



ACT Government Gazette

Gazetted Notices for the week beginning 17 October 2013

EXECUTIVE NOTICES

Capital Metro

Engagement

Emma Thomas – Director-General (E918) Section 28 of the Public Sector Management Act 1994

Chief Minister and Treasury

Engagement

Kathleen Goth – Director, Investments and Economics (E402) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Medical Records

Health Information Manager

Health Professional level 3 \$77,710 - \$86,165, Canberra (PN: 6680)

Gazetted: 17 October 2013

Closing Date: 8 November 2013

An exciting opportunity exists for an experienced Health information Manager to join our team. Calvary Health Care ACT is a fully accredited 250 bed public hospital underpinned by our values of Hospitality, Healing, Stewardship and Respect. We offer competitive remuneration and salary packaging, family friendly flexible hours and working conditions and free parking and convenient public transport services.

Responsibilities/Duties: Code inpatient episodes in accordance with Australian Coding Standards. Engage in education and quality activities to maintain a high standard of coding quality and data integrity initiatives for ABF. Ensure the ongoing integrity of PAS data including managing PMI Data Quality staff. Liaise and resolve coding related information technology issues. Provide assistance, support and backfill for Health Information Managers in all facets of medical record management.

For further enquiries please contact: Lee Miller- Coding Manager Phone: (02) 6201 6285 Email: lee.miller@calvary-act.com.au

Eligibility/Other Requirements: You will need to be a permanent resident or an Australian Citizen to apply for this position; Completion of Selection Criteria; Bachelor of Applied Science (Health Information Management); Eligibility for admission to full membership of the Health Information Management Association of Australia; A minimum of two years current clinical coding experience; Relevant computer technical skills including previous PAS experience and experience with encoding software; Demonstrated ability to evaluate and advise on issues impacting on coding accuracy, timeliness and DRG allocation; and Demonstrated high level knowledge and skills relating to health information data definitions and standards.

Contact Officer: Lee Miller (02) 6201 6285 lee.miller@calvary-act.com.au

Applications can be forwarded to: applications@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

Centres

Student and Academic Services

Education Services

Education Advisor

Senior Teaching Post \$89,829, Canberra (PN: 51631)

Gazetted: 18 October 2013

Closing Date: 1 November 2013

Details: An Education Advisor is required to work with CIT's teaching College staff to implement innovation in Vocational Education and Training (VET) delivery and assessment including meeting all national and local compliance requirements. Detailed knowledge of the national and local VET system including the regulatory framework as well as demonstrated high level skills, knowledge and experience in quality teaching and the ability to share knowledge and promote change and innovation in VET delivery and assessment is required. Also required is the ability to successfully lead and develop education projects, provide quality education advice and direction as well as develop and deliver targeted workshops.

Eligibility/Other Requirements: Mandatory Qualifications: All STP teachers are expected to hold, a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent), an Advanced Diploma in Adult Education (or equivalent) and mandatory industry experience. All STP teachers are required to have relevant industry experience.

Notes: This position is for temporary filling for a period of five years till 30 Nov 2018. Selection may be based on application and referee reports only. Recruitment process will result in an order of merit from which multiple selections may be made. Order of merit will last for one year.

Contact Officer: Skye Blomfield (02) 6207 4952 skye.blomfield@cit.edu.au

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

Student and Academic Services

Education Services

Education Design and Technology

eLearn Training and Support Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32406)

Gazetted: 22 October 2013

Closing Date: 5 November 2013

Details: Canberra Institute of Technology (CIT) Education Design and Technology Department is looking for an experienced person to undertake the eLearn Training and Support Manager position. The successful applicant will be required to proactively identify the learning needs for all eLearn users, design, develop, implement and evaluate eLearn features and feature requests. You will have demonstrated ability to exercise initiative and flexibility in handling all aspects of a learning management system including issue escalation and staff training. You will need to demonstrate abilities to communicate effectively, build working relationships, and to prepare detailed written documentation.

Eligibility/Other Requirements: At least two years' experience in a tertiary education environment and a Certificate IV in Training and Assessment (or equivalent), relevant industry qualifications in Information Technology are highly desirable.

Contact Officer: Penny Neuendorf (02) 6207 4041 penny.neuendorf@cit.edu.au

Centre

CIT Health, Community and Wellbeing

Human Services

Classroom and Nursing Laboratory Support

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 32542)

Gazetted: 18 October 2013

Closing Date: 1 November 2013

Details: CIT Community Health and Science is seeking an enthusiastic individual to undertake a range of technical and manual duties to prepare and service designated classes and nursing practical laboratories.

Eligibility/Other Requirements: Completion of an appropriate Diploma/Associate Diploma, or equivalent, and/or relevant experience appropriate to the duties of the position.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@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

Office of the Under Treasurer

Senior Project Manager

Senior Officer Grade A \$123,208, Canberra (PN: 32235)

Gazetted: 17 October 2013

Closing Date: 31 October 2013

Details: The Chief Minister and Treasury Directorate leads the ACT Public Service 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. The Office of the Under Treasurer is seeking a dynamic and experienced person to provide strategic support to the Under Treasurer, undertaking high level policy analysis, research, coordination and reporting tasks. The Senior Project Manager will be located in the Under Treasurer's Office and will report directly to the Under Treasurer and work closely with the Executive Team and the Under Treasurer's Executive Assistant.

Contact Officer: David Nicol (02) 6207 0260 david.nicol@act.gov.au

Workforce Capability and Governance Division

Continuous Improvement and Workers' Compensation

Injury Management and Safety

Team Leaders

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 08590, several)

Gazetted: 22 October 2013

Closing Date: 6 November 2013

Details: Do you thrive on motivating and developing staff to achieve their best? If you are an experienced supervisor, in the fields of Injury Management, Work Health and Safety, Human Resources or Allied Health, this might be your next career challenge! The Injury Management and Safety Team in the Chief Minister and Treasury Directorate has a current and expected vacancies for Team Leaders at the Senior Officer Grade C level. The Team works collaboratively with business areas across ACT Government to coordinate targeted and holistic injury management rehabilitation and return to work services for injured and ill employees. Team Leaders oversee the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. Key aspects of these roles are maintaining the motivation and cohesiveness of their team whilst ensuring the quality of customer service that drives optimum and sustained return to work outcomes. You will be rewarded with a positive team environment, flexible work arrangements and excellent remuneration. You will be provided with support for ongoing professional development and the opportunity to influence injury management practices across the whole of the ACT Government. Successful applicants will be resilient in nature with the ability to foster growth in others. You will possess maturity and sound judgment and demonstrate strong communication skills.

