



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 11 July 2013**

## EXECUTIVE NOTICES

### Justice and Community Safety

#### Engagements

David Dutton – Deputy Chief Officer, Emergency Services, Agency (E373) Section 72 of the Public Sector Management Act 1994

## VACANCIES

### Calvary Health Care ACT (Public)

#### Medical Administration

##### Senior Officer Grade C

##### Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 8483)

Gazetted: 11 July 2013

Closing Date: 25 July 2013

Senior Officer Grade C \$89,786 - \$96,809 (fulltime rate) PN 8483 We are seeking applicants with either a clinical or management background and an ability to lead inside a multi-disciplinary environment, delivering exceptional customer service, providing support and constructive resolutions in demanding situations. This full time role is integral to daily operations in the hospital and provides support to the Director of Medical Services in the management of the Medical Officers and oversight of the Medical Administration Unit.

For further enquires please contact John Vinen, Director of Medical Services on (02) 6201 6059. For selection documentation and further information about Calvary Health Care ACT visit our website at <http://www.calvary-act.com.au/career-vacancies.html>

Eligibility/Other Requirements: Selection Criteria, Applicants are requested to respond in writing, outlining your strengths and abilities relevant to the role.

Contact Officer: John Viven (02) 6201 6059 [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

#### Nursing and Midwifery

##### Birth Suite

##### Clinical Registered Midwife Level 3.2

##### Registered Midwife level 3.2 \$91,684, Canberra (PN: 9083)

Gazetted: 11 July 2013

Closing Date: 26 July 2013

Clinical Midwife Consultant Level 3.2 (Fulltime 76 hrs per fortnight) Birth Suite, Antenatal Clinic and Parent Education.

COME AND JOIN OUR ENERGETIC AND DEDICATED TEAM!

Calvary Health Care ACT (CHCACT) is seeking a highly skilled, experienced and dynamic midwife to fill the above position. The successful applicant will be required to implement and provide clinical leadership for our Birth Suite, Antenatal Clinic and Parent Education. CHCACT is a Baby Friendly Health Accredited facility. The Maternity Unit at CHCACT has approximately 1600 births per year and is well supported by consultant obstetricians, pediatricians and a strong core group of experienced midwifery, medical and allied health staff.

Eligibility/Other Requirements: Selection Criteria

Notes: For enquiries, please contact Christine Falez on 02 62016565 or via email, [christine.falez@calvary-act.com.au](mailto:christine.falez@calvary-act.com.au). Closing Date July 26th 2013

Contact Officer: Christine Falez (02) 6201 6565 [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au) Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

#### Physiotherapy

##### Physiotherapy Receptionist

##### Administrative Services Officer level 2-3 \$46,372-\$57,004, Canberra (PN: 6664)

Gazetted: 17 July 2013

Closing Date: 1 August 2013

Administrative Services Officer Level 2/3 - Physiotherapy Receptionist Full-Time 1.0 FTE, temporary appointment until 31/7/2014 \$46,372 - \$57,004 (Full-Time rate).

The physiotherapy department is seeking a highly organised, personable, and motivated team member to work in our reception team. Duties would include reception work and general administrative duties keeping with departmental requirements. This is an exciting opportunity to join a friendly department with high staff morale and a focus on providing exemplary services. A full-time temporary reception position is currently available until the 31st of July 2014. The successful applicant will provide administrative support to the physiotherapy department along with other reception staff members. Applicants should be professional, have good communication skills and be proficient with the Microsoft suite of computer applications. Experience providing administrative support within a healthcare setting would be beneficial.

Applicants are expected to apply in writing and should provide: current curriculum vitae one written reference and the name and contact details of an additional referee responses against the selection criteria

For more information, please contact Annegret Ludwig, A/g Director of Physiotherapy Calvary Healthcare ACT Ph: 02 62016190 or E: [Annegret.Ludwig@calvary-act.com.au](mailto:Annegret.Ludwig@calvary-act.com.au) Applications close 5.30pm Thursday 1st August 2013.

Selection may be based on application only Applications may be considered for future full time or part time temporary vacancies for up to 12 months

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Annegret Ludwig (02) 6201 6190 [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au) Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

### **Ward Services**

#### **Ward Support Officer**

#### **Health Services Officer \$42,160-\$45,346, Canberra (PN: Various)**

Gazetted: 17 July 2013

Closing Date: 26 July 2013

Do you enjoy working with people? Do you want to make a real difference? Do you want to work in an organisation that prides itself on delivering excellent care? Calvary Hospital's Ward Services Department is seeking individuals to fill the positions of Ward Support Officers throughout the hospital. Reporting to the Ward Services Manager, ward support officers provide support and assistance to the clinical care team who deliver care to patients within the clinical setting. Various casual and permanent positions are available with permanent positions working a rotational roster including weekends, night duty and evening shifts. For further enquiries regarding these vacancies please contact Brett Needs, A/g Ward Services Manager on (02) 6201 6891. For selection documentation, to apply for this role and for further information about Calvary Health Care ACT visit our website at [www.calvary-act.com.au](http://www.calvary-act.com.au) Applications close Friday 26 July 2013

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Brett Needs (02) 6201 6167 [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

### **Occupational Therapy**

#### **Occupational Therapist**

#### **Health Professional level 3 \$77,710-\$86,165, Canberra (PN: 6661)**

Gazetted: 11 July 2013

Closing Date: 17 July 2013

The Occupational Therapy Department at Calvary Hospital, Canberra is looking for a new senior occupational therapist to join us on a fulltime permanent contract from November 2013. This is an exciting opportunity to work in a supportive team to accomplish great things. The HP3 position directly supervises three other personnel including an Occupational Therapy assistant and two junior occupational therapists whose caseload is primarily general medical but can at times also includes surgical, ICU, ED & CCU. The Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff. A staff supervision program is in place and all staff complete an Annual Development Plan. We offer a very competitive salary, free uniforms, salary packaging, free parking, and the potential for onsite accommodation. Successful interstate applicants can also be reimbursed for some of their relocation costs. If you are successful in your application, commencement dates are flexible. A copy of the application kit and selection documentation is available on our website: [www.calvary-act.com.au](http://www.calvary-act.com.au) or by phoning (02) 6201 6087. Applications must address the selection criteria. For further information: Contact Michael Malcomess (02) 6201 6087 <http://www.calvary-act.com.au/career-vacancies>. Closing date for applications: 11 July 2013.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Michael Malcomess (02) 6201 6087 [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au) Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

### **Canberra Institute of Technology**

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

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

#### **Centres**

##### **CIT Corporate Services**

##### **Business Support Officer**

##### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 55106)**

Gazetted: 17 July 2013

Closing Date: 31 July 2013

Details: Assist with documentation of financial procedures; communicate requirements to staff and monitor procedural compliance; maintain commercial contract registers; provide administrative support in accounts, purchasing and office services; distribute and monitor returns of salary reports; act as liaison and communication point between CIT and ACT Government Shared Services processing areas.

