



ACT Government Gazette

Gazetted Notices for the week beginning 14 February 2013

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

Centres

CIT Student Services

Equity and Counselling

Student Counsellor

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 54346)

Gazetted: 15 February 2013

Closing Date: 5 March 2013

Details: A two days a week position is available at the Canberra Institute of Technology in the Student Counselling area for an enthusiastic psychologist or social worker who is interested in working with students with a range of issues. Counselling experience is preferred.

Eligibility/Other Requirements: Tertiary qualification in Psychology/Social work. For Psychologists: Registration with the Australian Health Practitioner Regulation Agency (Psychology Board of Australia) For Social Workers: eligibility for membership of the AASW.

Notes: This part-time two days a week position is for temporary filling for a period of 12 months with the possibility of extension.

Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013.

Contact Officer: Christina Esser (02) 6207 3289 christina.esser@cit.edu.au

Commerce and Works

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from:

<http://www.jobs.act.gov.au/>

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

Shared Services Human Resources

Payroll and Personnel Services

Team Leader - Compensation Pay Team

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 09361)

Gazetted: 21 February 2013

Closing Date: 7 March 2013

Details: As Team Leader of the Compensation Pay Team within Payroll and Personnel, the successful applicant will lead the team responsible for providing critical services to all ACT Government Directorates. Under limited direction, the successful applicant will coordinate and manage consistent Best Practices in compensation and non compensation administration. Provide leadership that is effective and collaborative with high customer service focus.

Contact Officer: Ula Martin (02) 6205 6536 ula.martin@act.gov.au

Shared Services ICT

Operations

Storage and Backup Team Member

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30604)

Gazetted: 20 February 2013

Closing Date: 27 February 2013

Details: Shared Services are seeking an appropriately skilled and experienced person to become a Storage and Backup Team Member. The successful applicant will be required to assist in the management, monitoring and maintenance of electronic data storage systems, data archive systems and data backup/retrieval for the ACT Whole Of Government (WhOG) environment.

Eligibility/Other Requirements: Advanced knowledge of and experience with EMC and Hitachi data storage arrays, Brocade based fibre channel storage area networks, IP network area storage, Hewlett Packard DataProtector, and general storage provisioning and backup and recovery procedures would be highly advantageous.

Contact Officer: Ash Rutledge (02) 6207 5293 ash.rutledge@act.gov.au

Shared Services ICT

Customer Relations

JACS ICT

ICT Operational Officer

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

Gazetted: 14 February 2013

Closing Date: 28 February 2013

Details: The Office of Regulatory Services ICT Team is seeking applicants who have experience as an ICT Operational Officer with the skills to provide a wide range of high level technical support and troubleshooting in relation to hardware, software and have the demonstrated experience in providing administrative support and reporting for a variety of in-house applications. They will also need to

perform hands on assets management lifecycle duties. This role will also require the actioning of service requests in Marval and the creation of a variety of technical and non technical documentation.

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

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

Policy and Organisational Services

Senior Director, Governance, Advocacy and Community Policy

Executive Level 2.4 \$225,928 to \$238,800 depending on current superannuation arrangements, Canberra (PN: E602)

Gazetted: 20 February 2013

Closing Date: 27 February 2013

Details: An opportunity exists to develop your executive and management skills and experience in a high performing policy and policy coordination area of the Directorate. Governance, Advocacy and Community Policy has seven teams and approximately 50 staff. The teams have diverse responsibilities and the common function is relationship management with the Ministers, Director-General, government and community services sector. The successful candidate needs to provide, along with a current resume, a two page expression of interest demonstrating success in managing diverse teams; interfacing with a wide range of stakeholders; and demonstrated ability in line with the ACT Government executive capabilities. Senior Managers who are interested in acting in an Executive position in the near future would need to lodge an expression of interest for this vacancy. In doing so you will be forecasting your interest or future intentions of being considered as a member of the CSD Executive team.

