



ACT Government Gazette

Gazetted Notices for the week beginning 12 June 2014

EXECUTIVE NOTICES

ACT Auditor General's Office

Engagement

Brett Stanton – Director, Performance Audit and Professional Services (E213) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Medical Imaging

Sonographer

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 6705)

Gazetted: 17 June 2014

Closing Date: 17 September 2014

Details: We are looking for applications to fill Qualified Sonographer Positions - Full-time or Part-time; successful applicants will be a fully qualified Sonographer with ASAR Registration; experience in General Sonography including Obstetrics, some Vascular and Musculo-Skeletal Ultrasound; it will be advantageous to also have a qualification in Medical Diagnostic Radiography acceptable to the Australian Institute of Radiography but not essential; the focus will be on the delivery of a contemporary Ultrasound service within a busy Hospital environment with an emphasis on highly developed clinical skills and evidence based patient care; the successful applicants will be part of a dedicated friendly team; we are seeking applicants with exceptional communication skills who enjoy working within a multidisciplinary environment; applicants should also have a strong commitment to Professional Development and Mentoring of Trainee Sonographers.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details for two professional referees; applicants must have relevant work rights.

Note: Applications will be assessed as and when received. Please refer to the position description for further information

Contact Officer: Hammam Hijazi (02) 6201 6141 Hammam.Hijazi@calvary-act.com.au

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

Finance

Business Manager

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 7935)

Gazetted: 13 June 2014

Closing Date: 27 June 2014

Details: Calvary Health Care ACT – Finance and Business Information Team is seeking a highly skilled individual to fill the position of Business Manager - Emergency Department, Intensive Care Unit and Mental Health; this permanent full time position is an exciting and challenging role that involves providing expert advice relating to financial and clinical activity and performance to Clinician leaders in the Emergency Department, Intensive Care Unit and Mental Health Service; the successful candidate will possess: Excellent business analysis skills; highly developed oral and written

communication skills; sound financial management abilities; we are seeking a dynamic, engaging, skilled change manager to drive organisational capability at Calvary Health Care ACT to fill a permanent, full time position. Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Response to the selection criteria and copy of your current resume; cover letter outlining why you believe you are suitable for this role (Maximum one page); names and contact details for two professional referees; applicants must have relevant work rights.

Note: Please refer to the position description for further information.

Contact Officer: Ken Bissett (02) 6201 6819 ken.bissett@calvary-act.com.au

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

Workforce Capability and Governance

Senior Investigator

Senior Officer Grade A \$125,672, Canberra (PN: 16066)

Gazetted: 18 June 2014

Closing Date: 25 June 2014

Details: Applications are invited for the role of Senior Investigator, with primary functions to conduct investigations into allegations of misconduct and wrongdoing in the Public Sector. The successful candidate will support the Deputy Director-General/Commissioner for Public Administration to consider and facilitate outcomes to issues raised by members of the ACT Public Sector. The role will also entail skilling others in investigation processes and practices and producing reference documents.

Eligibility/Other Requirements: Formal qualifications and/or training in Investigations is an essential requirement.

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

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

Therapy ACT

Physiotherapy

Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 25836)

Gazetted: 18 June 2014

Closing Date: 8 July 2014

Details: Therapy ACT has a number of temporary Physiotherapy positions available. Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based teams in a range of community settings. The successful applicant will provide supervision to staff, and assess, plan, implement and evaluate individual and group programs for this client group.

Eligibility/Other Requirements: Tertiary Qualifications or equivalent in Physiotherapy. Current Physiotherapy Registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence essential.

Notes: This is a temporary position available until the 19 June 2015. Full-time or part-time hours will be considered.

Contact Officer: Glenda Knight (02) 6205 9009 glenda.knight@act.gov.au

Housing and Community Services

Housing ACT

Policy and Participation

Senior Policy Officer

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 24714)

Gazetted: 13 June 2014

Closing Date: 20 June 2014

Details: Housing ACT is looking for an experienced policy officer. The successful applicant will be responsible for policy development, providing policy and program advice, preparation of briefings, policy papers and submissions. The occupant will also undertake projects, program development and provide support for the preparation of briefing material for inter-governmental meetings.

Eligibility/Other Requirements: An understanding and knowledge, or the ability to quickly acquire, of housing and Community Services and its role, functions and services.

Notes: This is temporary vacancy available until October 2014.

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

Applications should be sent to the contact officer.

Contact Officer: Tim Arkley-Smith (02) 6207 9335 tim.arkley-smith@act.gov.au

Policy and Organisational Services

Finance and Budget

Assistant Financial Accountant

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 55634, expected vacancy)

Gazetted: 17 June 2014

Closing Date: 24 June 2014

Details: The position's primary responsibilities include ensuring the integrity of the Directorate's monthly and annual financial statements, liaison with ACT Audit Office and ACT Treasury and ensuring the accuracy of the Directorate's Oracle Government Financials (OGF) general ledger and related modules. This position also maintains internal processes and provides support in monitoring financial performance and capital works projects. This position reports to the Financial Accountant.

Eligibility/Other Requirements: Accounting qualifications or progress towards an accounting degree is highly desirable.

Contact Officer: Nada Shehovich (02) 6207 6365 nada.shehovich@act.gov.au

Housing and Community Services

Housing ACT

Gateway Services

Senior Gateway Officer

Administrative Services Officer Class 5 \$67,750 - \$71,713, Canberra (PN: 26815)

Gazetted: 18 June 2014

Closing Date: 2 July 2014

Details: Gateway Services is seeking an enthusiastic and motivated person who enjoys interaction with a diverse client group to contribute as an Assessing Officer. The successful applicant will be required to demonstrate the ability to exercise sound judgement, manage multiple tasks and provide professional, high quality client focussed service delivery.

Eligibility/Other Requirements: Experience in using a range of IT business and office applications; Current driver's licence. A social welfare, youth work or related qualification is desirable but not essential.

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: Michelle McGaurr (02) 6207 5120 michelle.mcgaurr@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.

