the Head of Department.

Eligibility/Other Requirements: Mandatory qualifications: all Teacher Band 1 Teachers will hold: 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: Diploma of Beauty Therapy, Diploma in Salon Management or equivalent. 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). Mandatory industry experience: All Teacher Band 1 Teachers are required to have relevant industry experience.

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

Contact Officer: Fiona Dace-Lynn (02) 6207 3741 fiona.dace-lynn@cit.edu.au

### **Capital Metro**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Procurement and Delivery**

##### **Planning and Design**

##### **Approvals Officer**

#### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 33706)**

Gazetted: 13 March 2014

Closing Date: 27 March 2014

Details: The Capital Metro Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. As part of the Planning and Design team, the Approvals Officer will be responsible for coordination and liaison with a number of Government agencies and key stakeholders, assisting in preparation, planning and implementation of communication activities, and organise and support the planning approval processes for the project.

Eligibility/Other Requirements: Experience and/or qualifications in project management, procurement, land use planning, urban design or relevant professional area would be an advantage.

Notes: Selection for this position may be based on written application and referee reports only.

Contact Officer: Tom Percival (02) 6207 8688 tom.percival@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](mailto:jobs@act.gov.au)

**Communications, Engagement and Protocol  
Communications and Engagement  
Senior Manager, Communications and Engagement  
Senior Officer Grade A \$123,208, Canberra (PN: 11261)**

Gazetted: 07 March 2014

Closing Date: 21 March 2014

Details: The Communications, Engagement and Protocol team is seeking expressions of interest to fill a short-term vacancy to lead the Communications, Community Engagement and Protocol unit of the Directorate. Duties include the provision of high level whole of Government communications and public affairs advice to the executive and Chief Minister's Office as well as overseeing the honours, awards and protocol duties of the unit.

Eligibility/Other Requirements: Qualifications and experience in communication and public relations are highly desirable.

Notes: This temporary position is available 17 March 2014 until 15 August 2014 with the possibility of extension.

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

Applications should be sent to the contact officer.

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

**Communications, Engagement and Protocol  
Communications and Engagement  
Senior Officer, Communications and Engagement  
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 55448)**

Gazetted: 07 March 2014

Closing Date: 21 March 2014

Details: The Communications, Engagement and Protocol team is seeking expressions of interest to fill a short-term vacancy to work in the Communications, Community Engagement and Protocol unit of the Directorate. Duties include preparing and implementing communications strategies, providing advice to senior management and the Chief Minister's Office on media and communications issues and a variety of project work.

Eligibility/Other Requirements: Qualifications or experience in communications and public relations are highly desirable.

Notes: This temporary position is available 17 March 2014 until 15 August 2014 with the possibility of extension.

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

Applications should be sent to the contact officer.

Contact Officer: Bruce Thompson (02) 6207 6457 [bruce.thompson@act.gov.au](mailto:bruce.thompson@act.gov.au)

**Communications, Engagement and Protocol  
Communications and Engagement  
Communications Officer  
Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 18964)**

Gazetted: 07 March 2014

Closing Date: 21 March 2014

Details: The Communications, Engagement and Protocol team is seeking expressions of interest to fill a short-term vacancy to work in the Communications, Community Engagement and Protocol unit of the Directorate. Duties include the provision of whole of Government communications and community engagement advice, and communications support to the directorate and Chief Minister's office.

Eligibility/Other Requirements: Qualifications or experience in communications and public relations are highly desirable.

Notes: This temporary position is available from 4 April 2014 until 5 September 2014 with the possibility of extension. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Bruce Thompson (02) 6207 6457 [bruce.thompson@act.gov.au](mailto:bruce.thompson@act.gov.au)

## **Policy and Cabinet**

### **Cabinet and Intergovernmental Relations**

#### **Cabinet Office**

##### **Coordination and Support Officer**

##### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 33711)**

Gazetted: 07 March 2014

Closing Date: 14 March 2014

Details: The Chief Minister and Treasury Directorate are seeking a highly motivated officer to join the Cabinet and Intergovernmental Relations Branch as a Coordination and Support Officer. The successful applicant will have a sound understanding of the Machinery of Government and be able to deliver high quality work, with a focus on attention to detail, in a high pressure environment with minimal supervision.

Note: This is a temporary position available from March 2014 until September 2014 with the possibility of permanency from this process. Applications must address the selection criteria and include two referees.

Contact Officer: Chris Jones (02) 6205 0232 [chrisd.jones@act.gov.au](mailto:chrisd.jones@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](mailto:jobs@act.gov.au)**

## **Shared Services**

### **Procurement**

#### **Health Infrastructure Program**

##### **Project Officer**

##### **Administrative Service Officer Class 6/Professional Officer Grade 2 \$70,913 - \$81,460, Canberra (PN: 30635)**

Gazetted: 07 March 2014

Closing Date: 14 March 2014

Details: The Health Infrastructure Program Team in Shared Services Procurement seeks a talented Project Officer to assist in the delivery of a range of the Health Directorate's Capital Works program. The Team is located at the Canberra Hospital.

Eligibility/Other Requirements: Mandatory requirements for the Professional Officer Grade 2 position: qualifications in Architecture or Landscape Architecture, Engineering or other construction industry tertiary qualifications are essential. Qualifications in Architecture or Landscape Architecture, Engineering or other Construction Industry tertiary qualifications are desirable for the Administrative Service Officer Class 6 position. Experience and/or equivalent qualification: Contract Management or Project Management would be an advantage. Experience in the management of Health Infrastructure projects would be an advantage.

Note: This is a temporary position available for nine months. This position is available at the Administrative Service Officer Class 6 or Professional Officer Grade 2 classification dependent on the qualifications of the successful applicant.