Note: The successful applicant will be engaged under an executive contract until 15 August 2013, with the possibility of an extension. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contact Officer: Nic Manikis (02) 6207 9031 nic.manikis@act.gov.au

Therapy ACT

Policy and Organisational Services

Early Childhood Team, School Age Team

Speech Pathologist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 27671, several)

Gazetted: 14 February 2013

Closing Date: 28 February 2013

Details: Therapy ACT has several temporary positions, available for experienced Speech Pathologists. The successful applicant will work with a multidisciplinary age based team and be part of a progressive and large group of Speech Pathologists, with great opportunities for professional support and career development. Duties include assessing, planning, implementing and evaluating individual and group programs for children with delays in development and people with a developmental disability in collaboration with clients, families and relevant stakeholders. In addition Speech Pathologists at a Health Professional Level 3 (HP3) provide advice, training and supervision to HP1 and HP2 Speech Pathologists, students on clinical placement and allied health assistants. Eligibility/Other Requirements: Tertiary Qualifications or Equivalent in Speech Pathology. Eligible for Membership of Speech Pathology Australia. Current Driver's licence essential.

Note: There are several temporary positions available and will commence 01 March 2013 for periods up to one year. Full-time or part-time hours will be considered. There is a possibility for permanency for these positions from this process.

Contact Officer: Susanne Moor (02) 6205 9001 susanne.moor@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Housing Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 24723, several)

Gazetted: 14 February 2013

Closing Date: 21 February 2013

Details: These positions are part of a regional tenancy team. The Housing Manager is responsible for tenancy management across a portfolio of properties and for providing advice and support to public housing tenants to assist them to maintain their tenancy. The role involves managing a range of tenancy related matters, working as part of a team and individually to meet team, organisational and individual goals, and working in partnership with clients and the community. The successful applicants will need to demonstrate that they have high quality customer service and communication skills, enjoy working with a diverse client group, are self motivated and well organised.

Eligibility/Other Requirements: A current driver's licence is essential. Experience in using a range of IT business and office applications. Current registration issued under the *Working with Vulnerable People (Background check) Act 2011* may be required.

Notes: This is a temporary vacancy, available from 4th March 2013 to 4th June 2013 with the possibility of extension.

Contact Officer: Paul Bink (02) 6207 1393 paul.bink@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

**ACT Gambling and Racing Commission
Legislation and Policy Review
Senior Policy Advisor**

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 42493)

Gazetted: 19 February 2013

Closing Date: 5 March 2013

Details: The position reports directly to the Manager - Legislation and Policy Review and is responsible for assisting with the management of policy development and implementation, legislative review, research into gaming related issues and the management of projects that aim to reduce the harms associated with problem gambling in the Territory. The position involves supervisory responsibilities.

Contact Officer: Luceille Yeomans (02) 6207 2086 luceille.yeomans@act.gov.au

**Land Development Agency - Land Development
Sales, Marketing and Estate Management
Marketing**

Marketing and website officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 18803)

Gazetted: 14 February 2013

Closing Date: 21 February 2013

Details: Expressions of interest are sought from potential candidates with a proactive and enthusiastic approach combined with skills and experience suitable for a fast paced IT/marketing environment at the Land Development Agency. The position will support the marketing team in a focused online approach and will be required to perform a range of IT and Communication related tasks. Expressions of interest should include a supporting statement of no more than 2 pages outlining experience and/or ability in the areas identified in the Selection Criteria, contact details of at least two referees and a current curriculum vitae. Selection may be based on application only.

Expressions of interest should be sent to the contact officer - Jody Gleeson at jody.gleeson@act.gov.au

Notes: This is a temporary vacancy, available asap till 20th May 2013.

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

**Tertiary Education and Performance
Training and Tertiary Education
Business Processes and Systems**

Administrative Officer Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 00175)

Gazetted: 21 February 2013

Closing Date: 08 March 2013

Details: Business Processes and Systems is seeking a suitable candidate to join a team providing operational, administrative and technical support to a number of Vocational Education and Training (VET) programs including the daily management of Australian Apprenticeships Training Contracts and VET program payments to Registered Training Organisations (RTOs). The successful candidate will have strong oral communication and interpersonal skills, demonstrated ability to accurately and efficiently use a range of business technologies and the ability to work under pressure, meet deadlines and consistently provide excellent customer service.

Note: This is a temporary position commencing asap for six months with the possibility of extension.