Therapy ACT

Physiotherapy

Physiotherapist

Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: 12994)

Gazetted: 18 June 2014

Closing Date: 8 July 2014

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based teams in a range of community settings. The successful applicant will, under supervision, assess, plan, implement and evaluate individual and group programs for this client group.

Eligibility/Other Requirements: Tertiary Qualifications or equivalent in Physiotherapy. Current Physiotherapy

Registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence essential.

Note: This is a temporary position available from 28 July 2014 until 24 July 2015. Full-time or part-time hours will be considered.

Contact Officer: Glenda Knight (02) 6205 9009 glenda.knight@act.gov.au

Director of Public Prosecutions

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

Prosecutor Grade 4

Prosecutor Grade 4 \$121,881 - \$130,669, Canberra (PN: 04336)

Gazetted: 12 June 2014

Closing Date: 26 June 2014

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. The ACT Government has recently made funding available to the Office to create a position having oversight of work safety prosecutions conducted by the Office. That position will be rotated between Prosecutors at the Grade 4 level. The duties of the position include to appear in more complex matters in courts of summary jurisdiction including the Industrial Court, conduct trials sentences and appeals in the Supreme Court; lead and manage a team responsible for the conduct of prosecutions, inquests, regulatory or work safety related matters; and act as supervisor and mentor to prosecution staff and give guidance on difficult questions of criminal law and practice.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Notes: An order of merit will be created for temporary or permanent filling of future positions within the next 12 months.

Contact Officer: John Lundy (02) 6207 5399 john.lundy@act.gov.au

Paralegal Manager

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 02916, expected vacancy)

Gazetted: 18 June 2014

Closing Date: 2 July 2014

Details: Paralegals provide a vital role of supporting lawyers in prosecuting offences against ACT law within the Office of the Director of Public Prosecutions. We are looking for a highly motivated Manager to focus on providing high quality legal support services to the ODPP legal staff along with the day to day people management of paralegals. Eligibility/Other Requirements: An understanding of the legal process would be an advantage. The successful candidate will be required to undergo a Criminal Record Check.
Contact Officer: Leeanne Hollow (02) 6207 5399 leanne.hollow@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**

Business, Tourism, Events and Sports Innovation, Trade and Investment Branch Trade and Invest Canberra

**Senior Trade and Investment Officer
Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 09684)**

Gazetted: 18 June 2014

Closing Date: 25 June 2014

Details: The Economic Development Directorate is seeking a dynamic and enthusiastic person with demonstrated skills and expertise in business development and engagement. In this demanding and challenging role you will be required to manage and deliver trade development services and programs aimed at building the capability of enterprises to export into new markets.

Eligibility/Other Requirements: Tertiary qualifications in business, economics, economic development or a business related discipline would be well regarded.

Note: This is a temporary position available from 1 July 2014 until 31 January 2015 with the possibility of extension. Selection for this position may be based on written application and referee reports only.

Contact Officer: Chris Horsburgh (02) 6205 3185 chris.horsburgh@act.gov.au

Business, Tourism, Events and Sports Territory Venues and Events Venue and Events Services ICT Project Manager Stadium

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 33984)

Gazetted: 13 June 2014

Closing Date: 30 June 2014

Details: This is a contract role engaged to provide ICT support to Canberra Stadium and Manuka Oval Venue Managers in the lead up to and during the 2015 Asia Cup and Cricket World Cup 2015. This role is responsible for providing ICT advice, scoping and implementation planning across venues and tournaments as well as providing onsite supervision and oversight of ICT services as instructed at both tournaments. This role will report to the Senior Manager, Events and Operations and work closely with the Canberra Stadium and Manuka Ovals Venue Managers and Territory Venues and Events Business ICT provider to ensure seamless integration of both venue and tournaments ICT requirements.

Eligibility/Other Requirements: Supervisory experience in the delivery of ICT services. Project Management. Experience in the delivery of ICT services for Stadium or Venue's. Current driver's licence

Note: This is a temporary position available from July 2014 until March 2015.

Contact Officer: Matthew Elkins (02) 6256 6708 m.elkins@tveact.com.au

Business, Tourism, Events and Sports Territory Venues and Events

Venue and Events Services

Venue Manager - Manuka Oval

Administrative Services Officer Class 5 \$67,750 - \$71,713, Canberra (PN: 34220)

Gazetted: 18 June 2014

Closing Date: 4 July 2014

Details: Territory Venues and Events is seeking an experienced Venue and/or Events professional to undertake the role of Venue Manager - Manuka Oval. This role is will prepare and manage the day to day operations of Manuka Oval for all event (mass gatherings) and non-event related activities liaising with relevant stakeholders as required. The role will also be responsible for the management of Manuka Oval facilities including repairs and maintenance and minor works. Reporting to the Senior Manager - Events and Operations this position will thrive in a team environment while also being able to work with minimal supervision.

Eligibility/Other Requirements: One to three years experience in venue/event management for mass gatherings. C Class driver's licence. Physical dexterity and manual handling ability.

Contact Officer: Matthew Elkins (02) 6256 6708 m.elkins@tveact.com.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

South Canberra/ Weston Network

Telopea Park School

Deputy Principal

School Leader B \$121,464, Canberra (PN: 33432)

Gazetted: 13 June 2014

Closing Date: 27 June 2014

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes 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: Tom Kobal (02) 6205 5567 tom.kobal@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

Southern Cross Early Childhood School

Deputy Principal

School Leader B \$121,464, Canberra (PN: 25798)

Gazetted: 13 June 2014

Closing Date: 27 June 2014

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the School Board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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: 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: Lyndall Read (02) 6205 9744 lyndall.read@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.

Governance and Assurance

Children's Policy and Regulation Unit

Senior Policy Officer

School Leader C \$104,319, Canberra (PN: 21101)

Gazetted: 12 June 2014

Closing Date: 26 June 2014

Details: The Children's Policy and Regulation Unit (CPRU) is seeking applications from motivated Senior Policy Officers. The successful applicant will undertake complex project work underpinned by a comprehensive understanding of the relevant legislation (refer below) and support the CPRU team to ensure effective implementation of legislative requirements. The Senior Policy Officer will develop and progress policy and sector development initiatives for ACT children, specifically in implementing the National Quality Framework. It also supports sector capacity building within education and care services in the ACT, particularly with ACT Public Preschools, *Education and Care Services National Law (ACT) Act 2011*, *Children and Young People Act 2008*, Education and Care Services National Regulations 2011 and ACT Childcare Services Standards 2009.