Contact Officer: Sophie Gray (02) 6174 7022 [sophie.gray@act.gov.au](mailto:sophie.gray@act.gov.au)

## **Shared Services**

### **Human Resources**

#### **Recruitment Services**

### **Recruitment Officer**

#### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 08246)**

Gazetted: 12 March 2014

Closing Date: 19 March 2014

Details: You will be responsible for assisting with the delivery of efficient and effective recruitment services for and on behalf of ACTPS Directorates, including processing recruitment actions, preparing notices and correspondence, and maintaining information within the Recruitment Database.

Notes: This temporary position is available asap for three 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 in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Joanna Lewis (02) 6205 4547 joanna.lewis@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](mailto: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: 16541)**

Gazetted: 11 March 2014

Closing Date: 25 March 2014

Details: Care and Protection Services are seeking a suitably qualified person 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 to 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 driver's 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

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

#### **Early Intervention and Prevention Services**

##### **Trauma Recovery Centre**

##### **Administration Officer**

#### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 33733)**

Gazetted: 07 March 2014

Closing Date: 21 March 2014

Details: Early Intervention and Prevention Services is seeking a motivated individual to undertake the role of Administration Officer for the new Trauma Recovery Centre. The position is responsible for providing all administrative requirements for the Trauma Recovery Centre such as finance, facilities management, records management, Work, Health and Safety, data entry and analysis, and preparation of reports and correspondence.

The position is the first point of contact for the Service and is responsible for ensuring office presentation is of a high standard.

Eligibility/Other Requirements: Staff must hold or be eligible to apply for a *Working with Vulnerable People (Background Checking) ACT 2011*. Current ACT driver's licence is essential.

Contact Officer: Julie Crane (02) 6205 0408 julie.crane@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](mailto:jobs@act.gov.au)**

#### **Land Development, Strategy and Finance**

##### **Land Development**

##### **Sales, Marketing and Land Management**

##### **Online Systems Specialist**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33732)**

Gazetted: 07 March 2014

Closing Date: 21 March 2014

Details: We are seeking a person with a dynamic and enthusiastic Information and Communication Technology (ICT) approach combined with skills and experience in a sales and marketing environment. The position requires a focus on: efficient creation, testing and management of the online environment including web, mobile and social media activities; attention to detail to ensure information is kept up to date and relevant; providing innovative online solutions and ideas for new campaigns; experience with internal and external liaison in an ICT environment; understanding Content Management Systems including importing/exporting data, Customer Relationship Managers and online databases; consistency with Whole of Government policy and accessibility guidelines; and providing advice, help and guidance to content authors and end users.

Eligibility/Other Requirements: Experience in the use of a website content management system. Experience in the use of specialised creative software e.g. Adobe Creative Suite 5 which includes InDesign, Photoshop, Acrobat Professional and Illustrator. Awareness of the National Transition Strategy in relation to Accessibility.

Contact Officer: Jody Gleeson (02) 6205 1876 jody.gleeson@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](mailto:jobs@act.gov.au)**

#### **Education Strategy**

##### **Learning and Teaching**

##### **Curriculum**

##### **Deputy Principal/Manager Curriculum**

##### **School Leader B \$118,502, Canberra (PN: 04089)**

Gazetted: 07 March 2014

Closing Date: 21 March 2014

Details: Applications are sought from a dynamic, high performing School Leader to join the Education Strategy Division as Manager in the Curriculum Section. As a key support to the Senior Manager of the Section, the successful applicant will help lead staff to successfully engage with, and implement the vision and purpose of the Division. The Manager will focus on leading elements of the Directorate's Strategic Plan, and the 2014 Operational Plan. The Manager will also provide critical support to the Director, Learning and Teaching in delivering on commitments related to the implementation of the Australian Curriculum and improving secondary education in ACT Public Schools.

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

Notes: This is an office based teaching position and school stand-down periods do not 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Martin Hine (02) 6205 4685 martin.hine@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**

#### **Teaching and School Leadership**

##### **Deputy Principal / Manager**

##### **School Leader B \$118,502, Canberra (PN: 02807)**

Gazetted: 11 March 2014

Closing Date: 25 March 2014

Details: Applications are sought from a dynamic, high performing school leader to join the Education Strategy Division as Manager in the Teaching and School Leadership Section. As a key support to the Senior Manager of the Section, the successful applicant will help lead staff to successfully engage with, and implement the vision and purpose of the Division. The manager will focus on leading elements of the Directorate's Strategic Plan, and the 2014 Operational Plan, particularly those that support excellence in teaching practice.

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

Notes: This is an office based teaching position and school stand-down periods do not 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Kaaren Blom (02) 6205 7088 kaaren.blom@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**

#### **Belconnen High School**

##### **Executive Teacher**

##### **School Leader C \$101,775, Canberra (PN: 02570)**

Gazetted: 11 March 2014

Closing Date: 25 March 2014

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: David McCarthy (02) 6205 6844 david.mccarthy@ed.act.edu.au

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



**Office for Schools**

**South and Weston Network**

**Melrose High School**

**Business and Facilities Manager**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 00515)**

Gazetted: 06 March 2014

Closing Date: 13 March 2014

Details: Melrose High School is seeking a highly motivated person to manage a busy work environment that has competing demands for the position of Business and Facilities Manager. The ideal candidate will have demonstrated high level management and be able to communicate effectively with colleagues, senior staff members and stakeholders ensuring that high quality customer service is delivered. The Business and Facilities Manager will be responsible for providing high level of support to the principal and school board. Duties include developing policies and procedures relating to facilities management of the school and being responsible for the preparation of budgets, expenditure reviews, statements and monitoring of estimates and financial returns. The Business and Facilities Manager's position is also required to plan, direct and supervise the overall operation of the administration support team of 18 assisting them with their performance management reporting, professional development as well as the management of buildings, facilities and grounds to a high level.