Eligibility/Other Requirements: Qualifications and or extensive practical experience in Work Health and Safety, Human Resources, Allied Health or other related disciplines and/or experience in case/claims management and rehabilitation will be well regarded.

Note: Those candidates found suitable may be offered a permanent position or included on an order of merit that may be used to fill future permanent or temporary positions (with the possibility of extension), at level for the next 12 months. Selection may be based on application and referee reports alone, or may involve interview and/or practical task assessment. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people

Contact Officer: Petra Crowe (02) 6205 3817 petra.crowe@act.gov.au

**Workforce Capability and Governance
Continuous Improvement and Workers' Compensation
Injury Management and Safety
Safety Advisor**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 09150)

Gazetted: 23 October 2013

Closing Date: 7 November 2013

Details: An opportunity exists to join the Injury Management and Safety Team, Chief Minister and Treasury Directorate. The Team works collaboratively to provide support and advice to client Directorates and Health and Safety Team members regarding the development and implementation of best practice health and safety systems, policies, procedures and Directorate specific safety strategies. Duties include supporting the delivery of high quality and timely expert health and safety support services to a diverse range of operational areas. A key aspect of the role is the development of innovative health and safety initiatives to assist the ACT Government implement effective safety management systems and programs. Applicants should be resilient in nature and be able to demonstrate strong time management, communication and negotiation skills. This is a demanding operational environment and the ability to work under pressure, meet tight deadlines and manage competing priorities is essential. You will be rewarded with on the job training, professional development opportunities, a diverse portfolio, flexible work arrangements and excellent remuneration.

Eligibility/Other Requirements: Qualifications and or extensive practical experience in Work Health and Safety or other related disciplines will be highly regarded.

Note: This recruitment action aims to establish a merit list for the purpose of permanently filling anticipated vacancies and may also involve engagement on a temporary basis up to 12 months in duration. Suitable candidates may be assessed on applications and referees only.

Contact Officer: Denis Wilson (02) 6205 7069 denis.wilson@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

Shared Services ICT

Business Development Branch

Online Systems

Web Accessibility Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33240)

Gazetted: 17 October 2013

Closing Date: 31 October 2013

Details: The ACT Government is seeking an experienced and enthusiastic person to work with Directorates across the ACT Government to communicate, advise and implement WCAG 2.0 accessibility compliance. Applicants will need to demonstrate their knowledge of WCAG 2.0 and their experience with improving accessibility in an online environment.

Notes: This is a temporary position available until 31 December 2014 with possibility of extension.

Contact Officer: Greg Tankard (02) 6207 5826 greg.tankard@act.gov.au

Shared Services ICT

Business Development

Project Management Office

Project Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 01824)

Gazetted: 23 October 2013

Closing Date: 30 October 2013

Details: The successful applicant will manage information technology projects and related activities on behalf of ACT Government Agencies and direct and manage the quality and progress of those projects, including associated resources. This position reports to the Program Manager.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Relevant formal qualifications in a recognised management or project management discipline or equivalent experience would be highly desirable. Possession of ITIL Foundation Certificate would be advantageous. Professional membership of the Australian Project Management Institute and the Australian Computer Society or similar organisations would be highly regarded. Educational and professional qualifications checks may be undertaken prior to employment.

Contact Officer: James Donnelly (02) 6207 7494 james.donnelly@act.gov.au

Shared Services ICT

Customer Relations

Systems Team Leader - eLearn

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 19249)

Gazetted: 21 October 2013

Closing Date: 4 November 2013

Details: The successful applicant will be required to provide leadership, strategic advice and high level technical support for the Canberra Institute of Technology's (CIT) online learning environment, eLearn. The role requires a Senior Systems Administrator to lead a small team in the administration of the CIT's online learning environment, eLearn, which comprises Red Hat Linux Servers, Postgres Databases and their associated applications and storage sub-systems.

Contact Officer: Chris Ginman (02) 6207 3253 chris.ginman@cit.edu.au

Shared Services ICT

Business Development

Business Analysis and Customer Engagement

Associate Business Analyst

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 28168)

Gazetted: 17 October 2013

Closing Date: 24 October 2013

Details: The Business Analysis and Customer Engagement (BACE) Team is looking for an Associate Business Analyst to join a small group providing a range of professional services to ACT Government directorates. We are looking for someone who has experience in business requirements gathering, is able to deliver multiple high-quality outcomes in tight timeframes and possesses excellent communication skills.

Eligibility/Other Requirements: A minimum of two years experience as a Business Analyst.

Notes: The position may be filled on the basis of application and referee reports only.

Contact Officer: Simon Bolton (02) 6207 7347 simon.bolton@act.gov.au

Shared Services

Shared Services ICT

Business Development

SharePoint Technical Specialist

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 33209)

Gazetted: 17 October 2013

Closing Date: 31 October 2013

Details: Shared Services ICT is seeking a highly motivated individual with the skills and experience necessary to contribute to the management of the whole of government Microsoft SharePoint collaboration platform. The occupant of the position will work in a small team environment to provide strategic planning advice, support end users, and assist with the ongoing development of the SharePoint platform by undertaking requirements gathering, analysis, design, coding, configuration, administration, testing and implementation activities.

Eligibility/Other Requirements: Relevant tertiary/professional qualifications are desirable.

Contact Officer: Mark Mathieson (02) 6205 2335 mark.mathieson@act.gov.au

Shared Services

Shared Services ICT

Customer Relations

Systems Administrator - eLearn

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 17673)

Gazetted: 22 October 2013

Closing Date: 4 November 2013

Details: The successful applicant will be required to provide technical support for the Canberra Institute of Technologies (CIT) online learning environment, eLearn. The role requires a Systems Administrator as part of a small team in the administration of the CIT's online learning environment, eLearn, which comprises Red Hat Linux Servers, Postgres Databases and their associated applications and storage sub-systems.

Contact Officer: Chris Ginman (02) 6207 3253 chris.ginman@cit.edu.au

Business Services

Strategic Finance

Financial Services

Finance Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30514)

Gazetted: 23 October 2013

Closing Date: 30 October 2013

Details: Shared Services Strategic Finance has a temporary vacancy for an experienced Finance Officer to fill a vacancy in the Finance and Systems Team which is embedded in Shared Services Procurement currently located in Lyneham, ACT. Shared Services Procurement provides Infrastructure and Goods and Services procurement services to ACT Government Directorates. The successful applicant will report to the Senior Billing Officer and will perform a variety of finance and administrative duties. Duties will include the processing of accounts payable and accounts receivable transactions and assisting with other finance and systems functions as required.