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). A current driver's licence. Qualifications and/or experience in education and care is desirable. Related qualifications and experience will be considered.

Note: An order of merit will be created for filling future positions at level within the next 12 months from this process. 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: Susan Sullivan (02) 6207 1093 susan.sullivan@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

Program Manager

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 09455)

Gazetted: 13 June 2014

Closing Date: 20 June 2014

Details: Teaching and School Leadership is seeking a highly skilled and motivated Program Manager to support its work within the Learning and Teaching Branch of the Education Strategy Division. We provide enabling frameworks that support excellence in teaching practice, working with schools to build capability in literacy, numeracy and English as an Additional Language or Dialect. As Teaching and School Leadership also has responsibilities in the areas of vocational education and training in schools, gifted and talented education and quality teaching, we welcome applications from professional officers with a range of backgrounds who can demonstrate the capacity and enthusiasm to contribute to the development and implementation of diverse and challenging educational policies and programs.

Eligibility/Other Requirements: Tertiary qualifications in education or other relevant field is desirable. Current Working With Vulnerable People registration essential.

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: Rebecca Richardson (02) 6205 4269 rebecca.richardson@act.gov.au

Office of Deputy Director-General

Training and Tertiary Education

Training and Skills Development

Quality Improvement Officer

Administrative Services Officer Class 5 \$67,750 - \$71,713, Canberra (PN: 25859)

Gazetted: 16 June 2014

Closing Date: 23 June 2014

Details: Training and Tertiary Education is seeking a Quality Improvement Officer to work with senior management and staff to analyse business requirements and develop quality solutions. The successful applicant will provide high level administrative and clerical support including development and maintenance of the branch Quality Manual, business processes, procedures, reports and briefs. The successful applicant will have the ability to prepare documentation including workflow diagrams, guidelines for system change, project plans and contract documentation.

Notes: This is a temporary position available from 2 August 2014 until 31 March 2015 with the possibility of extension.

Contact Officer: Melissa Pinney (02) 6205 8538 melissa.pinney@act.gov.au

Office for Schools

South Canberra/Weston Network

Stromlo High School

Japanese and Humanities Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06107)

Gazetted: 16 June 2014

Closing Date: 26 June 2014

Details: Stromlo High School offers a vibrant and supportive teaching environment with 600 students in years 7-10. The school offers students the opportunity to study one of three languages: Indonesian, Japanese or French. We are looking for a Teacher with the interest and ability to teach Japanese and Humanities (History and Geography). The successful applicant will be supported to engage with the Australian Curriculum and participate as a team member in the Faculty of Humanities and Languages. Other requirements related to the position include: Undergraduate study in Japanese as a minor (minimum). Sound understanding of second language pedagogy and a willingness to adopt an intercultural approach to language teaching. An ability and willingness to utilise ICT effectively in the classroom.

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: Kristina Collins (02) 6205 6166 kristina.collins@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 Canberra/Weston Network

Stromlo High School

Teacher of Indonesian Language

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06758)

Gazetted: 13 June 2014

Closing Date: 26 June 2014

Details: Stromlo High School offers a vibrant and supportive teaching environment with 600 students in years 7-10. The school offers students the opportunity to study one of three languages: Indonesian, Japanese or French. We are looking for a Teacher of Indonesian to teach students in years 7-8 with a willingness and interest in also undertaking an additional teaching load in Humanities as required. The successful applicant will be supported to engage with the new Australian Curriculum - Languages: Indonesian and participate as a team member in the Faculty of Humanities and Languages. Other requirements related to the position include: Undergraduate study in Indonesian as a major/minor or native speaking proficiency and study in languages methodology highly desirable. Sound understanding of second language pedagogy and a willingness to adopt an intercultural approach to language teaching. An ability and willingness to utilise ICT effectively in the classroom and to support the school's participation in the Bridge to Indonesia Project.

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 a part-time temporary position available at 22:03 hours per week from 13 October 2014 to 18 December 2015 with the possibility of extension. A full-time position may be considered for a suitable applicant. 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: Kristina Collins (02) 6205 6166 kristina.collins@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 Network

Harrison School

Technology Assistant (Industrial Arts)

School Assistant 2 \$41,208 - \$45,505, Canberra (PN: 26737)

Gazetted: 17 June 2014

Closing Date: 24 June 2014

Details: Harrison School is seeking a Technology Assistant for its wood and metal technology classes. The Technology Assistant will prepare material for class use and ensure machinery and equipment is well maintained. The successful applicant will be pro-active, exercise good judgement, initiative and work with limited supervision.

Eligibility/Other Requirements: Desirable: First Aid qualification, or willingness to undertake appropriate training. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@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

Policy

Nature Conservation Policy

Natural Environment

Policy Officer

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 13981)

Gazetted: 18 June 2014

Closing Date: 25 June 2014

Details: An exciting opportunity exists within the Environment and Sustainable Development Directorate for a self motivated individual to fill the role of Policy Officer. This position is responsible for contributing to the development of a range of policies relating to the natural environment, natural resource management and primary industries.

Eligibility/Other Requirements: Qualifications in environmental science, natural resource management, public policy, environmental law or similar fields are highly desirable.

Note: This is a temporary position available until 30 September 2014 with the possibility of extension or permanency from this process.

Contact Officer: Kathryn Tracy (02) 6207 5717 kathryn.tracy@act.gov.au

Strategic Planning

Planning Investigations

Project Officer

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 17713)

Gazetted: 12 June 2014

Closing Date: 26 June 2014

Details: The Strategic Planning Division in the Environment and Sustainable Development Directorate is seeking an Urban Planner to assist in the delivery of key government priority projects. As part of the implementation of the ACT Planning Strategy and Transport for Canberra, the position will be involved in the development and delivery of urban planning and transport projects, programs and projects like the City Plan implementation, master plans, greenfields planning and other land use and transport planning work. Candidates should have proven communication skills in oral, written and graphics, the ability to provide strategic planning support, a sound understanding of project management and the ability to produce graphic material digitally and in print.