Eligibility/Other Requirements: Current First Aid certificate, or willingness to undertake appropriate training desirable.

Notes: This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: George Palavestra (02) 6205 7588 [george.palavestra@ed.act.edu.au](mailto:george.palavestra@ed.act.edu.au)

**Office for Schools**

**North/Gungahlin Network**

**Kingsford Smith School**

**Building Service Officer**

**General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 28974, several)**

Gazetted: 06 March 2014

Closing Date: 13 March 2014

Details: Kingsford Smith School is a P-10 school who is seeking highly organised and energetic persons with a broad set of skills for the position of Building Service Officer. This position also includes assuming responsibility for the school buildings, grounds, furniture, fittings and equipment. The officer would assume responsibility for the school and preschool building maintenance including but not limited to: undertake regular inspections to determine priorities, coordinate and complete work to buildings, fixtures, fittings, furniture and equipment or organising and overseeing work, develop, coordinate and implement annual maintenance program, supervise contractors, initiate and implement strategies to improve outcomes. Ensure compliance with risk management and safety documentation requirements.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience would be desirable. A current first aid certificate.

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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Lyndsee Mahl (02) 6207 4683 [lyndsee.mahl@ed.act.edu.au](mailto:lyndsee.mahl@ed.act.edu.au)

**Office for Schools**

**South and Weston Network**

**Melrose High School**

**Building Services Officer 3**

**General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 16330)**

Gazetted: 07 March 2014

Closing Date: 14 March 2014

Details: Melrose High School is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer 3. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will monitor the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will assist with stocktakes and receipt of stores and equipment.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience. A current first aid certificate. A class LR licence to drive the school bus is desirable.

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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Fiona Dempsey (02) 6205 7586 [fiona.dempsey@ed.act.edu.au](mailto:fiona.dempsey@ed.act.edu.au)

#### **Office for Schools**

#### **North Canberra/Gungahlin Network**

#### **Palmerston District Primary School**

#### **Classroom Teacher**

#### **Classroom Teacher \$55,775 - \$88,184, Canberra (PN: 08528)**

Gazetted: 12 March 2014

Closing Date: 26 March 2014

Details: Palmerston District Primary School is a Preschool to Year 6 school in Gungahlin. The school is culturally diverse, inclusive and has a strong ethos of collaboration and team work. Teaching teams work in Professional Learning Communities. Team teaching, planning and assessment and reporting are a focus for us this year, along with a strong coaching and mentoring philosophy. Our learning and teaching programs are guided by the Australian curriculum. The successful applicant will be an excellent Teacher, committed to the school vision and values, who is able to work collaboratively in a high performing team.

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

Note: This is a temporary position available from 28 April 2014 to 17 December 2014.

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

Contact Officer: Melissa Travers (02) 6205 7241 [melissa.travers@ed.act.edu.au](mailto:melissa.travers@ed.act.edu.au)

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

#### **Office for School**

#### **Canberra/Gungahlin Network**

#### **Neville Bonner Primary School**

#### **Early Childhood Teacher**

#### **Classroom Teacher \$55,775 - \$88,184, Canberra (PN: 33564)**

Gazetted: 07 March 2014

Closing Date: 21 March 2014

Details: Neville Bonner Primary School is a new school, located in Gungahlin. It opened at the beginning of 2013. It will eventually cater for over 500 students, Preschool to Year 6. Neville Bonner Primary provides a welcoming, safe and nurturing environment which supports children to excel as learners. The building of community with an underpinning focus on respectful relationships practice is a key ethos of the school. Central to the school's curriculum and work is its Aboriginal and Torres Strait Islander Cultural and Learning Centre within the environment centre. The school values learning in and through the Arts. We are seeking a talented Teacher, who is passionate about self-learning, to join a vibrant and innovative team of professionals as they work together to develop our new school. The successful applicant will be focussed on excellence in teaching and learning and have a commitment to curriculum which highlights the Aboriginal and Torres Strait Islander perspective. This position is

for a Teacher qualified in early childhood education and is passionate about providing highly engaging learning programmes for young children.

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

Notes: This is a part-time position working 22.03 hours per week. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Fran Dawning (02) 6142 1201 [fran.dawning@ed.act.edu.au](mailto:fran.dawning@ed.act.edu.au)

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

#### **Office for Schools**

##### **North Gungahlin**

##### **Lyneham High School**

##### **Classroom Teacher - Physical Education/Health**

##### **Classroom Teacher \$55,775 - \$88,184, Canberra (PN: 08832)**

Gazetted: 07 March 2014

Closing Date: 21 March 2014

Details: The Sporting Excellence at Lyneham program (SEAL) is for gifted and talented sport students who have shown a commitment to excellence in their chosen sport. We are looking for a professional, innovative and highly motivated Teacher with experience in, or understanding of, Talent Development and/or Elite Sport. The successful applicant must be skilled in the delivery of Health, Wellbeing and Physical Education.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a Recognised 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Robin Morrell (02) 6205 6399 [robin.morrell@ed.act.edu.au](mailto:robin.morrell@ed.act.edu.au)

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

#### **Office for Schools**

##### **Belconnen Network**

##### **Maribyrnong Primary School**

##### **Classroom Teacher (year 3/4)**

##### **Classroom Teacher \$55,775 - \$88,184, Canberra (PN: 16708)**

Gazetted: 07 March 2014

Closing Date: 14 March 2014

Details: Maribyrnong Primary School is a preschool to year 6 school situated in northern Canberra close to the City and two Universities. We also have an Early Childhood Intervention Unit for students who need additional support. Enrolments are drawn from the suburbs of Kaleen and Bruce. The school is culturally diverse, inclusive and with a strong ethos of collaboration and teamwork. The classroom units are open plan, allowing for multi-age and small groupings, formal and informal work areas, large and small group activities, and support, extension and special interest programs. The core values of the school are Inclusivity, Respect, Collaboration, Innovation, Communication, Relevance and Relationships. Our vision statement is 'to be recognised as a leader in educational excellence through sharing the responsibility for quality education and lifelong learning'. This is achieved through providing quality education in a safe and positive learning environment. Team teaching, planning and assessment and reporting are highlights of our approach. Our learning and teaching programs are guided by the Australian Curriculum and are supported by system endorsed resources such as Brain Eyes Ears (BEE) spelling, Writer's Notebook, First Steps Writing, Count Me In Too (Numeracy), Guided and Cooperative Reading.