Contact Officer: Tiina Wilson (02) 6207 3448 [tiina.wilson@cit.edu.au](mailto:tiina.wilson@cit.edu.au)

### **Chief Minister and Treasury**

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

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

##### **Deputy Director-General, Policy and Cabinet**

##### **Executive Level 3.7 \$293,258 to \$309,709 depending on current superannuation arrangements, Canberra (PN: E683)**

Gazetted: 15 July 2013

Closing Date: 2 August 2013

Details: The Chief Minister and Treasury Directorate (CMTD) leads the ACT Public Service (ACTPS) and provides strategic advice and support to the Chief Minister, the Treasurer and the Cabinet on policy development, financial and economic policy, service delivery and whole of government issues, facilitates the implementation of government priorities and provides high level executive support and policy advice. CMTD would like to appoint an outstanding executive to the position of Deputy Director-General, Policy and Cabinet. The Deputy Director-General, Policy and Cabinet works collaboratively with the Chief Minister's Office, the CMTD Director-General, other Executives across the ACTPS, and key government and non-government stakeholders. He/she provides executive leadership on policy and strategy. The position requires a person with exceptional leadership and executive management skills. An established record in strategic policy development and implementation, commitment to public service integrity and people management is essential. Demonstrated capacity to contribute to and support various activities across the Directorate is also required.

**Remuneration:** The position attracts a remuneration package ranging from \$293,258 to \$309,709, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$243,715.

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

**Selection Documentation:** Selection documentation is available at [www.jobs.act.gov.au](http://www.jobs.act.gov.au), or by emailing [sue.hall@act.gov.au](mailto:sue.hall@act.gov.au)

Contact Officer: Andrew Cappie-Wood (02) 6205 0241 [andrew.cappie-wood@act.gov.au](mailto:andrew.cappie-wood@act.gov.au)

### **Commerce and Works**

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

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

#### **Shared Services ICT**

#### **Business Development**

#### **Business Systems Support Officer**

#### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 17912)**

Gazetted: 17 July 2013

Closing Date: 1 August 2013

Details: This role will be required to deliver comprehensive training and first tier support for computer based business applications to ACT Health staff, in particular the ACT Patient Administration System (ACTPAS), Orion Concerto, Mes@Is and the Mental Health Client Management Application (MHAGIC).

Eligibility/Other Requirements: Participation in the afterhours on-call roster for application support is mandatory. The possession of, or the ability to attain, a Protected security clearance is a requirement. Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment. Qualifications in IT applications training would be an advantage.

Contact Officer: Melinda Jeffery (02) 6205 2272 [melinda.jeffery@act.gov.au](mailto:melinda.jeffery@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](mailto:jobs@act.gov.au)**

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

#### **Youth Services**

#### **Bimberi Youth Justice Centre**

#### **Family Engagement Officer**

#### **Administrative Services Officer Class 6 / Health Professional Level 3 \$70,913 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 07829)**

Gazetted: 16 July 2013

Closing Date: 14 August 2013

Details: Bimberi Youth Justice Centre provides a state of the art youth detention facility which complies with human rights requirements. The Family Engagement Officer assists the engagement of families of young people and promotes Aboriginal and Torres Strait Islander perspectives in the day to day functions of Bimberi Youth Justice Centre, they are also a pivotal point of contact and communication for services wishing to engage and support young people in custody. The position occupant will have the opportunity to utilise their understanding of and connection with Aboriginal and Torres Strait Islander communities in the ACT.

Eligibility/Other Requirements: Current driver's licence. Health Professional Officer Level 3, essential requirements are relevant tertiary qualifications and a minimum of two years relevant experience. Administrative Service Officer Level 6 tertiary qualifications and a minimum of two years relevant experience highly desirable.

Notes: This is an Indigenous Identified position. This position will be filled at either the Administrative Service Officer Level 6 or Health Professional Officer Level 3 depending on the qualifications, skills and experience of the successful applicant.

Contact Officer: Leonie McKenna (02) 6207 3512 [leonie.mckenna@act.gov.au](mailto:leonie.mckenna@act.gov.au)

**Policy and Organisational Services**

**Governance, Advocacy and Community Policy**

**Organisational Governance**

**Organisational Accountability Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 09300)**

Gazetted: 12 July 2013

Closing Date: 19 July 2013

Details: Expressions of interest are sought from potential candidates who will be required to work in a fast paced environment; undertake Secretariat work for high-level Directorate meetings; undertake research and liaison for high-level co-ordinated responses; and manage a range of administrative duties to meet deadlines. In addition, preparation of complex correspondence, briefings for the relevant portfolio Ministers' and other projects to support the work of the Organisational Governance Unit will be required. The position will have significant contact with the Directorate's officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines.

Eligibility/Other Requirements: Strong interpersonal and coordination skills.

Notes: This temporary position is available asap until 7 February 2014. Please provide 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: Tracy Chester (02) 6205 0469 [tracy.chester@act.gov.au](mailto:tracy.chester@act.gov.au)

**Housing and Community Services**

**Asset Management Branch**

**Contract Management**

**Administration Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 25685)**

Gazetted: 15 July 2013

Closing Date: 29 July 2013

Details: The Contract Management Team is looking for a motivated and enthusiastic individual with strong interpersonal, liaison, oral and written communication skills; and the ability to work effectively within a Contract Management Environment. The successful applicant will be responsible for providing assistance to the managers of the Contract Management Team with the co-ordination and management of the delivery of maintenance services to the portfolio, in accordance with policies and procedures. This will include a range of activities such as managing contracts, managing consultancies, undertaking projects and preparing briefs and reports.