Eligibility/Other Requirements: Demonstrated experience working with a financial management information system, preferably Oracle Government Financials would be highly desirable. Proven high level written and verbal communication and liaison skills that facilitate effective working partnerships with team members, project officers and external customers are essential.

Notes: This is a temporary vacancy available from 25 November 2013 to 21 November 2014.

Contact Officer: Darren Leseberg (02) 6207 6845 darren.leseberg@act.gov.au

Shared Services ICT

Executive

Executive Assistant

Administrative Services Officer Class 4/5 \$58,870 - \$69,623, Canberra (PN: 14624)

Gazetted: 22 October 2013

Closing Date: 5 November 2013

Details: The successful applicant will be required to effectively provide confidential and effective administrative and secretarial support to the Shared Services ICT Executive Director. A demonstrated ability to examine, track, disseminate and monitor all correspondence and maintain appropriate filing systems is crucial.

Notes: This temporary position is available asap until 20 April 2014. Expressions of interest are sought from potential candidates and 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.

Sarbjit Sidhu email: sarbjit.sidhu@act.gov.au.

Contact Officer: Sarbjit Sidhu (02) 6207 6489 sarbjit.sidhu@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

Housing Community Services

Housing ACT

Social Housing and Homelessness Services

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 27153)

Gazetted: 18 October 2013

Closing Date: 1 November 2013

Details: Exciting opportunity for a motivated and well organised Assistant Manager to work as part of the Social Housing and Homelessness Services leadership team. The successful applicant will have a good understanding of housing and homelessness issues, team leadership and will have good people management, project management, communication and negotiation skills.

Eligibility/Other Requirements: Tertiary qualifications in a related discipline and/or community sector experience highly desirable though not essential.

Notes: This position is being readvertised, previous applicants need not reapply and will be considered.

Contact Officer: Alice Tibbitts (02) 6207 5668 alice.tibbitts@act.gov.au

Disability ACT

Operational

ACT NDIS Taskforce

Senior Communications and Engagement Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33072)

Gazetted: 17 October 2013

Closing Date: 31 October 2013

Details: The National Disability Insurance Scheme (NDIS) is a significant social reform through which people with disability will have their formal and informal support needs assessed and met in the manner that best suits their circumstances and wishes. The ACT NDIS Taskforce has been established to oversee the implementation of the NDIS in the ACT. The successful applicant will provide high-level support to the Director, ACT NDIS Taskforce and work on a range of media and communications activities in preparation for Launch of DisabilityCare Australia in the ACT. The successful candidate may be a journalist or work in media and communications in the government or the private sector. It is essential that candidates demonstrate strong media writing and strategic communication skills. Strong oral skills and an ability to work consultatively at all levels are also requirements of this position. Candidates must demonstrate an ability to manage communication issues at a high level. Experience in developing and managing the production of publications and events would be an advantage. The position has significant contact with directorate and ministerial officers, requiring a high degree of sensitivity and confidentiality, as well as excellent negotiating and liaison skills, a flexible approach to work and the ability to respond to tight deadlines in a high pressure environment.

Notes: This is a temporary position available until October 2014.

Contact Officer: Kate Starick (02) 6205 7062 kate.starick@act.gov.au

Policy and Organisational Services

Governance, Advocacy and Community Policy

Data and Research

Senior Data Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 24175)

Gazetted: 21 October 2013

Closing Date: 28 October 2013

Details: Data and Research is responsible for co-ordinating and enhancing the data management and research capacity of the Directorate. Data and Research will have responsibility for managing Directorate client surveys and collections, as well as representing the ACT in national and international data development activities. The area undertakes data development and analysis work in relation to children and young people, housing, gambling, human services expenditure, families, community services, concessions, SAAP, volunteers, carers multicultural and disability related data issues. This will include participation in whole of department and whole of government data collection activities, including Report on Government Services. The successful applicant will provide a high quality

support for the development of a strategic data and research capacity in the Directorate. Working on a broad range of human services data and research activities, they will be required to assist with the collection, analysis and provision of data and research relating to the Directorate's areas of responsibility and to provide advice at a senior level in relation data issues. Statistical analytical skills and experience in working with human services data are essential.

Notes: This temporary position is available asap until 30 November 2013.

Contact Officer: Gemma Wood (02) 6205 4346 gemma.wood@act.gov.au

Cultural Facilities Corporation

ACT Museums & Galleries

Visitor Services, Education and Community Programs

Assistant Director, Visitor Services, Education and Community Programs

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 8502)

Gazetted: 18 October 2013

Closing Date: 1 November 2013

ACT Museums & Galleries comprises of four sites - Canberra Museum and Gallery (CMAG), Lanyon, Calthorpes' House and Mugga-Mugga. The Visitor Services, Education and Community Programs team is responsible for delivering programs and services to a range of audiences across these sites.

ACT Museums & Galleries is seeking an Assistant Director, Visitor Services, Education and Community Programs to lead this team to manage the development and delivery of both education and community programs, across the four ACT Museums & Galleries sites. The successful applicant will have demonstrated experience in the management and supervision of the development and delivery of learning experiences to school groups and community programs to diverse audiences within a museum and/or gallery context in addition to overseeing front of house staffing operations at CMAG. A demonstrated ability to manage competing tasks and work to deadlines is essential.

Eligibility/Other Requirements: Qualifications in Teaching are essential; a degree in Australian social history/cultural history or visual arts is essential. A current ACT Driver's Licence is essential.

Note: This is a temporary vacancy available for a period of 12 months. Applications must address the selection criteria.

Contact Officer: Shane Breynard (02) 6207 2694 shane.breynard@act.gov.au

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

ACT Museums & Galleries

Visitor Services, Education and Community Programs

Education and Community Programs Manager

Professional Officer Level 2 \$70,913 - \$81,460, Canberra (PN: 8506)

Gazetted: 18 October 2013

Closing Date: 1 November 2013

ACT Museums & Galleries comprises four sites - Canberra Museum and Gallery (CMAG), Lanyon, Calthorpes' House and Mugga-Mugga. The Visitor Services, Education and Community Programs team is responsible for delivering programs and services to a range of audiences across these sites.