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

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

Contact Officer: Jennifer Howard (02) 6205 5933 [jennifer.howard@ed.act.edu.au](mailto:jennifer.howard@ed.act.edu.au)

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

#### **Office for Schools**

#### **Belconnen Network**

#### **Maribyrnong Primary School**

#### **Learning Support Assistant**

#### **School Assistant 2/3 \$39,431 - \$48,474, Canberra (PN: 33451)**

Gazetted: 11 March 2014

Closing Date: 18 March 2014

Details: An exciting opportunity exists to join the collaborative educational team at Maribyrnong Primary School. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The successful applicant will work closely with, and receive direction from, the Teacher by assisting with the implementation of education programs and assist with the management and learning of students with special needs in the Learning Support Unit (Autism). As part of a team, the successful applicant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions, and any specialised medical requirements. Provide high-level personal and educational support to students with special needs and severe disabilities. May be responsible for the physical well being of a student or groups of students. Responsibilities also include in class support for students, individual and small group withdrawal, liaising with mainstream teachers to provide curriculum adjustments, input into ILPs and assisting with record keeping.

Eligibility/Other Requirements: Desirable: Certificate III in Disability Study, or willingness to undertake appropriate training. First Aid and EpiPen qualification or willingness to undertake appropriate training.

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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Jennifer Howard (02) 6205 5933 [jennifer.howard@ed.act.edu.au](mailto:jennifer.howard@ed.act.edu.au)

#### **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](mailto:jobs@act.gov.au)**

#### **Planning Delivery**

#### **Merit Assessment**

#### **Assessment Officer**

#### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 03098)**

Gazetted: 11 March 2014

Closing Date: 26 March 2014

Details: An opportunity exists for an experienced and enthusiastic person to be part of a highly effective team. The successful applicant will provide specialist technical expertise under direction relating to all facets of development applications including both decision making and policy formulation and to prepare associated reports and related correspondence of a high order for various bodies, including other areas of government, administrative tribunals, industry and the general community.

Eligibility/Other Requirements: Qualifications, experience and/or undertaking qualification in, Urban, Town or Environmental Planning, Geography, Engineering (including Environmental), Architecture, Landscape Architecture, Urban Design, Land or Natural Resource Management would be an advantage.

Contact Officer: Graham Sandeman (02) 6207 7981 graham.sandeman@act.gov.au

## **Regulation and Client Services**

### **Executive**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 16626)**

Gazetted: 07 March 2014

Closing Date: 21 March 2014

Details: An exciting opportunity exists within the Environment and Sustainable Development Directorate for an enthusiastic and motivated individual to fill the role of Executive Assistant. This officer will report to the Executive Director for Regulation and Client Services and will provide support as required to Divisional Executives and Divisional teams, responsible for delivering corporate services to the wider Directorate. The successful applicant will have high level oral and written communication skills and high level interpersonal skills, an ability to manage competing priorities and be able to contribute effectively in a multi-disciplinary team environment.

Contact Officer: John Meyer (02) 6207 2644 john.meyer@act.gov.au

## **Regulation and Services**

### **Construction Services**

#### **Construction Occupations and Licensing**

#### **Licensing Officer**

#### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 15487)**

Gazetted: 07 March 2014

Closing Date: 21 March 2014

Details: The Environment and Sustainable Development Directorate is seeking a highly motivated and enthusiastic individual to fill the role of Licensing Officer within the Construction Occupations and Licensing Team. The Construction Occupations Licensing Team is responsible for the assessment of construction occupation licence applications for builders, electricians, plumbers, gasfitters, and other licensable construction occupations. The area also maintains the register of construction occupations, registers architects and provides administrative support to the Construction Occupations Registrar. The occupant of this position will also be required to maintain the Section's administrative records and provide advice to the public and interstate licensing bodies regarding licensing processes in the ACT. Effective performance in the job will require good judgment, strong interpersonal and communication skills and high attention to detail.

Contact Officer: Ben Green (02) 6207 7387 ben.green@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.

## **Regulation Services**

### **Construction Services**

#### **Utilities, Land and Lease Regulation Unit**

#### **Complaints Officer**

#### **Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 18440)**

Gazetted: 06 March 2014

Closing Date: 20 March 2014

Details: The successful applicant will receive, acknowledge and allocate complaints made under the *Planning and Development Act 2007* and *Construction Occupations (Licensing) Act 2004*. This will include but not be limited to providing high quality customer service to Environment and Sustainable Development's clients by providing information on policies and procedures, accurately maintaining files, documents and records and carry out administrative task as directed in relation to the above complaints and or applications made.

Eligibility/Other Requirements: Experience within a similar environment would be desirable.

Notes: This is a temporary position available until 15 January 2015, possible short term extension.