Eligibility/Other Requirements: Qualifications and experience in Urban Planning or Urban Design or Architecture or Landscape Architecture would be highly desirable.

Contact Officer: Adam Azzopardi (02) 6207 3541 adam.azzopardi@act.gov.au

City Planning

Strategic Planning

Major Projects and Transport

Project Officer

Administrative Services Officer Class 5 \$67,750 - \$71,713, Canberra (PN: 15442)

Gazetted: 18 June 2014

Closing Date: 2 July 2014

Details: Strategic Planning, Environment and Sustainable Development (ESDD) is seeking a Project Officer to assist with progressing key government priority projects as part of the implementation of the ACT Planning Strategy and Transport for Canberra policy. The position will be involved in the development and delivery of transport and urban planning policies, programs and projects like the Light Rail Master Plan and implementation of the City Plan.

Candidates should have demonstrated experienced in contributing to transport/urban planning projects and policy as part of a team, proven written and oral communication skills and the ability to liaise with government agencies, community groups and the general public.

Eligibility/Other Requirements: A tertiary qualification in Planning or a related field is highly desirable.

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

Contact Officer: Suzanne Jurcevic (02) 6207 3317 susanne.jurcevic@act.gov.au

Regulation and Services

Construction Services

Utilities Land and Lease Regulation

Inspector/Investigator

Administrative Services Officer Class 4 \$60,960 - \$66,007, Canberra (PN: 01750)

Gazetted: 18 June 2014

Closing Date: 2 July 2014

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking an enthusiastic and responsible person to take on the role of Inspector/Investigator within the Investigation Team. The Investigation Team investigates complaints relating to breaches of building law, planning law, and leases. The successful applicant will work closely with other units within Construction Services Branch and the ACT Government as a whole to ensure that the building industry and wider community are aware of their obligations under the laws ESDD administer and that these laws are complied with.

Eligibility/Other Requirements: Knowledge of the built environment, construction practices, planning, law, government investigation and building surveying would be highly regarded as would skills in writing and conflict resolution. Current driver's licence would also be an advantage.

Notes: This is a temporary position available for a period of six months with the possibility of permanency from this process.

Contact Officer: Peter Apps (02) 6207 7898 peter.apps@act.gov.au

Health

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

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

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Geriatric Medicine

Specialist/Senior Specialist - Geriatric Medicine

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

Senior Specialist \$199,231, Canberra (PN: 21488)

Gazetted: 19 June 2014

Closing Date: 3 July 2014

A temporary vacancy exists for appropriately qualified Geriatricians to work in the department of Geriatric Medicine, Division of Rehabilitation, Aged and Community Care, ACT Health. The position involves care of elderly patients in an in-patient setting at the Canberra Hospital. Some rostered on-call would also be required. The position can commence immediately and extend up to 31 January 2015. The Division of Rehabilitation, Aged and Community Care integrates the public health sector rehabilitation, aged, community and primary care services across the Australian Capital Territory (ACT). Services are currently provided from the Canberra Hospital campus and a range of community health centres across the territory.

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

Contact Officer: Dr Anil Paramadhathil, Director Geriatric Medicine (02) 6244 2625 anil.paramadhathil@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

Strategy and Corporate

E-Health and Clinical Records

HD Funded Capital Projects

Senior Project Officer

Senior Officer Grade B \$108,208 - \$121,815, Canberra (PN: 30803, several)

Gazetted: 19 June 2014

Closing Date: 3 July 2014

Details: The Health Directorate is implementing a range of information and communication technology (ICT) initiatives with the aim of improving continuity of care and availability of information to support clinical decision making by ensuring that the right information is available to members of the treating team, regardless of where healthcare services are delivered. These initiatives will support healthcare services into the future, facilitating: more efficient communication; faster access to information; better informed clinical decisions; and improved quality, safety and efficiency of care. The Health Directorate is currently looking for experienced Senior Project Managers to support the successful implementation of these e-Health initiatives. The key responsibilities of these positions will be to plan, direct and coordinate activities required to manage and implement integrated systems across the Health Directorate. The positions will be for various projects including Alerts Management, e-referrals, Location Based Services and e-Deteriorating patient.

Note: These positions are temporary, available for a period of 12 months. Applicants are to address the selection criteria, provide a resume and two referees. Applicants may be selected 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: Renee Schofield (02) 6205 9069

Director General Reports

Office of the Director General

Organ and Tissue Donation

Donation Specialist Nurse Coordinator

Registered Nurse Level 3.2 \$104,603, Canberra (PN: 27028)

Gazetted: 19 June 2014

Closing Date: 26 June 2014

Details: A temporary vacancy exists for a Donation Specialist Nurse Coordinator to join the dynamic team of Donate Life ACT. The successful applicant will work in collaboration with the Agency Manager and State Medical Director of Donate Life ACT and other Donate Life ACT team members to coordinate, facilitate and promote organ and tissue donation in the ACT. The Donation Specialist Nurse Coordinator will work in a range of clinical processes, education and awareness raising activities, in accordance with nationally consistent programs and protocols to optimise organ and tissue donation in the ACT.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Post-registration qualifications in a critical care specialty or a minimum of two years post-graduate experience in a critical care area. Current driver's licence; and ability to work on call after hours and weekends as required.

Note: This is a temporary position available for a period of 15 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. Include two written referee reports with application.