Note: This temporary position is available 2 September 2013 until 28 February 2014.

Contact Officer: Jacquie Daniel (02) 6207 0932 [jacquie.daniel@act.gov.au](mailto:jacquie.daniel@act.gov.au)

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

**Youth Services**

**Bimberi Youth Justice Centre**

**Administration Support Officer**

**Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 10187)**

Gazetted: 16 July 2013

Closing Date: 30 July 2013

Details: Bimberi Youth Justice Centre (Bimberi) provides a state of the art youth detention facility which complies with current Human Rights requirements. The occupant of this position will provide a broad range of administrative support functions, including data collection and the establishment and maintenance of a variety of records and files using a range of software applications. The successful candidate will have the opportunity to display their high level of customer service by providing a reception function and support to staff within the management unit of the Centre.

Eligibility/Other Requirements: Possession of a current driver's licence is essential. A Senior First Aid Certificate or First Aid Certificate is desirable.

Contact Officer: Denise Morris (02) 6207 3384 [denise.morris@act.gov.au](mailto:denise.morris@act.gov.au)

### **Economic Development**

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

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

#### **Tourism, Events and Sport**

##### **Exhibition Park Corporation**

##### **Facilities Officer/Venue Maintenance Support**

**General Service Officer Level 5 \$45,647 - \$48,163, Canberra (PN: 32554)**

Gazetted: 11 July 2013

Closing Date: 25 July 2013

Details: The Facilities Officer/Venue Maintenance Support provides assistance in all aspects of venue and grounds management and facilities repair and maintenance at Exhibition Park. Duties include general and preventative maintenance of buildings and equipment including plastering, joinery, basic plumbing, welding and carpentry; performing regular general building and infrastructure inspections; undertaking ad-hoc minor building construction, repairs and improvement tasks as directed to meet venue and client requirements; providing basic care and maintenance of grounds, including landscaping, grass cutting, minor tree maintenance; and minor repairs and maintenance to vehicles, equipment, tools and machinery. Assist in duties related to the conduct of events at Exhibition Park when required.

Eligibility/Other Requirements: Current driver's licence. Fork lift licence and trade qualification preferred.

Note: Duties may include after hours and weekend work.

Contact Officer: Matt Sutherland (02) 6207 4007 [matthew.sutherland@act.gov.au](mailto:matthew.sutherland@act.gov.au)

### **Education and Training**

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

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

#### **Tertiary Education and Performance**

##### **Training and Tertiary Education**

##### **Policy and People**

##### **Policy Officer**

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

Gazetted: 16 July 2013

Closing Date: 30 July 2013

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

Eligibility/Other Requirements: Experience in ACT VET and higher education policy development desirable.

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

#### **Tertiary Education and Performance**

##### **Children's Policy and Regulation Unit**

##### **Senior Project Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 02849)**

Gazetted: 15 July 2013

Closing Date: 22 July 2013

Details: The Children's Policy and Regulation Unit is seeking motivated Senior Project Officer. The successful applicant will undertake complex project work including research, policy analysis, policy development, implementation, and evaluation and provide secretariat support as required. This position also includes

coordinating the preparation of complex submissions, policy papers and advice, briefings and high level correspondence and reports for senior management and government.

Eligibility/Other Requirements: A current driver's licence. Qualifications and/or experience in education and care desirable.

Note: This is a part-time temporary position available from 26 August 2013 to 24 January 2014 with the possibility of extension at 14:42 hours per week.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

#### **Corporate Services**

##### **Finance and Corporate Support**

##### **Corporate Support**

##### **Administration Officer**

##### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 02421)**

Gazetted: 17 July 2013

Closing Date: 24 July 2013

Details: The successful applicant will assist in the delivery of corporate support services across a wide range of directorate resource and facilities management matters relating to central office accommodation and out posted sites. Section budget financial experience is preferred, together with experience in accounts payable processing, fleet management, office administration and repairs and maintenance of central office buildings. The successful applicant will possess good oral and written communication skills, excellent customer service and the ability to multitask within a small team.

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

Contact Officer: Alan Henderson (02) 6205 9316 alan.henderson@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](mailto:jobs@act.gov.au)**

#### **Policy Corporate and Regulation**

##### **Regulation and Services**

##### **Sustainability Programs**

##### **Program Officer**

##### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 21803)**

Gazetted: 15 July 2013

Closing Date: 22 July 2013

Details: The Environment and Sustainable Development Directorate - Sustainability Programs Branch delivers a range of programs to the business, home and school communities within the ACT. The Business Unit manages the ACTSmart Public Event program and ACTSmart Business and Office program to events and sites across the ACT. The Directorate is seeking a Program Officer to deliver these programs to the event and business community.

Eligibility/Other Requirements: Current ACT driver's licence essential.

Notes: This temporary position is initially for a one year period with the possibility for extension. Some weekend work will be required.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

#### **Corporate**

##### **Ministerial and Government Services**

##### **Administrative Assistant**

##### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 27297)**

Gazetted: 17 July 2013

Closing Date: 29 July 2013

**Details:** We are seeking a highly motivated and organised individual to fill the role of Administrative Assistant to the Ministerial and Government Services Team. This team operates in a fast paced environment and is responsible for the management of Cabinet, Ministerial and Assembly functions of the Directorate. The successful applicant will have a strong customer focus, experience in coordination and liaison, together with a knowledge of



ministerial, cabinet and assembly processes. The occupant will manage the processing and preparation of ministerial and Director-General correspondence including coordination, tracking, reporting and monitoring.

**Eligibility/Other Requirements:** Knowledge of, or the ability to quickly acquire knowledge of, ACT Government guidelines and procedures relating to the preparation of Ministerial documentation, correspondence.

Contact Officer: Tania Carter (02) 6207 6722 [tania.carter@act.gov.au](mailto: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>**

### **Director General Reports**

#### **Population Health**

#### **Health Protection Service**

#### **Chief Pharmacist**

#### **Health Professional Level 6 \$123,208, Canberra (PN: 27948)**

Gazetted: 18 July 2013

Closing Date: 1 August 2013

Details: This is a temporary vacancy commencing September 2013 for minimum of six months with possibility of extension to cover maternity leave arrangements for the Chief Pharmacist.