Contact Officer: Ashlea Hanson or Glenys Tetley (02) 6207 1958 or (02) 6207 2328 ashlea.hanson@act.gov.au or glenys.tetley@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**

#### **Mental Health, Justice Health and Alcohol and Drug Services**

##### **Mental Health**

##### **Senior Career Medical Officer 2**

##### **Senior Career Medical Officer 2 \$189,761, Canberra (PN: 33387)**

Gazetted: 13 March 2014

Closing Date: 20 March 2014

The Division of Mental Health, Justice Health and Alcohol and Drug Services is seeking a motivated Senior Career Medical Officer in Psychiatry to work in Community Psychiatry primarily providing support for consumers with chronic illness in a residential setting. The successful applicant will have broad experience in Community Psychiatry including the challenges of managing an itinerant population and in optimising medication options. An emphasis on Recovery within this context is essential.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Proven performance in both undergraduate and postgraduate general practice education. Current Drivers license is mandatory.

Contact Officer: Dr Peter Norrie (02) 6205 0687 peter.norrie@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**

#### **Women's, Youth and Children**

##### **Paediatrics**

##### **Paediatric Endocrinologist**

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

##### **Senior Specialist \$199,231, Canberra (PN: 16835)**

Gazetted: 13 March 2014

Closing Date: 25 April 2014

The Position: Paediatrics at the Canberra Hospital (PatCH) has 48 inpatient beds, an active medical and surgical ambulatory day stay and clinical investigation unit, and a busy and growing outpatient department. It is the teaching hospital of the Australia National University (ANU) Medical School and offers Registrars training at basic and advanced levels for FRACP and annually hosts the RACP clinical exam for paediatrics. The Hospital currently offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Nephrology, and Paediatric Endocrinology and Diabetes. ACT Health has a nationally recognised Child at Risk Health Unit on site and a Developmental Paediatric service in central Canberra. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 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: Mandatory: Registration as a medical specialist practitioner in the ACT. FRACP or an equivalent higher specialist qualification: "Higher Medical Qualifications" means medical qualifications obtained by an officer subsequent to graduation in medicine which are required by the Specialist Advisory Committee in

Paediatric Endocrinology or in SAC General Paediatrics with Paediatric Endocrine interest with documented evidence of training and maintenance of skills in this area and/or such other postgraduate qualification which the ACT Health Service may from time to time choose to recognise for this purpose.

Note: Dr Jeffery Fletcher, - Clinical Director of Paediatrics, [jeffery.fletcher@act.gov.au](mailto:jeffery.fletcher@act.gov.au) or Dr Tony Lafferty, - Senior Staff Specialist Paediatric Endocrinologist, [tony.lafferty@act.gov.au](mailto:tony.lafferty@act.gov.au). Both contacts may be reached on (02) 6174 7607.

Contact Officer: See Notes 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**

**Mental Health, Justice Health, Alcohol and Drug Service**

**Adult Mental Health Services**

**Clinical Manager**

**Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 22603)**

Gazetted: 13 March 2014

Closing Date: 20 March 2014

Details: Tuggeranong Mental Health has an exciting position available for a Registered Nurse to join the team. You will be working within the multidisciplinary team environment to provide contemporary evidence based service guided by the principles of Recovery. Tuggeranong Mental Health is an experienced team comprising of Consultant Psychiatrists, Nursing Staff, Social Workers, Psychologists, Technical Officer and Administration staff. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level, it is expected that you will provide high quality interventions and contribute to the multidisciplinary team. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Current registration as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Previous experience working in the area is mandatory. Current driver's licence.

Note: This is a temporary position available for six months with the possibility of extension. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Current Curriculum Vitae to be included. If you have any questions feel free to contact the Contact Officer.

Contact Officer: Danny Farrow (02) 6205 2777 [danny.farrow@act.gov.au](mailto:danny.farrow@act.gov.au)

**Canberra Hospital and Health Services**

**Clinical Support Service**

**Clinical Engineering**

**Operations Manager**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 21568)**

Gazetted: 13 March 2014

Closing Date: 27 March 2014

Details: Applications are invited for a Health Professional to join a dynamic, progressive and enthusiastic team within Biomedical Engineering Section of Clinical Support Services of ACT Health. Biomedical Engineering Department provides leadership, consultation and advice in the matters relating to patient safety, clinical equipment, technology assessment and patient treatment areas to the clinical stakeholders and clients of ACT Health. The Department ensures all technology investments provide value for money to ACT Health. The successful candidate will be motivated team player with good communication and management skills. The position is available temporarily for up to six months contract starting immediately, with anticipated permanent appointment.

Eligibility/Other Requirements: An approved Technical or Professional Engineering qualification or equivalent relevant training and experience. Extensive experience in Biomedical Engineering of at least six years with at least two years at senior level of responsibility is highly desirable. Management and leadership experience or qualification is desirable.

Note: This is temporary position available for a period up to six months with the possibility of permanency. 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: Kyril Belle (02) 6244 4496

**Canberra Hospital and Health Service**

**Clinical Support Services**

**Acute Support Services**

**Dietitian**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 26451, expected vacancy)**

Gazetted: 13 March 2014

Closing Date: 20 March 2014

Details: The Acute Support Nutrition Department is seeking an experienced and enthusiastic, Clinical Dietitian to join the team. The Nutrition Department provides high level clinical nutrition services to patients of the Canberra Hospital, and tertiary level outpatient services to people in the Canberra region. Clinical service areas include Medical, Surgical, Critical Care, Oncology, Rehabilitation, Aged Care and Paediatrics. The successful applicant will be able to demonstrate high level clinical skills across a broad range of clinical areas, and will have a demonstrated ability to show clinical leadership across the continuum of care. An ability to contribute to service development and an ability to work within a multidisciplinary environment is essential. ACT Health Nutrition services have a strong commitment to clinical governance including a supportive clinical supervision framework. In addition there is a strong commitment to teaching and training of dietetic students.

Eligibility/Other Requirements: Eligible for APD status with Dietitians Association of Australia. Current driver's licence. Experience in paediatrics and/or allergy (adult/paediatric) would be an advantage.