Contact Officer: Mary Corscadden (02) 6205 7725 mary.corscadden@act.gov.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

**Corporate
Ministerial and Government
Ministerial and Secretariat Services
Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30777)**

Gazetted: 19 February 2013

Closing Date: 26 February 2013

Details: The successful applicant will be required to undertake a range of administrative and organisational tasks associated with the coordination, tracking and monitoring of Ministerial and ESDD correspondence. This includes providing advice relating to the preparation of correspondence, reports, submissions and related documentation. Other duties include assisting in the management and coordination of one or more aspects of the Section's responsibilities such as Cabinet, Assembly liaison, legislative reporting, as well as administrative and secretarial support for internal and interdepartmental, industry and community policy meetings and forums.

Notes: This is a temporary vacancy, available asap for a period of six months. This recruitment process may be based on application only.

Contact Officer: Tania Carter (02) 6207 6722 tania.carter@act.gov.au

Corporate

Ministerial and Government

Ministerial and Secretariat Services

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 25753)

Gazetted: 19 February 2013

Closing Date: 26 February 2013

Details: The successful applicant will be required to provide administrative and secretarial support for ESDD internal and interdepartmental, industry and community policy meetings and forums. Assist in the management of requests from the Minister's office in relation to constituent inquiries and other policy, operational and administrative issues. Undertake a range of administrative and organisation tasks associated with the coordination of reports, submissions and related documentation.

Notes: This is a temporary vacancy, available asap for a period of six months. This recruitment process may be based on application only.

Contact Officer: Tania Carter (02) 6207 6722 tania.carter@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>

Strategy and Corporate

Business and Infrastructure

Strategic Support

Business and Infrastructure Executive

Health Infrastructure Program (HIP) Commissioning Officer

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 28549)

Gazetted: 21 February 2013

Closing Date: 28 February 2013

Details: ACT Government, Health Directorate, Business and Infrastructure branch is seeking a dynamic Commissioning Officer to lead, plan and monitor commissioning processes for all new facilities relevant to Business and Infrastructure operational support systems.

Eligibility/Other Requirements: Demonstrated achievement in facilitating building design and commissioning of infrastructure with particular emphasis on planning the implementation of new models of care and service delivery within the Health sector.

Notes: This is a temporary position available to 30 June 2014. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection assessment may be based on application and referee reports only. Generous superannuation and Fringe Benefits Tax (FBT) salary packaging arrangements.

Contact Officer: Rosemary Kennedy (02) 6205 0606

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Child and Adolescent Mental Health

Project Officer, Model of Care - CAMHS Implementation Phase

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 25282)

Gazetted: 21 February 2013

Closing Date: 28 February 2013

Details: An opportunity exists in Child and Adolescent Mental Health Service (CAMHS) for a Project Officer to develop an implementation framework and evaluation plan for the CAMHS Re-design Project Model of Care (Year 2012). Experience in the delivery of mental health services for children and youth is essential. Also required for this position is a demonstrated knowledge of project planning and evaluation along with sound research/evaluation experience. Data collection and report writing form an integral component of the position. The opportunity for continuing professional development and clinical supervision will be incorporated into the successful applicant's workplace activities.

Eligibility/Other Requirements: Current registration with appropriate professional organisation. Current driver's licence.

Note: This is a temporary full-time vacancy available for a period of six months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Wendy Preston (02) 6205 1472

Canberra Hospital and Health Services

Capital Region Cancer Service

Radiation Oncology

Radiation Therapist Specialist

Radiation Therapist Grade 3.1 \$85,294 - \$88,150, Canberra (PN: 29035)

Gazetted: 21 February 2013

Closing Date: 7 March 2013

Details: The Radiation Oncology Department at the Capital Region Cancer Service seeks an enthusiastic, responsible and committed Radiation Therapist Specialist to join their team in Canberra. The successful applicant will have high level skills and knowledge that will allow them to undertake complex radiation therapy duties and assist in the supervision, teaching and support of teams of Radiation Therapists. There will be opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program within a dynamic multidisciplinary environment. The Department is currently equipped with the latest technology including four state of the art Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, HDR brachytherapy and ARIA. A stereotactic radiation therapy service and LDR brachytherapy service are currently being commissioned. Active participation in professional development is encouraged. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the Department. Canberra is a picturesque city offering outstanding living conditions, with a relaxed country lifestyle combined with high quality city amenities. It is approximately two hours from the ski fields and the coast, and an easy three hour drive from Sydney. The city is ideal for families as well as offering a good lifestyle for single people. Canberra's schools and educational institutions are amongst the best in Australia.