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

Note: This is a temporary position available for the minimum of six months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants should also provide at least one (maximum of two) written referee reports with their application addressing the Selection Criteria using the standard ACT Health referee template. Verbal referee reports may be arranged by contacting the Chief Pharmacist if required. A Special Employment Agreement salary rate applies for pharmacists employed by ACT Health.

Contact Officer: Vivien Bevan (02) 6205 0961

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

#### **Women, Youth and Children**

#### **Child Youth and Women's Health Program**

#### **Community Director**

#### **Senior Professional Officer Grade A \$123,208, Canberra (PN: 28424)**

Gazetted: 18 July 2013

Closing Date: 1 August 2013

Details: An exciting leadership opportunity has become available in the Division of Women, Youth and Children as Director of Community Health Programs. This Section provides a range of services to meet the health needs of women, young people, families and children. Services are offered using a primary healthcare framework in various locations across Canberra including clinics, health centres, schools, child and family centres and clients' homes. The Community Health Program provides: support, education and information; counselling, assessment and screening; early identification and referral; and delivery of primary and public health programs. Programs span Maternal and Child Health, Allied Health Services, Early Intervention in Schools and Community, Child Targeted Support Services, Women's Health Services, and Public Health Programs.

Eligibility/other requirements: Extensive experience in Community Health; experience in leadership and management of a large team; excellent communication skills; demonstrated ability to think strategically; previous experience working in a complex multi-disciplinary health setting; and Tertiary qualifications. Mandatory qualifications are prescribed under the management standards for entry to the professional officer stream. These are: A degree or diploma of a Australian tertiary institution, or a comparable overseas qualification, which is in the opinion of the Director General, is appropriate to the duties of the office, or eligibility for membership of, registration by, a professional body which, in the opinion of the Director General, is appropriate to the duties of the office; or other qualifications, comparable to those referred and Post graduate management qualifications are 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: Michelle Oliver (02) 6174 7389

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy**

**Lead Pharmacist Cancer**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 24088)**

Gazetted: 18 July 2013

Closing Date: 29 August 2013

Details: Fast-track your career with a Lead Pharmacist position at The Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 FTE Pharmacist positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, medicines information, medicines safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team and an exciting opportunity exists for a number of newly-created Lead Pharmacist positions for Medicine; Surgery; Critical Care; Women's, Youth and Children's services; Rehabilitation, Aged and Community Care; and Cancer. These are permanent full-time positions that will be responsible for providing leadership, and coordination for all pharmacy services to the respective disciplines. These positions will also provide advanced clinical, education, research, mentoring and quality improvement roles and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that these positions will have a 0.5 FTE clinical load, with other listed duties making up the remaining 0.5 FTE. Part-time/job share will be considered. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the Australian Pharmacy Council (APC) and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the Assessment and Registration process for overseas trained pharmacists in Australia can be found on the APC website [http://pharmacycouncil.org.au/content/assets/files/Examination Guides/Flowchart - 2012.02.08.pdf](http://pharmacycouncil.org.au/content/assets/files/Examination%20Guides/Flowchart%20-%202012.02.08.pdf). Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent.

Notes: 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: Natalie Bula (02) 6244 2118 [natalie.bula@act.gov.au](mailto:natalie.bula@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy - TCH**

**Controlled Medicines Project Officer**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 21582)**

Gazetted: 18 July 2013

Closing Date: 25 July 2013

Details: We are seeking an energetic Controlled Medicines Project Officer or other relevant health professional experienced in change management to finalise and oversee the implementation of the updated Controlled Medicines (Schedule 8 Drugs of Dependence) SOP across Canberra Hospital and Health Services. It is expected that the project will take approximately four months with flexible hours, to complete including the planning, implementation, and evaluation.

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

Note: This is a temporary position available for a period of four to six months with flexible hours. 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: Natalie Bula (02) 6244 2118 [natalie.bula@act.gov.au](mailto:natalie.bula@act.gov.au)

#### **Director General Reports**

##### **Quality and Safety**

##### **Patient Safety and Quality**

##### **Government and Coronial Business Coordinator**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 12213)**

Gazetted: 18 July 2013

Closing Date: 25 July 2013

Details: The role of Quality Safety Unit (QSU) is to advance the safety and quality agenda for ACT Health by taking a lead role in planning, managing and evaluating safety and quality. As Government and Coronial Business Coordinator you will manage the correspondence and reporting requirements of the Unit, provide responsive and active secretariat services to several high level committees and work across divisions, branches and agencies on safety and quality issues including Coronial management and recommendations from Clinical reviews. This position reports to the Executive Director Quality and Safety Unit.

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: Elizabeth Trickett (02) 6205 2488

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

##### **Medicine**

##### **Pharmacy**

##### **Lead Pharmacist Medicine**

##### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 28945)**

Gazetted: 18 July 2013

Closing Date: 29 August 2013

Details: Fast-track your career with a Lead Pharmacist position at The Canberra Hospital.

The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 FTE Pharmacist positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, medicines information, medicines safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team and an exciting opportunity exists for a number of newly-created Lead Pharmacist positions for Medicine; Surgery; Critical Care; Women's, Youth and Children's services; Rehabilitation, Aged and Community Care; and Cancer. These are permanent full-time positions that will be responsible for providing leadership, and coordination for all pharmacy services to the respective disciplines. These positions will also provide advanced clinical, education, research, mentoring and quality improvement roles and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that these positions will have a 0.5 FTE clinical load, with other listed duties making up the remaining 0.5 FTE. Part-time/job share will be considered.

For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the Australian Pharmacy Council (APC) and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the Assessment and Registration process for overseas trained pharmacists in Australia can be found on the APC website [http://pharmacycouncil.org.au/content/assets/files/Examination Guides/Flowchart - 2012.02.08.pdf](http://pharmacycouncil.org.au/content/assets/files/Examination%20Guides/Flowchart%20-%202012.02.08.pdf).