Note: A full time permanent Health Professional Level 3 Dietitian position is expected to become vacant. In addition temporary and part-time positions may also become available. Some weekend duty is required. 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 Luff (02) 6244 2211

**Strategy and Corporate**

**E-Health and Clinical Records**

**ISB Management and Strategy**

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

Gazetted: 13 March 2014

Closing Date: 20 March 2014

Details: An exciting opportunity exists for an experienced and motivated full time Clinical Coder to join our friendly Coding team at Canberra Hospital. The successful applicant will have completed an approved HIMAA Clinical Coding course or equivalent with recent coding experience using ICD-10-AM 8th edition in a tertiary facility, with competency across a broad range of Casemix. The ACT has a pleasant climate, good shopping facilities, a large range of social and sporting activities and facilities, and has the best of both worlds being just two hours from the snow fields or two hours from the coast. Canberra Hospital is a 670 -bed teaching hospital and major trauma centre providing tertiary referral services for the ACT and Southeast NSW. Our Clinical Coders access scanned clinical records on-line for data abstraction and assign codes using on-line encoding software. Canberra Hospital offers free parking, generous salary packaging provisions, a supportive working environment, ongoing training and education, and flexible working arrangements. The opportunity to progress to secure remote (off-site) coding may also be offered for suitable candidates. Applicants will be required to complete a coding examination to assess coding competency as a component of the recruitment process.

Eligibility/Other Requirements: Completion of an approved HIMAA Clinical Coding certificate course or equivalent.

Note: You must be an Australian Citizen or Permanent Resident to apply for this position. Applicants are strongly advised to speak with the contact officer prior to submitting their application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Sharon Gibbons (02) 6244 3243

**Canberra Hospital and Health Services**



**Medicine**

**Gastroenterology and Hepatology**

**Enrolled Nurse - Endoscopy**

**Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 32033)**

Gazetted: 13 March 2014

Closing Date: 20 March 2014

Details: The Gastroenterology and Hepatology Unit is looking for an Enrolled Nurse to work full-time as part of their team. The Unit provides an endoscopic service for both the inpatient and outpatient population. Some of the benefits of working in the Unit include no shift work, no weekends and a supportive learning environment.

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

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

Contact Officer: Sharon Chambers (02) 6244 3488

**Canberra Hospital and Health Services**

**Medicine**

**Medicine Units**

**Enrolled Nurse**

**Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 33660)**

Gazetted: 13 March 2014

Closing Date: 20 March 2014

Details: The ACT Health Diabetes Service has a permanent full time position for an Enrolled Nurse. The position provides support to the Diabetes Centre services. Duties include patient assessment and the provision of nursing care to people with diabetes in a multi-disciplinary team environment. The position involves working Monday to Friday with no late evening or early morning shifts required.

Eligibility/Other Requirements: Must be registered as an Enrolled Nurse with the Australian Health Professionals Registration Association (AHPRA). Current driver's licence.

Note: This is a full-time position however part-time applicants will be considered. This position may be required to participate in rotation roster potentially at multiple sites operated by ACT Health. 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: Dianne Roberts (02) 6205 5020 or Professor Christopher Nolan (02) 6174 5311

**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](mailto:jobs@act.gov.au)**

**ACT Law Courts and Tribunal**

**Registry Operations**

**Court Services Unit**

**Unit Manager**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32121)**

Gazetted: 12 March 2014

Closing Date: 26 March 2014

Details: The ACT Law Courts and Tribunal Administration is seeking a Manager to lead the Court Services Unit which implements listing arrangements for the Magistrates Court and Supreme Court, and provides administrative support in consultation with the Heads of Jurisdiction and Courts Administrator. People with high motivation, well developed communications skills, an ability to allocate resources in a fair and ethical manner, and the ability to

adapt to challenging situations would be suited to this key role. If you possess these attributes, coupled with a drive for striving to attain excellence in a team environment, we are interested in receiving your application. Contact Officer: Judy Talevich (02) 6207 1319 judy.talevich@act.gov.au

**Corporate**

**Capital Works and Infrastructure**

**Infrastructure**

**Assistant Manager, Infrastructure**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 07706)**

Gazetted: 11 March 2014

Closing Date: 25 March 2014

Details: An exciting opportunity exists for an enthusiastic and motivated person to join the Capital Works and Infrastructure Unit of Justice and Community Safety Corporate. The Unit is seeking applications for an Assistant Manager Infrastructure to provide leadership, direction business planning and strategic oversight to the Infrastructure Team that provides services including: Facilities Maintenance, Property and Accommodation. The position is also required to provide proactive analysis and reporting of service delivery performance to monitor progress and the achievement of strategic goals and objectives. The team provides high level advice and support to management and staff on these functions in accordance with relevant ACT Government legislation and policies including tender and procurement processes.

Eligibility/Other Requirements: Experience in managing the delivery of facilities management, property and accommodation services, including the development and implementation of relevant policies and procedures. Certificate IV or Diploma in Project management desirable. Current driver's licence essential.

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

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.

**Strategic Finance**

**Senior Management Accountant**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 43778)**

Gazetted: 06 March 2014

Closing Date: 20 March 2014

Details: The Strategic Finance section of Justice and Community Safety Directorate is seeking a Senior Management Accountant to play a significant role in the development and coordination the Directorate's budget and performance reporting processes. The position will require an ability to develop and manipulate financial modelling tools and complex spreadsheets in order to analyse Directorate operations; and will also be expected to provide appropriate and responsive customer focused support to the Directorate's internal and external stakeholders. The successful applicant will require excellent management accounting skills with demonstrated high quality written and verbal communication skills. An ability to self-direct to facilitate team work and to deliver a full range of strategic financial support in a complex and diverse setting will also be required.