Eligibility/Other Requirements: Tertiary qualification in Radiation Therapy. Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia. ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

Note: Applicants will be shortlisted on the basis of written application, which must address the Selection Criteria as a document to be uploaded. Current Curriculum Vitae and written referee reports must accompany the application. Selection may be made on application and referee reports only. Applicant's experience will be considered in the determination of the increment point of the salary range shown above. Salary packaging with a fringe benefits tax-free threshold is available. Payment of appropriate relocation expenses for successful interstate applicants may be considered.

Contact Officer: Brett Fittler (02) 6244 2241 brett.fittler@act.gov.au

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

Occupational Therapist RADAR

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 17527)

Gazetted: 21 February 2013

Closing Date: 28 February 2013

Details: The RADAR Occupational Therapist is part of a multidisciplinary team who assess the elderly in the community and in Residential Aged Care Facilities. The service is based at the Canberra Hospital. The successful applicant will conduct home visits and prescribe modifications and equipment that will promote safety and independence in the performance of daily living skills. This is a wonderful opportunity to expand your practice and work with an enthusiastic team dedicated to providing care and support to the elderly in their place of residence.

Eligibility/Other Requirements: Current registration with the Australian Health Practitioner Regulation Agency (AHPRA). Degree or Diploma in Occupational Therapy or equivalent qualifications. Current driver's licence.

Note: This is a temporary part-time position available for a period of six months at 18:40 hours per week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Naree Stanton 0403 050 967 naree.stanton@act.gov.au

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

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 28291)

Gazetted: 21 February 2013

Closing Date: 7 March 2013

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

Eligibility/Other Requirements: Relevant tertiary qualification in economics or finance or experience in a health economics finance discipline. Experience in the use of SAS, SPSS statistical software and/or Microsoft SQL Server is desirable.

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

Contact Officer: Mohan Singh (02) 6207 1065

**Strategy and Corporate
Service and Capital Plan
Health Infrastructure Program
Property and Project Coordinator**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 27340)

Gazetted: 21 February 2013

Closing Date: 28 February 2013

Details: The successful applicant will need to have current Workplace Trainer and Assessor qualifications and demonstrated project management skills in Repairs and Maintenance and Capital Works project management in a Health environment.

Eligibility/Other Requirements: Experience in high-level office administration and work in a Health facility environment is highly desirable.

Note: This is a temporary position available until 30 June 2014. 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: Bernie Wall (02) 6244 2407

**Canberra Hospital and Health Services
Capital Region Cancer Service
Radiation Oncology
Radiation Therapist
Radiation Therapist Grade 2 \$56,797 - \$79,302, Canberra (PN: 23752, several)**

Gazetted: 21 February 2013

Closing Date: 7 March 2013

Details: The Radiation Oncology Department at the Capital Region Cancer Service seeks enthusiastic, responsible and committed Radiation Therapists to join their team in Canberra. Successful applicants will have the opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program within a dynamic multidisciplinary environment. The Department is currently equipped with the latest technology including four state of the art Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, HDR brachytherapy and ARIA. A stereotactic radiation therapy service and LDR brachytherapy service are currently being commissioned. Active participation in professional development is encouraged. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the department. Canberra is a picturesque city offering outstanding living conditions, with a relaxed country lifestyle combined with high quality city amenities. It is two hours from the ski fields and the coast, and an easy three hour drive from Sydney. The city is ideal for families as well as offering a good lifestyle for single people. Canberra's schools and educational institutions are amongst the best in Australia. The Australian National University is ranked in the top 20 universities in the world. There are many national icons, cultural and recreational opportunities. The excellent roads, public transport and compact city planning result in less wasted time.

Eligibility/Other Requirements: Tertiary qualification in Radiation Therapy. Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia. ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

Note: Selection may be made on application and referee reports only. Applicants will be shortlisted on the basis of written application, which must address the Selection Criteria as a document to be uploaded. Current Curriculum Vitae and written referee reports must accompany the application. Applicant's experience will be considered in the determination of the increment point of the salary range shown above. Salary packaging with a fringe benefits tax-free threshold is available. Payment of appropriate relocation expenses for successful interstate applicants may be considered.

Contact Officer: Brett Fittler (02) 6244 2218

**Canberra Hospital and Health Services
Medicine
Renal
Registered Nurse - Acute Haemodialysis
Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 12648)**

Gazetted: 21 February 2013

Closing Date: 28 February 2013

Details: Applications are invited from committed, motivated, and enthusiastic Registered Nurses to work within the acute renal dialysis team. It is desirable that applicants have haemodialysis or renal experience, and good time management skills.