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

Notes: 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: Natalie Bula (02) 6244 2118 natalie.bula@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

### **Pharmacy**

#### **Lead Pharmacist Women, Youth and Children**

#### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 19646)**

Gazetted: 18 July 2013

Closing Date: 29 August 2013

Details: Fast-track your career with a Lead Pharmacist position at The Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 FTE Pharmacist positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, medicines information, medicines safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team and an exciting opportunity exists for a number of newly-created Lead Pharmacist positions for Medicine; Surgery; Critical Care; Women's, Youth and Children's services; Rehabilitation, Aged and Community Care; and Cancer. These are permanent full-time positions that will be responsible for providing leadership, and coordination for all pharmacy services to the respective disciplines. These positions will also provide advanced clinical, education, research, mentoring and quality improvement roles and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that these positions will have a 0.5 FTE clinical load, with other listed duties making up the remaining 0.5 FTE. Part-time/job share will be considered. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the Australian Pharmacy Council (APC) and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the Assessment and Registration process for overseas trained pharmacists in Australia can be found on the APC website [http://pharmacycouncil.org.au/content/assets/files/Examination\\_Guides/Flowchart\\_-\\_2012.02.08.pdf](http://pharmacycouncil.org.au/content/assets/files/Examination_Guides/Flowchart_-_2012.02.08.pdf). Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent.

Notes: 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: Natalie Bula (02) 6244 2118 natalie.bula@act.gov.au

## **Director General Reports**

### **Population Health**

### **Health Protection Service**

### **Senior Pharmacist**

#### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: C09504)**

Gazetted: 18 July 2013

Closing Date: 1 August 2013

Details: This is a casual vacancy commencing August 2013 for minimum of six months with possibility of extension. A Senior Pharmacist is required on an as needs basis to cover operational workload within Pharmaceutical Services during periods of staff absence. Primary duties would include processing of applications from doctors for approval

to prescribe controlled medicines in accordance with the *Medicines, Poisons and Therapeutic Goods Regulation 2008*. Also to co-ordinate distribution of recall notifications for medicines and medical devices across the Territory. Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence.

Note: This is a casual position available for six months with possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants should also provide at least one (maximum of two) written referee reports with their application addressing the Selection Criteria using the standard ACT Health referee template. Verbal referee reports may be arranged by contacting the Chief Pharmacist if required. A Special Employment Agreement salary rate applies for pharmacists employed by ACT Health.

Contact Officer: Vivien Bevan (02) 6205 0961

## **Canberra Hospital and Health Services**

### **Medicine**

### **Pharmacy**

#### **Lead Pharmacist Critical Care**

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

Gazetted: 18 July 2013

Closing Date: 29 August 2013

Details: Fast-track your career with a Lead Pharmacist position at The Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 FTE Pharmacist positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, medicines information, medicines safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team and an exciting opportunity exists for a number of newly-created Lead Pharmacist positions for Medicine; Surgery; Critical Care; Women's, Youth and Children's services; Rehabilitation, Aged and Community Care; and Cancer. These are permanent full-time positions that will be responsible for providing leadership, and coordination for all pharmacy services to the respective disciplines. These positions will also provide advanced clinical, education, research, mentoring and quality improvement roles and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that these positions will have a 0.5 FTE clinical load, with other listed duties making up the remaining 0.5 FTE. Part-time/job share will be considered. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the Australian Pharmacy Council (APC) and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the Assessment and Registration process for overseas trained pharmacists in Australia can be found on the APC website [http://pharmacycouncil.org.au/content/assets/files/Examination\\_Guides/Flowchart\\_-\\_2012.02.08.pdf](http://pharmacycouncil.org.au/content/assets/files/Examination_Guides/Flowchart_-_2012.02.08.pdf). Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent.

Notes: 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: Natalie Bula (02) 6244 2118 [natalie.bula@act.gov.au](mailto:natalie.bula@act.gov.au)

## **Strategy and Corporate**

### **Service and Capital Planning**

### **Health Infrastructure Program**

### **Finance Manager**

#### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32548)**

Gazetted: 18 July 2013

Closing Date: 25 July 2013

Details: This position is to provide a range of support services, such as budget preparation, reporting, analysis and reconciliations within the Branch. This finance support role will work closely with the Senior Manager, Health Infrastructure Program (HIP) finance to support the Branch and its clients to ensure responsive and accurate results. Technical accounting knowledge, high level analytical, financial planning, and budgeting are all essential requirements of the position.

Eligibility/Other Requirements: Progression of or progress towards qualifications in accounting or a related discipline would be an advantage, or equivalent operational experience.

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

Contact Officer: Sam Morgan (02) 6205 5149

**Director General Reports**

**Quality and Safety**

**Patient Safety and Quality**

**Advance Care Planning Team Leader**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32535)**

Gazetted: 18 July 2013

Closing Date: 25 July 2013

Details: The role of Quality Safety Unit (QSU) is to advance the safety and quality agenda for ACT Health by taking a lead role in planning, managing and evaluating safety and quality. As the Team Leader for the Advance Care Planning program (Respecting Patient Choices) you will be responsible for the strategic development and implementation of a proactive approach to advance care planning across the ACT Health Directorate as well as the broader ACT Community. This anticipated vacancy exists as a result of an expanding team to raise awareness and uptake of advanced care planning in the ACT.

Eligibility/Other Requirements: Relevant tertiary qualifications or extensive experience in advance care planning or community development 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: Heather McKay (02) 6174 5967

**Director General Reports**

**Population Health**

**Health Protection Service**

**Senior Pharmacist**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 26047)**

Gazetted: 18 July 2013

Closing Date: 1 August 2013

Details: This is a potential temporary vacancy commencing September 2013 for minimum of six months with possibility of extension.

Eligibility/Other Requirements: Be registered or have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Note: This is a temporary position available for the minimum of six months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants should also provide at least one (maximum of two) written referee reports with their application addressing the Selection Criteria using the standard ACT Health referee template. Verbal referee reports may be arranged by contacting the Chief Pharmacist if required. A Special Employment Agreement salary rate applies for pharmacists employed by ACT Health.