Eligibility/Other Requirements: Advanced Excel skills to undertake complex budgeting, costing and financial analysis will be necessary. Relevant accounting qualifications or significant progress in this area will be highly regarded, including membership of either of the Australian professional accounting bodies (CPA or ICA).

Contact Officer: Sandra Kennedy (02) 6207 8414 sandraj.kennedy@act.gov.au

**Security and Emergency Management**

**Administrative Service Officer**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 07944)**

Gazetted: 12 March 2014

Closing Date: 26 March 2014

Details: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in branch administration within the security and emergency management arena. In addition contact details of at least two referees and current curriculum vitae.

Eligibility/Other Requirements: If you are selected for this Designated Security Assessment Position you will be required to undergo, and be granted, a NegVet1 security clearance. If a clearance is not granted your employment in the role will not commence or, if already commenced, will be terminated.

Notes: This temporary position is available asap until 30 June 2014.

Applications should be sent to the contact officer.

Contact Officer: Charrissa Moriarty (02) 6205 0611 [charrissa.moriarty@act.gov.au](mailto:charrissa.moriarty@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.

### **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](mailto:jobs@act.gov.au)**

#### **Business Enterprises**

##### **Capital Linen Service**

##### **Business Manager**

**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 18920)**

Gazetted: 12 March 2014

Closing Date: 19 March 2014

Details: Capital Linen Service is seeking an appropriately skilled and experienced person to fill the role of Business Manager. The role includes new business development, customer relationship management, service delivery improvement, financial management, business management. The position requires knowledge of the linen industry along with experience in the management and operations of a commercial laundry.

Contact Officer: Michael Trushell (02) 6213 3204 [michael.trushell@act.gov.au](mailto:michael.trushell@act.gov.au)

#### **Business Enterprises**

##### **Capital Linen Service**

##### **HR/ICT Manager**

**Capital Linen Service Band 7 \$71,930 - \$81,460, Canberra (PN: 27240)**

Gazetted: 07 March 2014

Closing Date: 14 March 2014

Details: Capital Linen Service is seeking an appropriately skilled, experienced and motivated person to fill the position of HR/ICT Manager. The role is responsible for workforce management, and information communications and technology. The position requires knowledge of the linen industry along with experience in management of laundry operation. The occupant of the position is also required to fulfil the role of chief or deputy fire warden.

Further details of the role are contained in the position description.

Contact Officer: Michael Trushell (02) 6213 3204 [michael.trushell@act.gov.au](mailto:michael.trushell@act.gov.au)

#### **Directorate Services**

##### **Canberra Connect**

##### **Shopfront Services**

##### **Concierge**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 55686, several)**

Gazetted: 07 March 2014

Closing Date: 21 March 2014

Details: Applications are sought from suitably experienced and motivated individuals to be Concierge at Canberra Connect Shopfronts. There are four full-time positions available, at various shopfront locations. The occupants of the positions may be requested to assist in any of the Shopfront Services locations. Concierges are the first point of contact for customers and vital in upholding service delivery on behalf of Canberra Connect. They also assist the shopfront managers in operations, including public monies, supervising, coaching and development of shopfront staff.

Eligibility/Other Requirements: Candidates need to possess a background in Shopfront Services with a strong working knowledge of CashLink, rego.act and Smartrac. Supervisor experience in a customer service area is desirable.

Note: These are temporary positions available for 12 months, starting as soon as possible, with the possibility of permanency from this process.

Contact Officer: Jennie Gannon (02) 6207 5137 jennie.gannon@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**

**Capital Linen Service**

**Customer Service Officer**

**Capital Linen Service Band 5 \$57,829 - \$64,112, Canberra (PN: 27232)**

Gazetted: 11 March 2014

Closing Date: 18 March 2014

Details: Capital Linen Service is seeking an appropriately skilled, experienced and motivated person to fill the position of Customer Service Officer. The role is responsible for customer service, debt management, accounts processing and general business administration. The position requires knowledge and experience of service delivery and operations in a commercial laundry. Further details of the role are contained in the position description.

Eligibility/Other Requirements: The occupant must possess a driver's licence and be prepared to work on public holidays.

Contact Officer: Daniel Childs (02) 6213 3274 daniel.childs@act.gov.au

**Business Enterprises**

**Capital Linen Service**

**Business Officer**

**Capital Linen Service Band 5 \$57,829 - \$64,112, Canberra (PN: 27371, expected vacancy)**

Gazetted: 07 March 2014

Closing Date: 14 March 2014

Details: Capital Linen Service is seeking an appropriately skilled, experienced and motivated person to fill the position of Business Officer. The role is responsible for customer service, debt management, accounts processing and general business administration. The position requires knowledge and experience of service delivery and operations in a commercial laundry. Further details of the role are contained in the position description.

Eligibility/Other Requirements: Applicants must possess a current driver's licence and must be prepared to work on public holidays.

Contact Officer: Daniel Childs (02) 6213 3274 daniel.childs@act.gov.au

**Business Enterprises**

**Capital Linen Service**

**Canberra Hospital Supervisor**

**Capital Linen Service Band 5 \$57,829 - \$64,112, Canberra (PN: 27226)**

Gazetted: 07 March 2014

Closing Date: 14 March 2014

Details: Capital Linen Service is seeking an appropriately skilled, experienced and motivated person to fill the position of Canberra Hospital Supervisor. The role is responsible for delivery of a managed linen service to the Canberra Hospital and other customers. The position supervises a small team based at Canberra Hospital. This position involves undertaking manual handling tasks involving the packing, delivery and collection of large volumes of linen products. The occupant must be prepared to work weekends and public holidays. Further details of the role are contained in the position description.

Eligibility/Other Requirements: Must have a driver's licence and be prepared to work weekends and public holidays.