Contact Officer: Kylie Downes (02) 6174 5624 kylie.downes@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health

Cancer Nursing

Clinical Cancer Research Nurse

Registered Nurse Level 3.1 \$92,529 - \$96,337, Canberra (PN: 12427)

Gazetted: 19 June 2014

Closing Date: 26 June 2014

Details: Cancer, Ambulatory and Community Health Support (CACHS) Cancer Service are seeking a Registered Nurse with a demonstrated high level of knowledge to coordinate clinical research and quality improvement activities within Cancer Services.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a current driver's licence. Holds or working towards a relevant post graduate qualification in Clinical Nursing Research is highly 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: Gaynor Stevenson (02) 6244 2623

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Mental Health Nurse

Registered Nurse Level 3.1 \$92,529 - \$96,337, Canberra (PN: 33949)

Gazetted: 19 June 2014

Closing Date: 3 July 2014

Details: A position exists for a Senior Nurse (RN3.1) within the ACT Adult Mental Health Day Service (AMHDS). The successful applicant will be an integral member of this newly established multidisciplinary mental health team whose purpose is to provide a range of treatment options not currently provided by existing ACT Mental Health Services. The Registered Nurse will be expected to deliver various pharmacological and biopsychosocial type interventions based around a Framework of Recovery. This will include community based clozapine initiation and Olanzapine LAI as well as individual and group based symptom management programmes. They will be responsible for providing clinical and professional support and mentoring to the RN1 employed within the team. Beside daily clinical tasks the successful applicant will also be expected to directly contribute to the development of the Adult Mental Health Day Service. Opportunity to engage in individual professional development activities and research tasks will also be available.

Eligibility/Other requirements: Tertiary qualifications or equivalent in Nursing with current unconditional registration with the Australian Health Practitioner Regulation Agency and/or eligibility for membership of the appropriate professional organisation. The successful applicant must hold a 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 prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jason Mortimore (02) 6207 6989

Strategy and Corporate

People Strategy and Services

Staff Development

Advanced Life Support Education

Registered Nurse Level 3.1 \$92,529 - \$96,337, Canberra (PN: 33969)

Gazetted: 19 June 2014

Closing Date: 26 June 2014

Details: An exciting opportunity exists for an experienced Educator to work in the Staff Development Unit to lead, plan, implement and evaluate Advanced Life support Programs for nurses and doctors requiring education in this skill.

Applicants should have excellent clinical skills, ability to prioritise their own workload, excellent interpersonal, communication and liaison skills, with the ability to work with a diverse group of stakeholders. Extensive previous experience in providing Advanced Life Support Education. This is a temporary position, for 2 years.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds or is working towards a master's degree is highly desirable. A postgraduate qualification in critical care is highly desirable.

Note: This is a temporary position for a period of two years. 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: Elizabeth Renton (02) 6244 3429

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Mental Health Director of Nursing
Nursing Clinical Practice Development Coordinator
Registered Nurse Level 3.1 \$92,529 - \$96,337, Canberra (PN: 22810)

Gazetted: 19 June 2014

Closing Date: 3 July 2014

Details: Written applications are invited from enthusiastic and innovative Registered Nurses for the Clinical Practice Development Coordinator role. The Nursing Clinical Practice Development Coordinator plays a significant role in providing clinical nursing leadership and education across the Division. The key duties include developing, coordinating and delivering nursing practice development initiatives. Promoting and developing evidenced-based nursing practice initiatives. Actively participating in the delivery of work place based training, education and practice development programs and maintaining appropriate records for these programs together with a role in evaluating the impact of nursing practice initiatives and education delivered to nursing staff across the Division.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Tertiary qualification in health or a related discipline is desirable. Extensive experience in the delivery of mental health, and or justice health and or alcohol and drug services at a senior nursing level is desirable. 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 prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Kevin Kidd (02) 6205 5134

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Child and Adolescent Mental Health
Team Leader
Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 27585)

Gazetted: 19 June 2014

Closing Date: 26 June 2014

Details: The Child and Adolescent Mental Health Service (CAMHS) has a ten month full-time temporary vacancy for the position of Team Leader, Eating Disorders Program. Extensive experience and qualifications in the provision of evidenced based recovery informed mental health services are essential. The Team Leader is responsible for managing resources within the team, while ensuring service delivery is maintained. The team leader provides professional and clinical supervision and leadership to the Eating Disorders multidisciplinary clinical team.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Nursing, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. For Psychology at least a 4 - or 5 - year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1) and General Psychology registration with Australian Health Practitioners Registration Authority. A current driver's licence.

Notes: This is a temporary position available for a period of ten 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: Catherine Furner (02) 6205 1472

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

ACAT Assessor

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 03165)

Gazetted: 19 June 2014

Closing Date: 26 June 2014

Details: The ACT Aged Care Assessment Team (ACAT) is seeking an experienced Registered Nurse to join the ACAT team on a permanent part-time basis. This is a unique opportunity for a Registered Nurse to participate in a challenging but very rewarding role within Aged Care.

Eligibility/ Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds a current driver's licence. Post graduate qualifications or progression towards formal qualifications in Gerontology highly regarded.

Notes: This is a part-time position available at 32 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Athalene Rosborough (02) 6205 1194

**Canberra Hospital and Health Services
Critical Care**

Demand Management

Registered Nurse

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 19487)

Gazetted: 19 June 2014

Closing Date: 26 June 2014

Details: An exciting opportunity exists for an enthusiastic, committed and motivated Registered Nurse to join the Surgical Assessment and Planning Unit (SAPU) nursing team. Applications are invited from suitably qualified Registered Nurses who can demonstrate a high level knowledge, skills and experience to work in an acute surgical and trauma ward. This exciting role provides opportunities for education, quality improvement and leadership. The applicant will work in collaboration with a dynamic multidisciplinary team within the Division of Critical Care and the Division of Surgical Services. Ward SAPU has a total bed capacity of 16 beds. SAPU provides comprehensive multidisciplinary assessment, diagnosis and management planning for surgical and trauma patients transferred from the Canberra Hospital Emergency Department or other health care facilities. SAPU has a high turnover of surgical and trauma patients.

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

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: Sarah Majeed (02) 6174 5716

**Canberra Hospital and Health Services
Women, Youth and Children
Women and Babies
(CatCH) Midwife**

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 32747, several, expected vacancy)

Gazetted: 19 June 2014

Closing Date: 3 July 2014

Details: A rewarding and challenging opportunity exists for enthusiastic and experienced registered Midwives who are interested in working in the Continuity of Care at Canberra Hospital (CatCH) program. CatCH midwives provide caseload midwifery care to all risk women, including pregnancy, birthing and postnatal care within the hospital and community settings.