Contact Officer: Vivien Bevan (02) 6205 0961

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy**

**Lead Pharmacist Surgery**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 28888)**

Gazetted: 18 July 2013

Closing Date: 29 August 2013

Details: Fast-track your career with a Lead Pharmacist position at The Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 FTE Pharmacist positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, medicines information, medicines safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team and an exciting opportunity exists for a number of newly-created Lead Pharmacist positions for Medicine; Surgery; Critical Care; Women's, Youth and Children's services; Rehabilitation, Aged and Community Care; and Cancer. These are permanent full-time positions that will be responsible for providing leadership, and coordination for all pharmacy services to the respective disciplines. These positions will also provide advanced clinical, education, research, mentoring and quality improvement roles and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that these positions will have a 0.5 FTE clinical load, with other listed duties making up the remaining 0.5 FTE. Part-time/job share will be considered. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the Australian Pharmacy Council (APC) and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the Assessment and Registration process for overseas trained pharmacists in Australia can be found on the APC website [http://pharmacycouncil.org.au/content/assets/files/Examination\\_Guides/Flowchart\\_-\\_2012.02.08.pdf](http://pharmacycouncil.org.au/content/assets/files/Examination_Guides/Flowchart_-_2012.02.08.pdf). Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent.

Notes: 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: Natalie Bula (02) 6244 2118 [natalie.bula@act.gov.au](mailto:natalie.bula@act.gov.au)

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
CC-Nursing  
Registered Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 31151)**

Gazetted: 18 July 2013

Closing Date: 25 July 2013

Details: Community Care Program, Community Nursing, is seeking applications from motivated and experienced Registered Nurses to fill a unique and challenging position within the community setting. This position is ideally suited to Registered Nurses with excellent clinical skills, ability to provide clinical leadership to a team of Assistants in Nursing. Care is required for a ventilator dependent tetraplegic patient residing in a purpose built home on the north side of Canberra. Registered Nurses will be responsible for a variety of duties including, provision of care requiring nursing expertise and competence, rostering of care team staff, maintenance and ordering of consumable equipment, effective resource management, management/coordination of care team staff and outcome reports to Nurse Manager, Central Team, Community Care Program.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Registered Nurse with minimum three years full-time equivalent post registration experience is desirable. Tertiary or postgraduate qualifications and recent experience in high dependency acute care setting and/or nursing of patients with complex needs is desirable.

Note: This position is full-time five days a week, 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. Please arrange to have two referee contacts available (including one from a current supervisor).

Contact Officer: Gail Hawke (02) 6205 1138

**Canberra Hospital and Health Services**

**Critical Care and Imaging**

**Intensive Care Unit**

**Early Recognition of the Deteriorating Patient Program Officer**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 32563)**

Gazetted: 18 July 2013

Closing Date: 25 July 2013

Details: Opportunity exists for innovative and committed Registered Nurses as a Program Officer for the Early Recognition of the Deteriorating Patient (ERDP) Program. This position works within the MET/Outreach office working with a dynamic team to educate, audit and review the delivery of the ERDP Program.

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

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: Nicole Slater (02) 6207 6827

**Canberra Hospital & Health Services**

**Division of Surgery & Oral Health**

**Dental Health Program**

**Dentist Level 1 - 2**

**Dentist Level 1 - 2 \$64,864 - \$119,426, Canberra (PN: Various)**

Gazetted: 18 July 2013

Closing Date:

The position: The ACT Dental Health Program is seeking committed, dynamic and innovative Dentists at level 1 and 2. Several permanent and temporary positions are available. The temporary positions are available till June 2015. The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. The successful applicants should have an understanding of oral health service delivery within the public sector. Eligibility/Other Requirements: Prescribed Qualifications - Possession of a recognised Degree in Dental Surgery or Bachelor in Dental Science. Eligible for unconditional registration with Australian Health Practitioners Regulation Agency (AHPRA). Contact Officer: Sanja Fokas (02) 6205 0975 [sanja.fokas@act.gov.au](mailto:sanja.fokas@act.gov.au) Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

**Canberra Hospital and Health Services**

**Capital Region Cancer Service**

**Cancer Stream Administration**

**Personal Assistant to Clinical Director/Director of Nursing**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 17602)**

Gazetted: 18 July 2013

Closing Date: 25 July 2013

Details: Capital Region Cancer Service is looking for an energetic and enthusiastic person to undertake the role of Personal Assistant to the Clinical Director and Director of Nursing roles within the Division. This is an exciting and diverse role, working within a multidisciplinary team environment.

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 2738

**Strategy and Corporate**

**Business and Infrastructure**

**Security and Emergency Preparation**

**Residential Facilities Officer**



**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 32537)**

Gazetted: 18 July 2013

Closing Date: 1 August 2013

Details: The ACT Health Residential Accommodation Unit is responsible for providing accommodation to general public, students, doctors and nursing staff who qualify to use the service. The Residential Accommodation Unit is located at the Canberra Hospital campus and delivers front-of-house services. This is a newly created position which is responsible for overseeing the operational activities of the abovementioned accommodation by undertaking regular site visits. We are seeking an individual who has proven experience and ability in managing residential property with outstanding customer service and well developed problem solving skills.

Eligibility/Other Requirements: Duties of the position includes the requirement to drive vehicles therefore possession of an unencumbered driver's licence is important.

Notes: 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: Eleanor Fogarty (02) 6244 4040

**Canberra Hospital and Health Services**

**Pathology**

**Cytogenetics**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 19440)**

Gazetted: 18 July 2013

Closing Date: 25 July 2013

Details: The Cytogenetics Department at The Canberra Hospital is a rapidly expanding Department offering a diagnostic pathology service to the ACT and surrounding region. The Cytogenetics Laboratory is a sub-section of ACT Pathology providing a comprehensive routine clinical diagnostic cytogenetic service utilising conventional cytogenetics, FISH and microarray techniques. The Department has a rapidly expanding Molecular Cytogenetic Section. The successful applicant would be required to perform cytogenetic procedures including specimen preparation, culturing, harvesting and analysis of oncology, prenatal and constitutional samples. Multi-skilling in all sections including molecular cytogenetics is anticipated. The position involves performance of daily laboratory duties, involvement in continuing education, quality assurance programs. The service provided by this Department is rapidly expanding and as such offers a great opportunity for career development. ACT Pathology has affiliations with several academic institutions thus providing additional opportunities for career development.