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

Notes: This is a position is full-time temporary commencing 22 March 2013 to 31 January 2014 with the possibility of extension. Please note that the Haemodialysis Unit operates Monday to Saturday working both Morning and Evening shifts. The successful applicant may be required to participate in the on call roster, depending on experience. Selection may be based on application and referee reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Chari Mercado (02) 6244 3363

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
Psychologist
Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 31825)**

Gazetted: 21 February 2013

Closing Date: 28 February 2013

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist cross-agency service within MHJHADS that provides comprehensive assessment, psychological and psychiatric services to consumers with an intellectual disability and a mental illness. The position involves consultation, liaison, support, education and training to agencies, carers and families. MHS-ID is co-located with Disability ACT. At this level it is expected that you will provide, under limited supervision, high quality clinical expertise to achieve sound outcomes for consumers. You will contribute your expertise to the multidisciplinary team, and will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, and eligibility for membership of the appropriate professional organisation.

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: Shirley-Anne Brandon (02) 6207 8210

**Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program
Health Care Support Worker
Health Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: C08942)**

Gazetted: 21 February 2013
Closing Date: 28 February 2013

Details: We are currently seeking a Health Care Support Worker (HSO7) for daytime work with a client at a school in the ACT. The client is a 19 year old youth who requires a suitable person to observe and assist with his health care while he attends a special school environment during the day. He is well and medically stable but requires ventilation via a tracheotomy in his home at night. There may be opportunity to work with other clients in the program at school or night shift on school holidays should you desire. A current first aid certificate is essential. All training will be provided with regards to the client's needs. The successful applicant will have access to the Program's during hours/after hours 'On Call' RN and the client's mother for support/trouble shooting. The position would best suit a Nursing Student or those interested in working with older youth

Eligibility/Other Requirements: Holds a basic current first aid certificate.

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: Fiona Cameron (02) 6174 7496

**Canberra Hospital and Health Services
Surgery and Oral Health
Dental Health Program
Dental Receptionist
Dental Receptionist \$46,377 - \$51,425, Canberra (PN: 15856, several)**

Gazetted: 21 February 2013
Closing Date: 28 February 2013

The Dental Health Program (DHP) is seeking applications from suitably skilled people to fill several Dental Receptionists positions. These roles require a high level of customer service skills, knowledge of computer packages such as Microsoft Office and previous money handling experience is desirable. Prior experience in electronic appointment scheduling is an advantage.

Eligibility/Other Requirements: Dental Assistant's Certificate and/or experience in a dental service provision environment are desirable but not essential.

Contact Officer: Karen McDonald (02) 6205 1089

**Strategy and Corporate
Business and Infrastructure Support
Strategic Support
Security and Emergency Preparation
Administrative Officer, Mail Room
Administrative Services Officer Class 1 \$40,974 - \$45,283, Canberra (PN: 21356)**

Gazetted: 21 February 2013
Closing Date: 28 February 2013

Details: The Client Services Security and Emergency section is responsible for the provision of a range of services to the Health Directorate. The mailroom at Canberra Hospital provides a seven day a week mail service that includes the delivery, collection and posting of mail items for all areas of the hospital campus. Mail services at Canberra Hospital include, but not limited to; internal mail service, urgent courier service – internal, pathology courier and pharmacy courier. Services include a rotating roster including weekends.

Eligibility/Other Requirements: Ability to work effectively both independently and as a part of a team, ability to be responsive to change.

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: Jacqueline Williams (02) 6244 2091

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

**ACT Law Courts and Tribunal
Supreme Court
Eastman Inquiry
Project Manager
Senior Officer Grade A \$123,208, Canberra (PN: 31921)**

Gazetted: 19 February 2013
Closing Date: 26 February 2013

Details: Expressions of interest are sought for a Project Manager who will provide administrative and project management support for the Eastman Inquiry 2013. Duties include: Provide team leadership and high-level support to the Board of Inquiry on a broad range of administrative and technical aspects relating to the operation of the Board of Inquiry; Manage projects related to the Board of Inquiry, including IT and communication strategies; In conjunction with key business stakeholders, develop strategic and detailed project

management, communications and risk management plans; Prepare accurate project status reports including updated project schedule, risk and issues registers; Manage contracts that provide support to the Inquiry; Prepare high level reports.