Contact Officer: Nicolaas Cilliers (02) 6213 3315 nicolaas.cilliers@act.gov.au

**Business Enterprises Division  
ACT Property Group  
Property, Projects and Services  
Response Centre Operator**

**Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 14815)**

Gazetted: 07 March 2014

Closing Date: 21 March 2014

Details: ACT Property Group, Territory and Municipal Services, is seeking a Response Centre Officer with excellent written and verbal communication skills. This is a front line position answering telephone calls from customers requiring urgent, priority and normal reactive maintenance work on ACT Government buildings. Approximately 12,000 calls were received in the Response Centre in 2012/13. The occupant will be required to assess calls, allocate work to trades staff/contractors and liaise with customers to ensure work is completed. Please refer to the position description for details.

Eligibility/Other Requirements: Previous experience in a call centre of equivalent work area would be desirable but not mandatory.

Notes: This is a temporary position available for an initial period of six months with a possibility of extension.

Contact Officer: Clinton Harvey (02) 6207 7616 [clinton.harvey@act.gov.au](mailto:clinton.harvey@act.gov.au)

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

## ***APPOINTMENTS***

### **Commerce and Works**

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

Benjamin Miller 827-32300, Section 68(1), 28 January 2014

### **Community Services**

**Health Professional Level 1 \$50,899 - \$65,424**

Angela Curcio 836-01273, Section 68(1), 7 March 2014

### **Education and Training**

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

Phillip Hayes 835-27173, Section 68(1), 6 March 2014

### **Health**

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

Tom Benson 839-27433, Section 68(1), 6 March 2014

**Technical Officer Level 1 \$47,953 - \$50,376**

Vanessa Burns 836-55271, Section 68(1), 13 March 2014

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

Arun Chandu Nair 834-53274, Section 68(1), 13 March 2014

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

Jennifer Chu 840-49118, Section 68(1), 27 March 2014

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

Simon Clausen 839-26510, Section 68(1), 13 March 2014

Note: This appointment has been made to a non-advertised position under Section P of the Health Directorate (Health Professionals) Enterprise Agreement 2011-2013.

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

Emma Ellett 836-15165, Section 68(1), 3 March 2014

**Technical Officer Level 1 \$47,953 - \$50,376**

Phillipa Gill 836-56485, Section 68(1), 13 March 2014

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

Elizabeth Hallam 833-46970, Section 68(1), 11 March 2014

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

Carmel McQuellin 836-15341, Section 68(1), 6 March 2014

**Staff Specialist Level 1 - 5, \$147,465 - \$181,979**

Rhonda Dotson: 829-56427, Section 68(1), 18 February 2014

**Justice and Community Safety**

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

Hollie Maree Drewitt 794-28877, Section 68(1), 13 March 2014

**TRANSFERS**

**Health**

**Marina Kositcin: 749-68807**

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

Health

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

Health, Canberra (PN. 17179) (Gazetted 20 January 2014)

**Territory and Municipal Services**

**Steven Brendan Jones: 782-88307**

From: TGSO 7.1 - TGSO 7.4 \$70,913 - \$81,460

Territory and Municipal Services

To: Technical Officer Level 4 \$70,913 - \$81,460

Territory and Municipal Services, Canberra (PN. A03900) (Gazetted 18 December 2014)

**Clare McInnes: 836-02102**

From: Technical Officer Level 4 \$70,913 - \$81,460

Territory and Municipal Services

To: Technical Officer Level 4 \$70,913 - \$81,460

Territory and Municipal Services, Canberra (PN. 32762) (Gazetted 3 December 2013)

## **PROMOTIONS**

### **Community Services**

#### **Office for Children, Youth and Family Support**

##### **Youth Services Branch**

##### **Youth Justice Case Management**

**James Bint: 831-24147**

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

Community Services

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

Community Services, Canberra (PN. 07466) (Gazetted 10 May 2013)

### **Economic Development**

#### **Land Development Agency**

##### **Land Development**

##### **Engineering Section**

**Raffaele Filardo: 827-60889**

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

Economic Development

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

Economic Development, Canberra (PN. 45189) (Gazetted 24 January 2014)

### **Education and Training**

#### **Education Strategy**

##### **Student Engagement**

##### **Student Wellbeing and Behaviour Support**

**Sally Nahak: 827-58797**

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

Community Services

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

Education and Training, Canberra (PN. 14327) (Gazetted 19 December 2013)

### **Health**

#### **Director General Reports**

##### **Population Health**

##### **Health Protection Services**

**Jonathan Chen: 816-77928**

From: Health Service Officer Level 2 \$39,340 - \$40,750

Health

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

Health, Canberra (PN. 29630) (Gazetted 21 November 2013)

#### **Canberra Hospital and Health Services**

##### **Mental Health, Justice Health, Alcohol and Drug Services**

**Jessica Minchin: 834-51180**

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. 29235) (Gazetted 6 February 2014)

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

**Janet Perry: 821-08452**

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

Health

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

Health, Canberra (PN. 31151) (Gazetted 6 February 2014)

**Strategy and Corporate  
Professional Leadership, Research and Education  
Clinical School**

**Sourinhan Souvannaphong: 817-47770**

From: Facilities Technical Officer Level 2 \$52,078 - \$59,939

Health

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

Health, Canberra (PN. 14191) (Gazetted 6 February 2014)

**Justice and Community Safety**

**Corporate**

**People and Workplace Strategy**

**Business Support**

**Shae Lucey: 779-83252**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 00726) (Gazetted 3 January 2014)

**Legislation, Policy and Programs**

**Restorative Justice**

**Amanda Lutz: 783-14085**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43800) (Gazetted 7 January 2014)

**Territory and Municipal Services**

**Directorate Services**

**Canberra Connect**

**Payment Services Integration**

**Niki Naoumidis: 748-52804**

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 00326) (Gazetted 23 January 2014)

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