Eligibility/Other Requirements: A Degree or Associate Degree in Science or equivalent relevant qualification relevant experience in a Cytogenetics Laboratory is desirable. Registered or applied for registration with Australian Health Practitioner Regulation Authority.

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: Nicole Chia (02) 6244 3449

**Strategy and Corporate**

**Business and Infrastructure**

**Client Services, Security and Emergency**

**Security Administration Officer**

**Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 25031)**

Gazetted: 18 July 2013

Closing Date: 25 July 2013

Details: The ACT Health Security Operations Unit is responsible for access arrangements for the Canberra Hospital campus and non-acute sites, including Community Health Centres. The Security Administration Office is located at the Canberra Hospital campus and is a fast-paced environment delivering front-of-house services. This role is responsible for delivering access requirements to a diverse range of clients, including staff, medical practitioners, contractors, volunteers and students. Therefore, it is important that the successful applicant will have excellent communication, customer service and interpersonal skills. Additionally, we are seeking an individual who has sound problem solving skills, understands the requirements of confidentiality and compliance in a security environment and has sound computer skills which they can transition to this role.

Eligibility/Other Requirements: An unencumbered driver's licence is important.

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: Eleanor Fogarty (02) 6244 4040

**Canberra Hospital & Health Services**

**Division of Medicine**

**Cardiology**

**Cardiologist**

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

**Senior Specialist \$199,231, Canberra (PN: 28598)**

Gazetted: 18 July 2013

Closing Date:

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School. The Position: The Department of Cardiology is well-established with 8 consultant medical staff, 4 Advanced Trainees in Cardiology, Basic Physician Trainees and prevocational medical staff, nursing and allied health staff. Facilities include a 20 bed coronary care unit, 2 coronary interventional suites and ambulatory services. Planning is underway to build a new acute services block inclusive of state-of-the-art Cardiology facilities. The Cardiology Department has an active research programme that encompasses basic and clinical research and deals with a broad range of cardiovascular physiology and pathophysiology. 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 Contact Officer: Professor Leonard Arnold (02) 6244 2178 [leonard.arnold@act.gov.au](mailto:leonard.arnold@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

**Justice and Community Safety**

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

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

**ACT Corrective Services**

**Custodial Operations**

**Alexander Maconochie Centre**

**Senior Manager, Facilities and Industry**

**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 12756)**

Gazetted: 15 July 2013

Closing Date: 30 July 2013

Details: Manage and lead Facilities Maintenance and Detainee Industries and Employment staff at the Alexander Maconochie Centre (AMC), providing direction, motivation, evaluation and performance management. Manage a comprehensive maintenance plan, services and works for Custodial Operations locations, including: Development, implementation and monitoring arrangements for the provision of grounds maintenance, plumbing, electrical, engineering, mechanical, civil engineering, hydraulic and building services to the AMC, Periodic Detention Centre and the Court Transport Unit. Liaise with staff, contractors and suppliers to ensure that work is undertaken and completed on time and budget and in accordance with contracts and agreements. Liaise closely with the Manager Business and Security Systems. Implement and report on the Environmental Management System of the AMC in accordance with the AMC Environmental Management System.

Eligibility/Other Requirements: A services, trade or engineering background and/or experience in a correctional facility would be highly desirable. Proficiency in the use of computer word processing and spreadsheet software, programs and databases is required. Eligible candidates will be required to undergo a criminal record check.

Eligible candidates may be required to undergo and maintain a current Working with Vulnerable People check. A driver's licence is essential.

Contact Officer: Don Taylor (02) 6207 0040 don.taylor@act.gov.au

**Organisational Support**

**People and Workplace Strategy**

**Workplace Health and Safety**

**Senior Advisor/Team Leader Work Health and Safety**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 07537)**

Gazetted: 15 July 2013

Closing Date: 22 July 2013

Details: The Justice and Community Safety (JACS) Work Health and Safety Team are seeking applications from experienced, enthusiastic and committed safety practitioners to fill the position of Senior Safety Advisor/Team Leader within the Directorate's Work Health and Safety Team.

Eligibility/Other Requirements: Applicants must be able to demonstrate experience at high level within the field of Health and Safety and/or have a minimum qualification of a diploma in Health and Safety or a related field. It is essential to be able to demonstrate strong communication skills and understand diverse risk profile organisations.

Notes: This is a temporary vacancy available for three months, with the possibility of extension of up to 12 months.