ACT Museums & Galleries is seeking an Education and Community Programs Manager to work as part of this team to manage the development and delivery of both education and community programs, across the four ACT Museums & Galleries sites. The successful applicant will have demonstrated experience in the management and delivery of learning experiences to school groups and community programs to diverse audiences within a museum and/or gallery context. A demonstrated ability to manage competing tasks and work to deadlines is essential.

Eligibility/Other Requirements: Qualifications in Teaching are essential; a degree in Visual Arts/Arts Administration or History/Archaeology/Cultural Heritage Management is essential. A current ACT Driver's Licence is essential.

Note: This is an expected temporary vacancy available for a period of 12 months. Applications must address the selection criteria.

Contact Officer: Sophie Chessell (02) 6207 9130 sophie.chessell@act.gov.au

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

ACT Museums & Galleries

Visitor Services, Education and Community Programs

Education and Community Programs Officer (CMAG)

Professional Officer Level 1 \$57,003 - \$69,623 pro rata partime, Canberra (PN: 43541)

Gazetted: 18 October 2013

Closing Date: 1 November 2013

ACT Museums & Galleries comprises four sites - Canberra Museum and Gallery (CMAG), Lanyon, Calthorpes' House and Mugga-Mugga. The Visitor Services, Education and Community Programs team is responsible for delivering programs and services to a range of audiences across these sites.

ACT Museums & Galleries is seeking an Education and Community Programs Officer to work as part of this team developing and delivering programs inspired by the CMAG collection and exhibitions. The successful applicant will have demonstrated experience in providing learning experiences to a range of school groups and experience in the delivery of community programs within a museum/gallery context, and a particular interest in facilitating learning experiences for preschool-aged audiences, who form the bulk of CMAG's education visitors. A demonstrated ability to manage competing tasks and work to deadlines is essential.

Eligibility/Other Requirements: Qualifications in teaching and a degree or diploma specialising in visual arts are essential, as is a current ACT Driver's Licence.

Note: Part time position 4 days per week. This is a temporary vacancy available for a period of 11 months with the possibility of a 4 month extension. There is scope in this role for a job share arrangement.

Contact Officer: Sophie Chessell (02) 6207 9130 sophie.chessell@act.gov.au

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

ACT Museums & Galleries

Visitor Services, Education and Community Programs

Education and Community Programs Officer (Historic Places)

Professional Officer Level 1 \$57,003 - \$69,623, Canberra (PN: 8507)

Gazetted: 18 October 2013

Closing Date: 1 November 2013

ACT Museums & Galleries comprises four sites - Canberra Museum & Gallery (CMAG), Lanyon, Calthorpes' House and Mugga-Mugga. The Visitor Services, Education and Community Programs team is responsible for delivering programs and services to a range of audiences across these sites.

ACT Museums & Galleries is seeking an Education and Community Programs Officer to work as part of this team delivering social history education programs, and assisting with the planning and delivery of community programs, at the three ACT Historic Places sites. The successful applicant will have demonstrated experience in providing learning experiences to a range of school groups and experience in the delivery of community programs within a museum and/or gallery context. A demonstrated ability to manage competing tasks and work to deadlines is essential.

Eligibility/Other Requirements: Qualifications in Teaching are essential; a degree or diploma specialising in Australian History or Australian Cultural Studies is desirable. A current ACT Driver's Licence is essential.

Note: This is an expected temporary vacancy available for a period of 12 months. There is scope in this role for a job share arrangement.

Contact Officer: Sophie Chessell (02) 6207 9130 sophie.chessell@act.gov.au

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

Economic Development

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

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

Land Development, Strategy and Finance

Land Development

Business Operations

Business Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 18996)

Gazetted: 17 October 2013

Closing Date: 31 October 2013

Details: The Business Manager is responsible for the Land Development Agency (LDA) Internal Audit Program including secretariat to the LDA Board Audit Committee. The Business Manager will assist in facilitating and/or coordinating LDA's response to Ministerial, Cabinet and other governmental processes as well as quality assurance requirements. The occupant will also be required to assist the Senior Business Manager to oversight the preparation of high level briefs, papers and reports. Strong interpersonal, representational and negotiation skills would be a distinct advantage in this position, together with comprehensive knowledge of the business of the Agency and the broader Directorate.

Contact Officer: Laura Marcantonio (02) 6207 8263 laura.marcantonio@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

Skills Reform

Project Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33207)

Gazetted: 18 October 2013

Closing Date: 25 October 2013

Details: The successful candidate will develop and implement strategies relating to knowledge management, change management and quality control. They will provide advice to senior officers on matters relating to knowledge management, change management and quality control policies and practices across the Branch and will also provide guidance and professional development for Branch staff in relation to knowledge management, change management and quality control.

Eligibility/Other Requirements: Experience in projects relating to knowledge management, change management and quality control is desirable.

Notes: This is a temporary position available until 31 December 2015.

Contact Officer: Ann Goleby (02) 6205 2683 ann.goleby@act.gov.au

Learning, Teaching and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Engagement

Student Wellbeing and Behaviour Support

Senior Social Worker

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 31019)

Gazetted: 23 October 2013

Closing Date: 6 November 2013

Details: Student Wellbeing and Behaviour Support is seeking a suitable Senior Social Worker to work as part of a multi-disciplinary team from an ecological perspective with responsibilities of working with families whose children are regularly suspended. The successful applicant is required to provide professional supervision and leadership to other staff with social science or social worker backgrounds in the Directorate.

Eligibility/Other Requirements: Eligible for registration with the Australian Association of Social Workers. Current driver's licence and use private vehicle required. This position does not attract school stand down conditions.

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

Contact Officer: Dave Bromhead (02) 6205 7170 david.bromhead@act.gov.au

Tertiary Education and Performance

Children's Policy and Regulation Unit

Education and Care Adviser

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 33238)

Gazetted: 18 October 2013

Closing Date: 1 November 2013

Details: The Children's Policy and Regulation Unit are seeking a motivated professional to fill the position of Education and Care Adviser. Education and Care Advisers undertake assessment and monitoring activities as well as provide professional support and information on all aspects of education and care services to providers, educators, families and other stakeholders.

Eligibility/Other Requirements: Qualifications and experience in Education and Care is required. Related qualifications and experience will be considered. A current driver's licence is essential.