Eligibility/Other Requirements: Legal or Justice Background preferred

Notes: This is a temporary vacancy, available asap until August 2013. Potential candidates should include a supporting statement of no more than 2 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: Alison Purvis (02) 6207 1054 alison.purvis@act.gov.au

**Legislation and Policy
Restorative Justice Unit
Manager**

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 43800)

Gazetted: 14 February 2013

Closing Date: 28 February 2013

Details: Legislation and Policy Branch seeks a highly motivated manager to head up the Restorative Justice Unit (RJU). The RJU is established under the *Crimes (Restorative Justice) Act 2004* and is responsible for delivering a Restorative Justice Scheme to offenders and victims of crime in the ACT. The Galambany Court Coordinator (GCC) is also located within the RJU and is managed by this position. Important functions of the position include lead and manage staff of the RJU and GCC, providing high quality policy and program advice, preparation of high quality reports, submissions, briefs and correspondence, manage the budget for RJU and Galambany Court, represent the Directorate at a high level, develop and promote positive relationships with key stakeholders.

Notes: This is a temporary vacancy available from 6 May 2013 to 7 February 2014. Selection may be based on application and referee reports only.

Contact Officer: Julie Field (02) 6207 0522 julie.field@act.gov.au

**Legislation and Policy Branch
Civil Law**

Senior Policy Advisor

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 00734)

Gazetted: 18 February 2013

Closing Date: 25 February 2013

Details: The Legislation and Policy Branch provides legal policy advice to Government, including advice on civil law policy issues affecting ACT legislation, human rights, administrative law and courts administration. This position is responsible for provision of high level legal advice to the Government and ACT Public Sector about legal policy in relation to civil law, handling more complex aspects of matters arising in the Unit and acting as a consultant for other staff on question of legal policy. The successful applicant will also be required to develop and promote positive relationships with stakeholders and to represent the Directorate at high-level meetings.

Eligibility/Other Requirements: An understanding of and experience in the ACT courts system is highly desirable.

Notes: This is a temporary position available until 24 December 2013.

Contact Officer: Peter Quinton (02) 6207 0546 peter.quinton@act.gov.au

Office of Regulatory Services

Transport Regulation

Road User Services

Business Analyst

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 20019, several)

Gazetted: 20 February 2013

Closing Date: 27 February 2013

Details: Under the limited direction of the Senior Business Analyst: research, analyse and document road transport business requirements to enable the rego.act System Development team to cost, program and implement enhancements. Maintain use case functional specifications to reflect enhancements and changes to the rego.act application. Examine and report on the likely impact of proposed changes. Consult with stakeholders to ensure system enhancements reflect efficient and effective business practices. Liaise with the rego.act User Acceptance Testing team to ensure test cases are developed to adequately test all system enhancements. Assist in the preparation of quotes for the implementation on new system initiatives. Maintain records in accordance with the Territory Records Act 2002.

Notes: Please note this is a temporary vacancy available from 13 March 2013 to 30 June 2014.

Contact Officer: Neil Klee (02) 6207 7193 neil.klee@act.gov.au

**Office of Regulatory Services
Registrations and Fair Trading
Advice and Complaints
Team Leader**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 42689)

Gazetted: 20 February 2013

Closing Date: 12 March 2013

Details: Assist the Manager, Advice and Complaints to successfully manage the unit to ensure objectives are met and promote team understanding. As a Team Leader, manage staff including providing assistance to less senior officers in relation to investigations of less complex complaints, rostering and appraisal of written work. Advise consumers of their rights and traders/businesses of their obligations under the legislation administered by the Office with particular emphasis on access and equity principles. Promoting self help where possible and identifying issues for education, compliance or legislative action. Investigate more complex complaints received by the Office and provide advice and guidance to consumers and traders. Where appointed, exercise the functions of an inspector/investigator under a range of legislation administered by the Office of Regulatory Services. Prepare correspondence, briefs and reports arising from

the investigations of complex complaints including, where necessary, recommendations for further actions. Assist less senior officers with the preparation of correspondence and reports in relation to less complex matters. Provide advice to Senior Management and participate in major investigations/compliance audit as required. Monitor and analyse consumer complaints and identify trends and responses. Give presentations to various community organisations and school groups on consumer issues. Where required, undertake inspections, either individually, or as a team member, under various pieces of legislation administered by the Office. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current driver's licence is essential. A knowledge of principles of consumer protection, regulatory framework and administrative law would be an advantage.