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

Note: These are salaried full time positions with 40% loading plus car allowance. Part-time hours 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: Christine Fowler (02) 6174 7684 christine.fowler@act.gov.au

Director General Reports

Population Health

Health Protection Services

Forensic Chemist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 26222, expected vacancy)

Gazetted: 19 June 2014

Closing Date: 3 July 2014

Details: This position principally involves analytical investigations of biological and physical forensic and non-forensic samples relating to drugs, poisons or other substances. The officer will work closely with law enforcement agencies and attend court to give evidence.

Eligibility/Other Requirements: Bachelor degree in Science, with a major in Chemistry, or other approved qualification.

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: Daniel Andres (02) 6205 8733

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Senior Clinician

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 33953)

Gazetted: 19 June 2014

Closing Date: 3 July 2014

Details: A permanent full-time position exists for a Psychologist, Social Worker or Occupational Therapist for the role of Senior Clinician (HP3) within the ACT Adult Mental Health Day Service (AMHDS). The successful applicant will be an integral member of this newly established multidisciplinary mental health team purposed with providing a range of treatment options not currently provided by existing ACT mental health services. The Clinician will be responsible for personally designing, implementing and delivering various biopsychosocial group interventions. These will include Dialectical Behaviour Therapy, Cognitive Behavioural Therapy for psychosis, relapse management, and symptom management initiatives. All the programmes will be designed around a Recovery Framework particularly emphasising resilience, functional gain, and community participation. In collaboration with a second Clinician (HP3), the successful applicant will also be responsible for providing professional support and mentoring to the HP1 staff member employed within the team. Beside daily clinical tasks the successful applicant will also be expected to contribute to the overall design and development of the Adult Mental Health Day Service. Opportunities to engage in individual professional development activities and research tasks will also be available.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional registration with the Australian Health Practitioner Regulation Agency and/or eligibility for membership of the appropriate professional organisation. The successful applicant must hold a 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 prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please submit two written referee reports with your written application. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Jason Mortimore (02) 6205 2085

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Registered Midwife

Registered Nurse Level 1 \$58,117 - \$77,634, Canberra (PN: 31413, several)

Gazetted: 19 June 2014

Closing Date: 3 July 2014

Details: The Centenary Hospital for Women and Children, as part of ACT Health, has a number of temporary full-time and part-time positions available in their Birthing, Post Natal and Ante Natal Units. We are seeking experienced Midwives who embody the ACT Health values of care, excellence, collaboration and integrity.

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

Note: These are temporary full-time and part-time positions available from three to six 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: Regina Ginich (02) 6174 7582

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Mental Health Nurse

Registered Nurse Level 1 \$58,117 - \$77,634, Canberra (PN: 33950)

Gazetted: 19 June 2014

Closing Date: 3 July 2014

Details: A position exists for a Registered Nurse level 1 (RN1) within the ACT Adult Mental Health Day Service (AMHDS). The successful applicant will be an integral member of this newly established multidisciplinary mental health team purposed with providing a range of treatment options not currently provided by existing ACT Mental Health Services. The position will be expected to assist the team to provide various pharmacological and biopsychosocial type interventions based around a Recovery Framework. This will include community based clozapine initiation and delivering Olanzapine (LAI), as well as individual and group symptom management programmes. They will be provided ongoing clinical and professional support by senior members of the team including a Registered Nurse Level 3 (RN3). Beside daily clinical tasks the successful applicant will also be expected to contribute to the overall design and development of the Adult Mental Health Day Service. Opportunities to engage in individual professional development activities and research tasks will also be available.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. The successful applicant must hold a 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 prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jason Mortimore (02) 6207 6989

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Child and Adolescent Mental Health Clinician

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 21570, several)

Gazetted: 19 June 2014

Closing Date: 3 July 2014

Details: The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The Southside CAMHS team (Located in Woden) currently has two permanent full-time Health Professional Level 2 (HP2) positions available. The CAMHS Southside team is a multi-disciplinary team of mental health professionals who provide assessment, treatment and clinical management within a recovery focused framework. Applications are sort from allied health professionals who have an interest in working with young people experiencing mental health issues, and who have experience in assessment, case management and interagency liaison. Mental health experience would be beneficial but is not essential

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Social Work or Occupational Therapy with current registration where applicable and/or eligibility for membership of the appropriate professional organisation. At least a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1) and General Psychology 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: Rochelle Morrison (02) 6205 1469

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

Road User Services

Parking Review

Parking Review Officer

Administrative Services Officer Class 3 \$54,908 - \$59,094, Canberra (PN: 11971)

Gazetted: 17 June 2014

Closing Date: 24 June 2014

Details: Under general direction of the Senior Review Officer, Parking Review: Receipt, investigate and respond to correspondence; answer phone and counter enquiries from clients regarding their rights and responsibilities concerning infringements; assess and process disputes of infringement notices in accordance with guidelines, legislation and discretionary powers; efficiently maintain, update and operate office systems; assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved; maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Peter Gibbs (02) 6207 7099 peter.gibbs@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**

Roads and Public Transport

Public Transport

Business Support

Finance Manager

Senior Officer Grade B \$108,208 - \$121,815, Canberra (PN: A20500)

Gazetted: 13 June 2014

Closing Date: 27 June 2014

Details: Public Transport, a business unit within the Roads and Public Transport Division of the Territory and Municipal Services Directorate is seeking applications from people with strong leadership, financial management, business analysis and communication skills. The successful application will exhibit good organisational and interpersonal skills in addition to a proactive approach to problem solving. A knowledge of public transport in the Territory will be well regarded.

Eligibility/Other Requirements: Tertiary qualifications in Finance and/or Accounting. Membership of CPA Australia or the Institute of Chartered Accountants.

Note: This is a temporary position available until 31 August 2015 with the possibility of extension and/or permanency from this process.