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

Appointment may be based on application and referee reports only. A merit list will be generated from this recruitment process to fill any permanent or temporary positions that become available within the next 12 months. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

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

Tertiary Education and Performance

Training and Tertiary Education

Business Processes and Systems

Audit Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31375)

Gazetted: 18 October 2013

Closing Date: 31 October 2013

Details: The Training and Tertiary Education Branch is seeking an Audit Officer to support the planning, scope and scheduling of audits of funded Vocational Education and Training (VET) programs and continuous improvement of the associated information and reporting systems. The successful applicant will work as a member of audit teams to carry out the scheduled audit program according to specified requirements, and write up comprehensive reports of the audit findings. They will also be involved in the design and delivery of a Quality Framework, which will include Risk Profiling.

Eligibility/Other Requirements: Current knowledge of government subsidised training initiatives and formal training in compliance and auditing.

Note: This is a temporary position available from 2 January 2014 to 31 December 2014.

Contact Officer: Jodie Kafer (02) 6205 8421 jodie.kafer@act.gov.au

Office for Schools

Belconnen Network

Fraser Primary School

Business Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00568)

Gazetted: 22 October 2013

Closing Date: 5 November 2013

Details: Fraser Primary School is seeking a highly motivated individual to work within a busy office environment that has competing demands. The ideal candidate will have effective management skills and be able to communicate well with peers, senior staff members and stakeholders ensuring a high quality customer service is delivered. The Business Manager position is responsible for providing high level support to the principal and School Board. Duties include developing administrative procedures relating to the management of the school and be responsible for the preparation of budgets, expenditure reviews, statements and monitoring of estimates and financial returns. The Business Manager position is also required to plan, direct and supervise the overall operation of the administration support team including overseeing the staffing and payments for casual employees as well as the management of buildings, facilities and grounds to a high level.

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

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.
Contact Officer: Sue Norton (02) 6205 7866 sue.norton@ed.act.edu.au

Office for Schools

Tuggeranong Network

Richardson Primary School

Preschool Assistant

School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 30731)

Gazetted: 18 October 2013

Closing Date: 1 November 2013

Details: An exciting opportunity exists to join the Educational Team at Richardson Primary School. The successful applicant will be working as a member of a team to provide support to Aboriginal and Torres Strait Islander students. The successful applicant will work closely with and receive direction from the Teacher in assisting with the management and learning of children in Richardson Primary School's Koori Preschool program. As a part of a team the Preschool Assistant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions and any specialised medical requirements.

Eligibility/Other Requirements: From 1 January 2012 all ACT School Preschool Units will be subject to requirements under the *Education and Care Services National Law (ACT) Act 2011*. Under this legislation, from the start of 2014 all ACT Public School Preschool Unit Assistants will be required to have, or be working towards a minimum qualification requirement as detailed in the *Education and Care Services National Law (ACT) Act 2011* and regulations. Minimum requirement is Certificate III in Children's Services or Certificate IV in Education Support. Desirable: First Aid and Epi pen qualification or willingness to undertake appropriate training.

Notes: This is a part-time position working 15:37 hours per week. This is an Aboriginal and Torres Strait Islander identified position. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.
Contact Officer: Jason Borton (02) 6205 8200 jason.borton@ed.act.edu.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

Director Environmental Health

Health Professional Level 6 \$123,208, Canberra (PN: 00353)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: The Health Protection Service of ACT Health is seeking a suitably qualified allied health professional to take on the role of Acting Director Environmental Health for a period of 12 months. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control, and analytical services. The position reports directly to the Director Health Protection Service, and will provide strategic and operational oversight of HPS Environmental Health services. These services have a strong regulatory and educational focus on food and environmental safety.

Eligibility/Other Requirements: A tertiary qualification in Applied Science (Environmental Health) is mandatory. Current driver's licence.

Note: This is a temporary position available for 12 months from mid December 2013 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.

Contact Officer: John Woollard (02) 6205 1722

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Assistant Director of Nursing and Midwifery

Registered Nurse Level 4.3 \$115,948, Canberra (PN: 18010)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: An opportunity exists for an Assistant Director of Nursing and Midwifery (ADON&M) to work with the Director of Nursing and Midwifery for the Division of Women, Youth and Children. This role will provide leadership in the day-to-day operational management of the Women and Babies Department in the Centenary Hospital for Women and Children. The position holder will provide leadership for Nurses and Midwives in all aspects of clinical practice, models of care, professional development, education, research, teaching, workforce planning and a quality work environment.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse/Midwife with the Australian Health Professional Registration Association (AHPRA). Holds or is working towards a higher degree is desirable.

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

Contact Officer: Jeni Williams (02) 6174 7470 jeni.williams@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

CC - Nursing

Clinical Nurse Consultant Wound Management

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 33203)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: The Community Care Program is seeking applications from Registered Nurses to fill the newly created position of Clinical Nurse Consultant Wound Management. This is an exciting opportunity to work with the Nurse Practitioner Wound Management to deliver best practice wound care across the Community Care Program.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Advanced knowledge and recent experience in wound management. Tertiary or post graduate qualifications and recent experience in a wide range of clinical community health activities applicable to the position.

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: Judith Barker (02) 6205 1821 judith.barker@act.gov.au

Canberra Hospital and Health Services

Medicine

Chronic Disease

Obesity Management Service Nurse/ Clinical Care Coordinator

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 10553)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: The Chronic Care Program is looking for a dynamic and experienced Registered Nurse to join the program with a focus on the new Obesity Management Service. You should have excellent communication and interpersonal skills and a sound knowledge of issues and self management principles surrounding patients with a

chronic disease. This is an exciting new role within a vibrant team and includes: Provision of care coordination and complex case management for patients with obesity and other chronic conditions; Establishment of effective working relationships with GP's, specialists and other chronic disease management partners involved in the patient's care in and across all care environments including home, community, primary and acute settings. As a member of the Chronic Care Program clinical team, you will also be involved in the provision of support across other services offered within the program.

Eligibility/Other Requirements: Registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Experience in Chronic Disease Management and/or care of the obese patient is desirable. Current driver's licence.

Notes: This is a permanent full-time position working Monday to Friday commencing early 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jan Ironside (02) 6174 5289

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Community Care Nursing
Self Management of Chronic Condition
Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 33202)**

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: Are you a Registered Nurse looking to work full-time in the exciting and expanding Primary Health Care field of Self Management of Chronic Conditions? The Community Care Program is seeking applications from Registered Nurses to fill a full-time Registered Nurse Level 2 permanent position working with the Clinical Nurse Consultant Self Management of Chronic Conditions to develop and provide education and support to people with chronic conditions and/or their carers throughout the ACT.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Qualifications and recent experience in health education and/training. Completion of the Stanford Leader training and/or Health Coaching courses is highly desirable. Some after hours work conducting evening courses may be required on week days.