Contact Officer: Narelle Bramwell (02) 6205 3706 narelle.bramwell@act.gov.au

Emergency Services

ACT Ambulance Service

Education Services

Administration Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 03820)

Gazetted: 19 February 2013

Closing Date: 6 March 2013

Details: This position provides administrative support to Education Services and Recruitment within ACT Ambulance Service. You will work with Ambulance Educators assisting with records management, planning training delivery, document development, financial management and the recruitment process.

Eligibility/Other Requirements: Sound computer skills and experience in finance desirable.

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

Contact Officer: Barbara Stephens (02) 6205 0388 barbara.stephens@act.gov.au

Office of Regulatory Services

Road User Services

Customer Services

Administrative Services Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21869)

Gazetted: 14 February 2013

Closing Date: 21 February 2013

Details: Under the general direction of the Manager Operations: Lead a team in the provision of services to clients seeking access to road transport authority records. Lead a team in the management of records including scanning, maintenance, update and retrieval of information from a document storage system. Assist team members with more complex enquiries and provide guidance in relation to privacy matters and road transport authority policies. Undertake various administrative tasks for the business unit. Assist with the supervision, training and development of other staff within a business unit. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Peter Gibbs (02) 6207 7164 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

Parks and City Services

National Parks and Catchments

Parks and Conservation Service

Visitor Services Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 09878)

Gazetted: 18 February 2013

Closing Date: 25 February 2013

Details: We are seeking a motivated person with excellent staff management and visitor services skills to fill the role of Visitor Services Manager. The position oversees a team of officers who provide visitor and administrative services for Namadgi National Park, Tidbinbilla Nature Reserve and the Murrumbidgee River Corridor.

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

Note: This is a temporary position available until 30 November 2013.

Contact Officer: Stephen Alegria (02) 6205 1221 stephen.alegria@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

Libraries ACT

Collections

Collections Librarian

Professional Officer Class 1 \$49,452 - \$69,377, Canberra (PN: 46214)

Gazetted: 20 February 2013

Closing Date: 27 February 2013

Details: Libraries ACT is looking for a Collections librarian who is creative and innovative, passionate about library collections and online resources, understands library systems and databases, and can help develop balanced, dynamic and responsive collections. The Collections librarian must have a degree in library and information studies that is recognised by the Australian Library and Information Association.

Eligibility/Other Requirements: Recognised university qualifications in a Library and Information discipline are essential.

Notes: This is a temporary vacancy, available from 18th March 2013 until the 30th June 2013. Libraries ACT operates across 7 days a week and applicants will be required to work on weekends.

Contact Officer: Matthew Burless (02) 6207 5742 matthew.burless@act.gov.au

Roads and Public Transport

Roads ACT

Road Maintenance Services

Road Worker

General Service Officer Level 5/6 \$45,647 - \$50,446, Canberra (PN: 26362)

Gazetted: 20 February 2013

Closing Date: 12 March 2013

Details: Road Maintenance Services is seeking a suitable candidate who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include line marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment.

Eligibility/Other Requirements: Current driver's licence, RTA Traffic Control Certificate and OH&S Industry induction, or progress towards attainment of these.

Note: This is a temporary position available from March 2013 to March 2014 with the possibility of permanency. Selection may be based on application and referee reports only.

Contact Officer: Shane Holden (02) 6213 0754 shane.holden@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