Contact Officer: Penelope Hucker (02) 6207 1097 penelope.hucker@act.gov.au

Roads and Public Transport

Roads ACT

Road Maintenance

Manager Programme Development

Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 27729)

Gazetted: 13 June 2014

Closing Date: 1 July 2014

Details: Road Maintenance Services is seeking a suitable candidate who under limited direction has carriage of managing the Program Development section of Road Maintenance. This includes: development and implementation of inspection systems; development of asset maintenance programs; providing advice to the Department and Minister; managing consultancies; providing strategic and technical advice; and development of standards and specifications. The position is responsible for the management of 14 staff (Professional Officers, Technical Officers and General Service Officers).

Eligibility/Other Requirements: Tertiary qualifications in Engineering are essential and relevant experience desirable.

Notes: This is a temporary position available from July 2014 to June 2015 with the possibility of extension and or permanency from this process.

Contact Officer: Ken Marshall (02) 6213 0762 ken.marshall@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

Property Asset Management

Asset Manager

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 16979)

Gazetted: 13 June 2014

Closing Date: 20 June 2014

Details: ACT Property Group is seeking a suitably experienced and qualified person to fill the position of Asset Management Officer in its Property Asset Management Section. This person will assist in the development and

implementation of a sustainable whole-of-government approach to strategic property asset management and the effective management of ACT Property Group's 150 government properties ranging from office buildings to depots.
Eligibility/Other Requirements: Qualifications or recent relevant experience in Asset Management, Government Procurement, project management and/or building trades is preferred. Must hold a current driver's licence.

Contact Officer: Mike Brown (02) 6207 6908 mike.brown@act.gov.au

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

Parks and City Services

Parks and Conservation Service

Capital Woodlands and Wetlands

Project Officer, Jerrabomberra Wetlands Capital Works

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 19863)

Gazetted: 18 June 2014

Closing Date: 25 June 2014

Details: This position provides an exciting opportunity to help design and implement the development of an iconic nature reserve in the heart of Canberra: Jerrabomberra Nature Reserve. We are seeking candidates with strong organisational skills, including the ability to run procurement processes and oversee budgets. You will also need an on-ground understanding of how capital works can enhance the natural environment.

Eligibility/Other Requirements: Current driver's licence. Natural environment qualifications are highly desirable.

Notes: This is a temporary vacancy available until 30 June 2015 with a possible extension. Applicants may be assessed on written application and referee report only.

Contact Officer: Stuart Jeffress (02) 6205 2881 stuart.jeffress@act.gov.au

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

Parks and City Services

Parks and Conversation

National Parks and Catchments

Deputy Manager, Visitor Services and Business Operations

Administrative Services Officer Class 5 \$67,750 - \$71,713, Canberra (PN: 23093)

Gazetted: 13 June 2014

Closing Date: 20 June 2014

Details: ACT Parks and Conservation Service is looking for a motivated leader to assist in the daily management of a tourism based Visitor Information Centre with a strong focus on visitor experience and sustainable recreational management. The successful applicant will need to demonstrate excellent administrative and organisational skills including the ability to effectively manage a range of administrative systems and processes including reporting.

Excellent communication skills are required as the position is responsible for supervising a small team of staff.

Eligibility/Other Requirements: Current manual drivers licence. Preparedness to wear a uniform. Willingness to undertake incident management training and duties, including participation in fire standby, fire suppression and fire training.

Notes: We are seeking applications from suitably qualified people who are interested in permanent, fixed term (between one and five years) and temporary (up to 12 months) employment as an order of merit will be created from this process for vacancies at level for up to 12 months. Selection may be based on application and referee reports only.

Contact Officer: Brett McNamara (02) 6207 2904 brett.mcnamara@act.gov.au

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

Parks and City Services

Parks and Conservation Service

National Parks and Catchments

Catchment Management Officer

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 11254)

Gazetted: 13 June 2014

Closing Date: 27 June 2014

Details: Parks and Conservation Service (PCS) is a Branch within Parks and City Services Division responsible for planning and management of parks and reserves. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves. This full-time role is primarily responsible for directing and overseeing the delivery of projects and initiatives in a catchment management context while working in collaboration with relevant ACT Government agencies and other stakeholders. The Catchment Officer position is specifically tasked with managing the on-ground delivery of initiatives attributed to the Murrumbidgee River Corridor Management Plan, the Lower Cotter Catchment Draft Strategic Management Plan, Namadgi National Park Plan of Management and attributed species recovery programs, both aquatic and terrestrial, in collaboration with relevant ACT Government staff. This role will also contribute to the planning, management and implementation of various land restoration and management programs as directed, including, but not restricted to: weed control, revegetation, monitoring, community engagement, erosion control, roading, fire management and visitor management. Liaise with, and supervise several ranger and/or field staff, contractors and volunteers undertaking programs to ensure high quality outcomes, maintenance of quality and environmental standards and implementation of safe working practices. Given the hands-on nature of this role it is expected that the successful candidate will have highly developed skills in protected area management, particularly ecosystem restoration, and in implementing complex rural, natural and cultural resource management programs. This role also requires demonstrated project management skills, including procurement, contract management and administration and a capacity to plan and deliver projects to time and budget.

Eligibility/Other Requirements: Mandatory qualifications for this position include: Tertiary qualifications in Natural Resource Management, Environmental Science or equivalent; OHS White Card; Senior First Aid; ChemCert III; Fells Trees Basic; Quad Bike and/or ATV. Please provide a resume (including three referees contact details, one being your current supervisor or equivalent) and a covering letter addressing the selection criteria (no more than four pages) contained in the attached Position Description.

Notes: We are seeking applications from suitably qualified people who are interested in permanent, fixed term (between one and five years) and temporary (up to 12 months) employment. A merit list will be created from this process to be used for future vacancies in the next 12 months.

Contact Officer: Brett McNamara (02) 6207 2904 brett.mcnamara@act.gov.au

Parks and City Services

City Services

Assets and Data Integration

GIS/Assets Officer

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 24897)

Gazetted: 17 June 2014

Closing Date: 24 June 2014

Details: This position provides technical support to the Manager Assets and Data Integration within Parks and City Services Division (PACS) of Territory and Municipal Services (TAMS). The position is responsible for managing PACS asset data within Geographic Information Systems (i.e. ESRI, ArcGIS and Oracle databases) and may undertake incident management duties as required.