Note: Please address the selection criteria and provide a CV. Please arrange to have two referee contacts available (including one from a current supervisor). 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: Virginia Rasheed (02) 6205 1104

**Canberra Hospital and Health Services
Pathology
Pathology Administration
Quality Officer
Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 33063)**

Gazetted 24 October 2013

Closing Date: 31 October 2013

Details: ACT Pathology is a public pathology laboratory located at the Canberra Hospital, providing comprehensive pathology services to the Canberra and Calvary Hospitals and medical practitioners of the ACT and region including links to the ANU Medical School and the Clinical School of the University of Sydney. The role of this Quality Officer position is to maintain a quality management system that meets the necessary standards for Haemopoetic Progenitor Cells (HPC) collection and processing facilities. Provide support to the Quality Manager of ACT Pathology in ongoing NATA/RCPA accreditation requirements and other registration and accreditation. Assist the ACT Pathology Quality Manager in implementing, monitoring, and maintaining, the Quality Management System and progress quality initiatives as required.

Eligibility/Other Requirements: An appropriate degree in Applied Science or equivalent qualification or an approved Associate Diploma or other approved qualification and requisite experience. NATA quality management system, internal audit and ISO 15189 training or equivalent, or willingness to undertake training.

Note: This is a full-time temporary position for 12 months. Selection may be based on written application and referee reports, which must address the selection criteria. Applicants are asked to supply current curriculum vitae and referee reports. Shortlisted applicants may be required to attend a further assessment.

Contact Officer: Lloyd Allen (02) 6244 4004

Director General Reports

Population Health

Health Protection Service

Policy Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33176)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: Applications are sought for a Policy Officer at the Health Protection Service (HPS) in the new Food Safety Systems Team. The HPS aims to protect and promote the health of the ACT community through innovative and timely public health action. As part of its public health responsibilities, the HPS undertakes registration, inspection and provision of food safety advice to ACT food businesses. This position is intended to undertake research and policy development under limited direction for the Food Safety Systems Team. Candidates should be experienced in government processes regarding policy development and have, or be able to attain, a sound understanding of the food regulatory system both in the ACT and nationally. The successful applicant will have well developed liaison, communication and negotiation skills and be able to manage competing work priorities within allocated timeframes.

Eligibility/Other Requirements: Tertiary qualifications in a field relevant to public health are highly desirable. An interest in or knowledge of food safety would also be an advantage.

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: John Woollard (02) 6205 1722

Strategy and Corporate

People Strategy and Services

Health Workforce Australia

Administrative Support Officer, Health Workforce Australia Program

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 24853)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: Workforce Policy and Planning is seeking expressions of interest to provide part-time administrative support to the Health Workforce Australia (HWA) project team and the ACT Region Integrated Clinical Training Network (ICTN). This is part of an innovative national workforce reform program delivering change, collaboration and innovation to build a sustainable health workforce.

Eligibility/Other Requirements: Certificate IV in Government or equivalent and relevant experience is desirable.

Notes: This is a part-time temporary position available at 22:05 hours per week, until December 2014, with the possibility of extension dependant on funding. The position is Monday to Friday with daily hours negotiable. 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: Jennie Gordon 0408 788 391

Canberra Hospital and Health Services

Pathology

Pathology Administration

Patient Administration Senior

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 27171, expected vacancy)

Gazetted: 24 October 2013

Closing Date: 31 October 2013

Details: ACT Pathology is a Division of the Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. This is a permanent position and the successful applicant will be required to supervise the Patient Administration functions using the Kestral Pathology Laboratory System. They will be required to display excellent communication skills and the ability to supervise a small team. Sound knowledge of the Medicare Benefits Schedule, the ACT Patient Administration System, Microsoft Office applications and experience in an accounts receivable area would be an advantage.

Eligibility/Other Requirements: Experience with and an understanding of the Australian Medical Benefits Schedule is highly desirable.

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

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: Brett Loiterton (02) 6244 2839

Canberra Hospital and Health Services

Operational Support

Acute Care

Physiotherapist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 25532, several)

Gazetted: 24 October 2013

Closing Date: 31 October 2013

Details: The successful applicants will provide direct patient care to inpatients and outpatients in a range of locations across Canberra Hospital and Health Services including the Canberra Hospital and Community Health Centres. These positions provide an excellent opportunity to gain experience in a wide variety of clinical conditions whilst working in an environment rich in high quality supervision, support and best practice.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Eligible for registration as a Physiotherapist with AHPRA. Current driver's licence is mandatory.

Note: Acute Support Physiotherapy has three permanent and a number of temporary Health Professional Level 2 positions available from February 2014. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. These positions will be required to participate in an overtime roster. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people

Contact Officer: Lisa Gilmore (02) 6244 2154

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Physiotherapist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 18290)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: An opportunity is available for a suitably qualified Physiotherapist to join the Rehabilitation, Aged and Community Care Physiotherapy Team in Canberra, ACT. The Physiotherapists in this team treat and manage adults with neurological disorders (such as Parkinson's disease, motor neurone disease, multiple sclerosis, cerebrovascular accidents and traumatic head injuries) and the elderly. There are a wide variety of working environments across this service; acute elderly inpatient ward, sub-acute inpatient neurological rehabilitation ward, community rehabilitation team, rehabilitation independent living unit (neurological and amputee management), as well as outpatient musculoskeletal management in the community. Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services and other allied health disciplines. A close partnership with acute support physiotherapy

services ensures opportunities for close collaboration, professional support and social networks. Opportunities for involvement in Quality Improvement activities and evaluation of Physiotherapy intervention are plentiful.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy. Applicants must be registered with the Physiotherapy Board of Australia, AHPRA. Applicants must have a current Australian driver's licence.

Notes: This is a temporary position, available from November 2013, at full-time hours for a period of 12 months with the possibility of extension. Selection may be made on written applications and referee reports only. All applicants must present two written referee reports with their application (referee templates are available at <http://www.health.act.gov.au/employment/how-to-apply/>). All applicants must address the selection criteria, providing written evidence in support of their application and also provide a CV as part of their written application. An order of merit will be established from the selection process that may be used to fill other temporary Physiotherapy vacancies at this level, in other locations serviced by the Health Directorate over the next 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: Judy Stone (02) 6174 5662

Canberra Hospital and Health Services

Medicine

Neurology

Medical Typist

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 31446)

Gazetted: 24 October 2013

Closing Date: 31 October 2013

Details: An interesting position exists to join our team on a permanent part-time basis to provide administrative and clerical assistance to support the Neurology Department. The successful applicant will possess excellent interpersonal skills, the ability to prioritise workloads to meet deadlines and fast and accurate keyboard skills.