Contact Officer: David Brown (02) 6205 2545 david.brown@act.gov.au

## **APPOINTMENTS**

### **Chief Minister and Treasury**

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

Xiaorong Wang 835-96195, Section 68(1), 9 July 2013

### **Commerce and Works**

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

Jessica Jimenez 835-99863, Section 68(1), 9 July 2013

### **Community Services**

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

Annina Blazeski 827-42728, Section 68(1), 18 July 2013

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

Carol Harrison 820-84219, Section 68(1), 18 July 2013

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

Morgan Potter 835-33362, Section 68(1), 17 July 2013

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

Megan Williams 835-99361, Section 68(1), 10 July 2013

### **Economic Development**

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

Tamara Duncan 835-26402, Section 68(1), 15 July 2013

### **Education and Training**

#### **School Leader C \$100,271**

Shannon Birch 750-89249, Section 68(1), 24 June 2013

#### **School Leader C \$100,271**

Angela Spence 835-39828, Section 68(1), 26 July 2013

### **Health**

#### **Senior Specialist, \$199,231**

Deborah Browne: 82956531, Section 68(1), 8 July 2013

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

Najmeh Alyasin 839-27679, Section 68(1), 17 July 2013

#### **Technical Officer Level 4 \$70,913 - \$81,460**

Stuart Gamgee 836-54818, Section 68(1), 15 July 2013

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

Phoebe Neilson 836-04343, Section 68(1), 15 July 2013

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

Alice Ng 836-55968, Section 68(1), 18 July 2013

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

Methusaelah Reyes 836-04992, Section 68(1), 18 July 2013

**Health Care Assistant 3 \$47,764 - \$48,861**

Louis Robinson 836-55394, Section 68(1), 15 July 2013

**Registered Nurse Level 3.1 \$89,834 - \$93,531**

David Sander 834-44511, Section 68(1), 15 July 2013

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

Paula Sutton 831-24008, Section 68(1), 15 July 2013

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

Elaine Tago 836-04482, Section 68(1), 18 July 2013

**Justice and Community Safety**

**FB1 (FF 4th Class in Training) \$61,289**

Jake Cannon 836-04888, Section 68(1), 18 July 2013

**FB1 (FF 4th Class in Training) \$61,289**

Warrick Hancock 838-53403, Section 68(1), 18 July 2013

**FB1 (FF 4th Class in Training) \$61,289**

Joseph Howland 836-04837, Section 68(1), 18 July 2013

**FB1 (FF 4th Class in Training) \$61,289**

Nicholas Louis 836-04845, Section 68(1), 18 July 2013

**FB1 (FF 4th Class in Training) \$61,289**

Brian Mexon 799-48266, Section 68(1), 18 July 2013

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

Michele Podmore 836-00975, Section 68(1), 16 July 2013

**FB1 (FF 4th Class in Training) \$61,289**

Scott Redding 836-04853, Section 68(1), 18 July 2013

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

Erin Skaines 836-04378, Section 68(1), 10 July 2013

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

Lisa Watson 836-55415, Section 68(1), 10 July 2013

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

Simon West 827-45064, Section 68(1), 16 July 2013

**Territory and Municipal Services**

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

Ciaran Nolan 836-04458, Section 68(1), 15 July 2013

**TRANSFERS**

**Justice and Community Safety**

**Carolyn Jane Dekantios: 799-82157**

From: Professional Officer Class 2 \$70,913 - \$81,460

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 31852) (Gazetted 13 May 2013)

**PROMOTIONS**

**Community Services**

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

**Care and Protection Services**

**Out of Home Care**

**Jessica Noble: 799-97439**

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

Community Services Directorate

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

Community Services, Canberra (PN. 10385) (Gazetted 26 March 2013)

**Education and Training**

**Office for Schools**

**South and Weston Network**

**Stromlo High School**

**Kendal Achurch-Ihle: 824-51509**

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 02048) (Gazetted 20 May 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.

**Office for Schools**

**Belconnen Network**

**Weetangera Primary School**

**James Barnett: 824-48692**

From: School Leader B \$116,751

Education and Training

To: †School Leader A \$128,225

Education and Training, Canberra (PN. 02282) (Gazetted 16 May 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.

**Office for Schools**

**North and Gungahlin Network**

**Amaroo School**

**Samantha Beattie: 030-98584**

From: School Leader C \$100,271

Education and Training

To: †School Leader B \$116,751

Education and Training, Canberra (PN. 04151) (Gazetted 27 May 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.

**Office for Schools**

**South and Weston Network**

**Lyons Early Childhood School**

**Katie Brown: 779-21238**

From: School Leader C \$100,271

Education and Training

To: †School Leader B \$116,751

Education and Training, Canberra (PN. 25233) (Gazetted 20 May 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.

**Office for Schools**

**South/Weston Network**

**Mawson Primary School**

**Mary Ghirardello: 749-25217**

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 03682) (Gazetted 20 March 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.

**Office for Schools**

**North/Gungahlin Network**

**Amaroo School**

**Cristel Mortimer: 787-60157**

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 02985) (Gazetted 18 March 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.

**Office for Schools**

**South/Weston Network**

**Forrest Primary School**

**Hayley Louise Singh: 787-66495**

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 31992) (Gazetted 2 May 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.

**Tertiary Education and Performance**

**Board of Senior Secondary Studies**

**Office of the Board of Senior Secondary Studies**

**Mitchell Tummers: 798-39385**

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 31807) (Gazetted 9 May 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.

**Office for Schools**

**Belconnen Network**

**Southern Cross Early Childhood School**

**Ann Celise Wild: 798-43392**

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 16306) (Gazetted 17 May 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.

**Corporate Services**

**Human Resources**

**HR People Services**

**Daniela Wilsener: 835-27261**

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

Education and Training

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

Education and Training, Canberra (PN. 30807) (Gazetted 21 May 2013)

**Environment and Sustainable Development**

**Regulation and Services**

**Construction Services Branch**

**Utilities, Land and Lease Regulation**

**Mathew Bond: 821-14510**

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 27463) (Gazetted 2 July 2012)

**Regulation and Services**

**Construction Services**

**Utilities, Land and Lease Regulation**

**Christopher Southwell: 827-28379**

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 11071) (Gazetted 17 August 2012)

**Health**

**Strategy and Corporate**

**Performance and Innovation**

**Elective Surgery Access Team**

**Rachel Dukes: 817-44908**



From: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Health  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Health, Canberra (PN. 29745) (Gazetted 9 May 2013)

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Rehabilitation and Specialty Mental Health**  
**Van Mai: 833-45126**

From: Registered Nurse Level 1 \$55,567 - \$75,084  
Health  
To: Registered Nurse Level 2 \$78,157 - \$82,990  
Health, Canberra (PN. 28487) (Gazetted 23 May 2013)

**Canberra Hospital and Health Services**  
**Operational Support**  
**Acute Care**

**Vince Marzano: 838-52566**  
From: Health Professional Level 2 \$54,414 - \$75,477  
Health  
To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)  
Health, Canberra (PN. 28777) (Gazetted 16 May 2013)

**Canberra Hospital and Health Services**  
**Women, Youth and Children**  
**Women and Babies**

**Bonnie Van Senden: 836-56514**  
From: Administrative Services Officer Class 2 \$46,372 - \$51,422  
Health  
To: Administrative Services Officer Class 3 \$52,818 - \$57,004  
Health, Canberra (PN. 31554) (Gazetted 13 June 2013)

**Justice and Community Safety**

**ACT Corrective Services**  
**Community Based Corrections**  
**Probation and Parole**

**Belinda Louise Moore: 827-34226**  
From: Administrative Services Officer Class 3/4 \$52,818 - \$63,971  
Community Services  
To: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Justice and Community Safety, Canberra (PN. 11245) (Gazetted 18 March 2013)

**FORFEITURE OF OFFICE**

**Education and Training**

Section 221 Public Sector Management Act 1994 – Malcolm Congoo, AGS: 835-83562, 01 February 2013

**Health**

Section 221 Public Sector Management Act 1994 – Kiralee Ironside, AGS: 795-51349, 11 July 2013