Eligibility/Other Requirements: Current driver's licence (manual).

Notes: This is a temporary position available from July 2014 until July 2016.

Contact Officer: Owen Earl (02) 6207 7434 owen.earl@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

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

Darrel Dinero 827-34656, Section 68(1), 12 June 2014

Administrative Services Officer Class 4 \$60,960 - \$66,007

Ashlee Hall 836-13311, Section 68(1), 19 June 2014

Community Services

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

Johann De Raadt 844-00326, Section 68(1), 12 June 2014

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

Janet Fuller 844-01425, Section 68(1), 16 June 2014

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

Kirsten Gentle 844-01281, Section 68(1), 6 June 2014

Economic Development

Professional Officer Class 1 \$49,452 - \$69,377

Simon Rushby 835-94747, Section 68(1), 16 June 2014

Education and Training

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

Robert Peter Brunato 835-35632, Section 68(1), 16 June 2014

Environment and Sustainable Development

Senior Officer Grade C \$91,876 - \$98,899

Frank Exon 844-01097, Section 68(1), 16 June 2014

Administrative Services Officer Class 4 \$60,960 - \$66,007

Sam Hosseini 844-01054, Section 68(1), 19 June 2014

Senior Officer Grade B \$108,208 - \$121,815

Kristy Van Putten 843-98983, Section 68(1), 17 June 2014

Health

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

Holly Coates 842-87706, Section 68(1), 18 June 2014

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

Lucy Coventry 836-54666, Section 68(1), 16 June 2014

Administrative Services Officer Class 3 \$54,908 - \$59,094

Tess Dennes 842-89111, Section 68(1), 5 June 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Lisa Martin 842-88872, Section 68(1), 19 June 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Jisha Mathew 834-44976, Section 68(1), 10 June 2014

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

Karen Onley 842-90219, Section 68(1), 19 June 2014

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

Sabarish Radhakrishnan 838-54107, Section 68(1), 19 June 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Scott Ryan 836-55722, Section 68(1), 17 July 2014

Administrative Services Officer Class 6 \$73,003 - \$83,550

Rohan Samara 839-26246, Section 68(1), 19 June 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Ramanpreet Singh 831-23400, Section 68(1), 10 June 2014

Senior Officer Grade C \$91,876 - \$98,899

William Towler 798-03809, Section 68(1), 10 June 2014

Justice and Community Safety

WorkCover Officer 6 \$70,913 - \$81,460

Richard Muir 844-00799, Section 68(1), 10 June 2014

Office of the Legislative Assembly

Committee Support - Administration Service Officer Class 6 \$73,003 - \$83,550

Greg Hall, PN: 306, Section 68(1), 18 June 2014

Business Support - Administration Service Officer Class 2 \$48,462 - \$53,512

Brian Allan, PN: 426, Section 68(1), 24 February 2014

Territory and Municipal Services

TGSO5/TGSO6/TGSO7 Workshop Staff \$63,297 - \$71,652

David McLeod 844-01329, Section 68(1), 16 June 2014

TGSO5/TGSO6/TGSO7 Workshop Staff \$63,297 - \$71,652

John Murphy 844-01337, Section 68(1), 16 June 2014

TGSO5/TGSO6/TGSO7 Workshop Staff \$63,297 - \$71,652

Pascal Zimmermann 844-01310, Section 68(1), 16 June 2014

TRANSFERS

Education and Training

Jason Michael Farmer: 766-14797

From: School Assistant 2 \$41,208 - \$45,505

Education and Training

To: School Assistant 2 \$41,208 - \$45,505

Education and Training, Canberra (PN. 00799) (Gazetted 30 April 2014)

Richard Manning: 027-63538

From: School Leader C \$104,319

Education and Training

To: School Leader C \$104,319

Education and Training, Canberra (PN. 02699) (Gazetted 3 April 2014)

Health

Leanne Kelly: 836-55992

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

Health

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

Health, Canberra (PN. 26146) (Gazetted 6 March 2014)

Office of the Legislative Assembly

Joanne Cullen: [00656]

From: Administration Officer Class 4 \$60,960 - \$66,007

Office of the Legislative Assembly - Governance and Communications

To: Administration Officer Class 4 \$60,960 - \$66,007

Office of the Legislative Assembly – Committee Support

Joann McAlister: [00672]

From: Professional Officer Class 1 \$51,542 - \$71,467

Office of the Legislative Assembly – Hansard, Technology and Library

To: Administration Officer Grade 4 \$60,960 - \$66,007

Office of the Legislative Assembly - Governance and Communications

PROMOTIONS

Commerce and Works

Revenue Management

Shannon Smith: 835-96312

From: Administrative Services Officer Class 3 \$54,908 - \$59,094
Commerce and Works

To: Administrative Services Officer Class 4 \$60,960 - \$66,007
Commerce and Works, Canberra (PN. 05209) (Gazetted 30 April 2014)

Education and Training

Office for Schools

South and Weston Network

Red Hill Primary School

Peter Gmizic: 777-84712

From: Building Service Officer \$40,973 - \$44,935
Education and Training

To: General Service Officer Level 8 \$56,611 - \$59,939
Education and Training, Canberra (PN. 01562) (Gazetted 27 March 2014)

Health

Canberra Hospital and Health Services

Pathology

Customer Services

Ellieron Sarili: 817-42822

From: Technical Officer Level 1 \$47,953 - \$50,376
Health

To: Administrative Services Officer Class 5 \$67,750 - \$71,713
Health, Canberra (PN. 16387) (Gazetted 1 May 2014)

CORRIGENDA

Territory and Municipal Services

Roads and Public Transport

Public Transport

ACTION

Trade Assistant

General Service Officer Level 4 \$53,358 - \$55,567, Canberra (PN: SMW030, several)

Gazetted: 28 March 2014

Closing Date: 11 April 2014

Note: Correction to salary advertised vacancy