Eligibility/Other Requirements: Medical terminology qualification or evidence that you are currently undertaking medical terminology qualifications. Medical typing qualifications are desirable which include the medical typing allowance.

Note: This position is a permanent part-time position at 22.05 (three days) a week. Please complete claims against the selection criteria (maximum one page per criteria) current curriculum vitae (CV) and the name of two referees as a document to be uploaded and included with your application. Selection may be based on application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Daniel Ingram (02) 6244 2063 daniel.ingram@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Team Leader

Senior Stores Supervisor Level 1 \$52,818 - \$54,191, Canberra (PN: 14981)

Gazetted: 24 October 2013

Closing Date: 31 October 2013

Details: An opportunity exists to work in the Equipment Loan Service (ELS) as the Team Leader to supervise and lead an enthusiastic small team to meet the needs of the service with the direction of the Coordinator of the Oxygen and Equipment Service. The Team Leader will be responsible for organising and assisting with the delivery/collection of equipment to client's homes across the ACT community, the cleaning and maintenance of returned equipment, stores related duties and other duties as required. The successful applicant must be able to physically manage manual handling tasks related to storage, transit, assembly and installation of a wide range of equipment.

Eligibility/Other Requirements: Current driver's licence.

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: Cheryl Spence (02) 6205 2603

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
Health Service Officer**

Health Service Officer Level 4 \$43,599 - \$45,346, Canberra (PN: 29798)

Gazetted: 24 October 2013

Closing Date: 31 October 2013

Details: The Division of Mental, Justice, Alcohol and Drug Services (MJHADS) provide contemporary evidence-based mental health services guided by the principles of recovery. Mental health services collaborates with consumers, works respectfully with their carers and with the government sector, primary providers and community agencies to promote recovery. Mental Health Services provide services congruent with national and territory plans and policies. Brian Hennessy Rehabilitation Centre (BHRC) provides high quality mental health care, including psychosocial rehabilitation and support to mental health consumers within a residential setting.

Eligibility/Other Requirements: Current driver's licence.

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

Contact Officer: Toni Cooper (02) 6205 1222

**Strategy and Corporate
Business and Infrastructure
Infrastructure Support
Plating Delivery Attendant**

Health Service Officer Level 3 \$42,160 - \$43,599, Canberra (PN: 23468)

Gazetted: 24 October 2013

Closing Date: 31 October 2013

Details: The Food Services Department of The Canberra Hospital has a permanent part-time position for the Patient Services Kitchen assistant team available within the Patient Services area. Duties include delivery and collection of meals to all areas of the hospital. Kitchen cleaning, sanitizing and dishwashing duties as required. Other duties may be required as directed by Supervisors/Managers.

Note: This is a permanent part-time position available at 23.20 hours per week. This position is on a rotating roster and weekend/shift work will be required. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Keiran Lynch (02) 6174 7094

Justice and Community Safety

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au**

**Office of Regulatory Services
Transport Regulation
Road User Services
Business Analyst**

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

Gazetted: 17 October 2013

Closing Date: 24 October 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 Development team

to ensure the system design and implementation is fit for purpose, 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*.

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

Office of Regulatory Services

Transport Regulation

Parking Operations

Three for Free Operator

Administrative Services Officer Class 1 \$40,974 - \$45,283, Canberra (PN: 10727, several)

Gazetted: 23 October 2013

Closing Date: 30 October 2013

Details: Under the close direction of Team Leader Parking Devices Unit, issue Three for Free parking vouchers to qualifying vehicles. Provide customer services through the provision of the Three for Free scheme, as well as advising members of the public on basic parking issues. Keep accurate records for monthly reporting to take up rates for the scheme. Maintain the booth and working area to appropriate standards. Assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved. Maintain records in accordance with the *Territory Records Act 2002*.

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

Contact Officer: Richard Siddall (02) 6207 7069 richard.siddall@act.gov.au

Office of the Legislative Assembly

Office of the Legislative Assembly

Hansard, Technology and Library Office

Library Officer

Professional Officer Class 1 \$49,452 - \$69,377, Canberra (PN: 511)

Gazetted: 22 October 2013

Closing Date: 29 October 2013

Details: The ACT Legislative Assembly Library serves members of the Legislative Assembly for the ACT and their staff, and staff of the Office of the Legislative Assembly (OLA). It also provides an information and reference service to staff in the ACT Public Service. To be successful you will need to demonstrate your ability to deliver exceptional and impartial client services and your experience in using automated systems to provide a range of electronic information services. This is a temporary position which may be either part-time or full-time basis (negotiable with the successful candidate).

Eligibility/Other Requirements: Eligibility for professional membership of the Australian Library and Information Association (ALIA) or recognised professional qualifications in library and information studies or a related discipline.

Notes: This is a temporary position available from 7 November 2013 until 30 April 2014, with the possibility of extension. Expressions of interest are sought from potential candidates and 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.

Further information is available <http://www.parliament.act.gov.au/functions/jobs>

Applications should be emailed to OLARecruitment@parliament.act.gov.au

Contact Officer: Jan Bordoni (02) 6205 0395 jan.bordoni@parliament.act.gov.au

Territory and Municipal Services

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

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

Business Enterprise

ACT Property Group

Trades and Services

Trades and Services Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 29336)

Gazetted: 18 October 2013

Closing Date: 1 November 2013

Details: ACT Property Group is seeking a highly motivated person with extensive experience in either public or private sector trade and services management. The successful applicant will manage and work closely with the Section's trade staff and will have excellent people and trade management skills.

Eligibility/Other Requirements: Trade qualifications or recent relevant experience in the management of trade personnel is highly desirable. Must hold a current driver's licence.

Notes: This a temporary position available for a period six months with the possibility of extension and/or permanency from this process in accordance with Clause M2 of Territory and Municipal Services Enterprise Agreement 2011-2013.

Contact Officer: Darran Quade (02) 6207 8111 darran.quade@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.

Roads and Public Transport

ACTION

Fleet

Inventory Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: IMF001)

Gazetted: 17 October 2013

Closing Date: 31 October 2013

Details: ACTION Workshops as part of the Public Transport Branch is responsible for maintaining and servicing ACTION's fleet. The occupant of the position will be responsible for supervising staff, safety, and maintaining ACTION's Inventory Section, undertake the establishment and ongoing monitoring of arrangements for the supply of parts, including ensuring all acquisitions are in accordance with the *ACT Procurement Act 2001*.