Canberra Institute of Technology

Teacher Band 1 \$62,403 - \$83,963

Mary McLaughlin 817-42750, Section 68(1), 13 February 2013

Commerce and Works

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

Lisa Marie Jeffery 835-68899, Section 68(1), 19 February 2013

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

Shannon Smith 835-96312, Section 68(1), 18 February 2013

Community Services

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

Esther-Tina McGrath 835-98684, Section 68(1), 18 February 2013

Health

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

Rebecca Kay Anderson 831-23910, Section 68(1), 28 February 2013

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

Kelly Arundel 835-96144, Section 68(1), 18 February 2013

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

Sarah Narelle Demery 834-52079, Section 68(1), 14 February 2013

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

Deanna Fallon 838-89235, Section 68(1), 11 February 2013

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

Penelope Ginich 838-53083, Section 68(1), 12 February 2013

Health Service Officer Level 3 \$42,160 - \$43,599

Sanu Kandamkulathi Naryanan 838-51977, Section 68(1), 18 February 2013

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

Ricci Llenos 824-32199, Section 68(1), 12 February 2013

Enrolled Nurse Level 1 \$50,160 - \$53,766

Karlia Lyons 835-90084, Section 68(1), 11 February 2013

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

Charmain Roberts 829-68436, Section 68(1), 18 February 2013

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

Fiona Webb 830-79630, Section 68(1), 12 March 2013

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

Zhou Zhou 835-91247, Section 68(1), 11 February 2013

Territory and Municipal Services

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

Joleen Dal-Maso 835-82893, Section 68(1), 19 February 2013

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

Holly Hart 835-95328, Section 68(1), 12 February 2013

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

Gosia Mazur 835-96099, Section 68(1), 25 February 2013

TRANSFERS

Commerce and Works

Matthew Geoffrey Carson: 835-94384

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

To: Information Technology Officer Class 1 \$57,004 - \$65,178
Commerce and Works, Canberra (PN. 05135) (Gazetted 15 November 2012)

Health

Laura Johnston: 825-48909

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

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 27242) (Gazetted 17 January 2013)

Gordana Pajkowska: 821-06510

From: Health Service Officer Level 3 \$42,160 - \$43,599
Health

To: Health Service Officer Level 3 \$42,160 - \$43,599
Health, Canberra (PN. 23531) (Gazetted 13 December 2012)

PROMOTIONS

Chief Minister and Cabinet

Office of the Under Treasurer

Christopher Douglas Jones: 799-98175

From: Administrative Services Officer Class 5 \$65,660 - \$69,623
Chief Minister and Cabinet

To: †Senior Officer Grade C \$89,786 - \$96,809
Chief Minister and Cabinet, Canberra (PN. 55386) (Gazetted 13 December 2012)

Community Services

Disability ACT

Services for Children and Young People

Sharon Hooper: 827-28061

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

Community Services

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

Community Services, Canberra (PN. 31553) (Gazetted 17 December 2012)

Economic Development

Tourism, Events and Sport

Sport and Recreation Services

Sportsgrounds Maintenance and Improvements

Steven Moules: 817-48167

From: General Service Officer Level 5/6 \$45,647 - \$50,446

Economic Development

To: †Ranger 1 \$46,372 - \$51,420

Economic Development, Canberra (PN. 31287) (Gazetted 24 January 2013)

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

Health

Director General Reports

Population Health

Health Protection Service

Jennifer Barnes: 795-50717

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

Health

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

Health, Canberra (PN. 23586) (Gazetted 17 January 2013)

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Kylie Fromhold: 741-05542

From: Disability Support Officer Level 1 \$43,767 - \$45,521

Community Services

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

Health, Canberra (PN. 16211) (Gazetted 10 January 2013)

Canberra Hospital and Health Services

Operational Support

Support Services

Neil Howlett: 741-14799

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

Health

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

Health, Canberra (PN. 31839) (Gazetted 31 January 2013)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Garry Frew: 799-97957

From: Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety

To: Correctional Officer Class 2 \$67,313 - \$72,254

Justice and Community Safety, Canberra (PN. 31856) (Gazetted 23 October 2012)

ACT Corrective Services

Custodial Operations

Natalie Rae Jones: 821-17199

From: Correctional Officer Class 1 \$53,417 - \$64,102
Justice and Community Safety
To: Correctional Officer Class 2 \$67,313 - \$72,254
Justice and Community Safety, Canberra (PN. 11330) (Gazetted 23 October 2013)

ACT Corrective Services

Custodial Operations

Taran Jane Kelly: 827-52010

From: Correctional Officer Class 1 \$53,417 - \$64,102
Justice and Community Safety
To: Correctional Officer Class 2 \$67,313 - \$72,254
Justice and Community Safety, Canberra (PN. 13708) (Gazetted 23 October 2012)

Retirements and Dismissals

Territory and Municipal Services

Section 221 of the *Public Sector Management Act 1994*, Neil Williams, ACT Property Group, 14 February 2013