Eligibility/Other Requirements: Experience in the industry or an understanding of the heavy vehicle maintenance, automotive parts and accessories will be well regarded.

Contact Officer: Darrell Shepherd (02) 6207 7911 darrell.shepherd@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.

Roads and Public Transport

Public Transport

Network Planning and Business Development

Senior Projects Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 21013)

Gazetted: 17 October 2013

Closing Date: 24 October 2013

Details: Key duties for this position include managing the Network Modeling and Scheduling system used by ACTION, overseeing the provision of data to the MyWay ticketing and NxtBus Passenger Information systems, along with web development for Myway and NxtBus systems to be presented on the ACTION website.

Eligibility/Other Requirements: Qualifications in Project Management highly desirable. At least five years experience in web development, tech support or database administration roles. Five years experience in a public transport environment is desirable.

Contact Officer: Ian McGlenn (02) 6207 8567 ian.mcglenn@act.gov.au

Parks and City Services

Parks and Conservation

Community and Visitor Programs

Senior Indigenous Ranger

Senior Park Ranger 3 \$65,660 - \$69,623, Canberra (PN: 03246)

Gazetted: 22 October 2013

Closing Date: 5 November 2013

Details: Parks and Conservation Service (PCS) is seeking expressions of interest from Aboriginal and Torres Strait Islander people who have the experience and required skills to fill the permanent position of Senior Indigenous Ranger within the PCS Community and Visitor Programs team. The position is based at the PCS Stromlo Depot and is responsible for a variety of land management, heritage and cultural interpretation projects across the ACT. To fill this position you will be required to have extensive experience in heritage, conservation and land management projects and an in-depth knowledge of matters pertaining to working on Country and the local Indigenous community. The Senior Indigenous Ranger also has a responsibility to provide appropriate cultural activities, interpretative material, cultural awareness initiatives and tourism ventures for PCS, whilst maintaining meaningful relationships with local Traditional Custodians in the region. They are also required to mentor and provide hands on training to other Indigenous Rangers, Field Officers and Trainees as required.

Eligibility/Other Requirements: Demonstrated knowledge and experience in delivering a broad range of land management projects, especially with an Indigenous perspective and the proven ability to undertake moderately complex construction, maintenance and operational works in parks, reserves and rural lands. This is a fire designated position and applicants must be willing to participate in fire training and operations including standby. Applicants must be prepared to work a roster which includes weekends.

Notes: This is an Aboriginal and Torres Strait Islander identified position and it is a genuine occupational requirement that the position be filled by an Aboriginal or Torres Strait Islander person. Applications that do not address the selection criteria will not be considered.

Contact Officer: Deb Melaluca (02) 6207 5525 deb.melaluca@act.gov.au

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

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.

Canberra Connect

Shopfront Services

Concierge

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 20002)

Gazetted: 21 October 2013

Closing Date: 28 October 2013

Details: Applicants are sought from suitably experienced and motivated individuals to temporarily act in the role of Concierge at Canberra Connect Dickson Shopfront. This position is the first point of contact for customers and is vital in upholding service delivery on behalf of Canberra Connect.

Eligibility/Other Requirements: Suitable candidates need to possess a background in Shopfront Services with a strong working knowledge of CashLink, rego.act and Smartrac.

Notes: This is a temporary vacancy available until the 9 April 2014, with the possibility of extension.

Contact Officer: Jennie Gannon (02) 6207 5137 jennie.gannon@act.gov.au

APPOINTMENTS

Commerce and Works

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

Haider Ali 835-79416, Section 68(1), 24 October 2013

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

Ahmed Khan 827-20772, Section 68(1), 21 October 2013

Community Services

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

Thomas William Maling 836-09005, Section 68(1), 21 October 2013

Director of Public Prosecutions

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

Jayne Hooper 835-87600, Section 68(1), 24 October 2013

Education and Training

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

Delphine Coutin 827-37611, Section 68(1), 21 October 2013

Environment and Sustainable Development

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

Gordon Kelly 838-52881, Section 68(1), 21 October 2013

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

David Lonergan 836-07712, Section 68(1), 24 October 2013

Health

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

Elizabeth Denham 797-21299, Section 68(1), 4 November 2013

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

Qin Huang 827-82658, Section 68(1), 24 October 2013

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

Kylie Humphreys 838-54385, Section 68(1), 21 October 2013

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

David Kaylock 839-27062, Section 68(1), 24 October 2013

Justice and Community Safety

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

Elizabeth Layard 827-40845, Section 68(1), 21 October 2013

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

Wendy Young 836-09048, Section 68(1), 21 October 2013

Territory and Municipal Services

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

Michalie Chambers 836-07827, Section 68(1), 21 October 2013

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

Grant Neil Cusack 836-07990, Section 68(1), 11 November 2013

TRANSFERS

Health

Heather Warfield: 829-48398

From: Registered Nurse Level 2 \$78,157

Health

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

Health, Canberra (PN. 10576) (Gazetted 26 September 2013)

PROMOTIONS

Chief Minister and Treasury

Corporate Management

Alexandra Blakeley: 787-54419

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

Commerce and Works

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

Chief Minister and Treasury, Canberra (PN. 55762) (Gazetted 20 August 2013)

Commerce and Works

Customer Relations

Customer Support

Service Desk

Andrew Dunbar: 827-32327

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 14321) (Gazetted 18 June 2013)

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

Health

Canberra Hospital and Health Services

Mental Justice Alcohol and Drugs

Deepa Ambalakunnil: 820-96682

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. 23741) (Gazetted 14 February 2013)

Strategy and Corporate

Business and Infrastructure

Client Services, Security and Emergency

Peter Wheatley: 827-30188

From: Health Service Officer Level 4 \$43,599 - \$45,346
Health
To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Health, Canberra (PN. 25031) (Gazetted 17 July 2013)

Territory and Municipal Services

Roads and Public Transport

ACTION

Fleet

Glenn Dougall: 608-2717

From: Senior Technical Officer Grade C \$89,876 - \$96,809

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. FEM001) (Gazetted 23 September 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.

RETIREMENTS and DISMISSALS

Territory and Municipal Services

Section 122 of the Public Sector Management Act 1994: Mr Gurpreet Singh, ACTION, 16 October 2013