



ACT Government Gazette

Gazetted Notices for the week beginning 21 November 2013

VACANCIES

Calvary Health Care ACT (Public)

Physiotherapy

Senior In-Patient Physiotherapist

Health Professional Level 3 \$77,710-\$86,165, Canberra (PN: 7145)

Gazetted: 27 November 2013

Closing Date: 12 December 2013

This is an exciting opportunity to join a friendly department with high staff morale and a focus on providing exemplary services.

The Physiotherapy Department at Calvary Health Care ACT seeks staff who foster evidence-based practice as well as values-based practice; are self-motivated and demonstrate resilience in a contemporary healthcare setting; practice self-reflection with a desire to continually learn; are committed to risk management, continuous quality improvement and/or research; can work independently and collaboratively as part of a multidisciplinary team. A full time, temporary (12 month with possibility of extension) position is available as a Senior In-patient Physiotherapist. The successful applicant will provide physiotherapy assessment and management in medical wards, with a primary role in the new Medical Assessment and Planning Unit, contributing significantly to the patient journey through our collaborative, multidisciplinary model of care. This role will provide supervision to junior physiotherapy and physiotherapy assistant staff, as well as student clinical education responsibilities. Two part time positions may be considered to fill this role.

Applicants are expected to respond in writing and include the following: current curriculum vitae; one written reference and the name and contact details of an additional referee; and response against the selection criteria.

Please apply on-line through <http://www.calvary-act.com.au/careers.html>.

For inquiries please contact: Annegret Ludwig, A/g Director of Physiotherapy Ph: (02) 6201 6190 or Email:

Annegret.Ludwig@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Annegret Ludwig (02) 6201 6194 annegret.ludwig@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

CIT Building, Technology and Design

Hair and Beauty

Teacher

Teacher Band 2 \$104,449, Canberra (PN: 51858)

Gazetted: 22 November 2013

Closing Date: 6 December 2013

Details: A position exists for an enthusiastic Teacher Band 2 in the Hair and Beauty Department. Duties include, assisting in developing, reviewing and evaluating education programs offered in the College, reporting to the Head of the College or Delegate as directed. Carry out administrative tasks directly related to the operation of the department, including budget information, planning proposals, submissions and briefs for resources, including management of a public salon. Support and promote skills recognition, on line delivery, digital literacy and workplace delivery and assessment initiatives. Manage effectively the requirements of User Choice RTO compliance. Recruit casual teaching staff and support staff in accordance with EEO principles. Provide leadership assistance for curriculum development and accreditation procedures. Supervision, training and professional development of staff.

Eligibility/Other Requirements: All Teacher Band 2 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 appropriate industry competencies demonstrated by the following qualifications: Advance Diploma or Diploma in

hairdressing, beauty therapy, salon management or equivalent. It is desirable that Teacher Band 2 teachers hold a minimum of a Bachelor degree in Education, Management or a relevant industry specialisation. All Teacher Band 2 teachers are required to have relevant industry experience.

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

Contact Officer: William Nauenburg (02) 6207 4030 william.nauenburg@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.

Trade Skills and Vocational Learning

Year 12

Student Advisor

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 52058)

Gazetted: 22 November 2013

Closing Date: 29 November 2013

Details: A vacancy exists for an energetic person as a Student Advisor. This role includes designing, planning and delivering relevant resources and information for students using a range of technologies. Addressing individual barriers to learning, building resilience and self esteem and addressing competency gaps. Maintain records, statistics and case file notes for clients. Perform student support activities, admin tasks and other duties as directed by the Head of Department.

Eligibility/Other Requirements: Possession of a Degree or Diploma in Youth Work, Community Welfare, Social Welfare, Community Development, or equivalent appropriate to the duties of the position. Possession of a current driver's licence.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013. 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: Gillian Sinclair (02) 6207 4025 gillian.sinclair@cit.edu.au

People and Organisational Governance

Yurauna Centre

Student Support Coordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 17035)

Gazetted: 21 November 2013

Closing Date: 5 December 2013

Details: Design, plan, conduct and evaluate a variety of projects, programs and activities to address a range of Indigenous student needs and to assist students to achieve education and employment goals. Design and develop documents, resources, pathway planning tools, and information for students, using a range of available technologies. Provide pathway planning advice to students.

Eligibility/Other Requirements: Possession of vocational or tertiary level qualifications in Career Counselling, Youth Work, Teaching, Community Work, Social Welfare, Community Development, Counselling is desirable. Possession of a current driver's licence.

Note: This position is temporary for a period of two years with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanency under the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

People and Organisational Governance

CIT Yurauna Centre

Aboriginal and Torres Strait Islander Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51218, several)

Gazetted: 26 November 2013

Closing Date: 10 December 2013

Details: Prepare, use and evaluate teaching/learning materials which have industry relevance and build on students' existing skills, knowledge and experience. Use a variety of adult learning strategies to engage students in their learning and to help them achieve high level outcomes. Provide a supportive, inclusive learning environment for all students, particularly those from an Indigenous background and contribute to professional teams, working in a collegiate manner with teaching and non teaching staff. Maintain currency of professional knowledge, skills and capabilities.

Eligibility/Other Requirements: All Teacher Band 1 Teachers will hold a Training and Assessment Certificate IV (such as a TAE4110 or equivalent). If the Teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: Diploma of Community Services or Nursing or equivalent. All Teacher Band 1.7 and Teacher Band 1.8, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Aboriginality is a genuine occupational qualification for these positions.

Notes: This is a temporary vacancy for a period of two years with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent employment under the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

CIT Building, Technology and Design

Fashion, Clothing Production and Interior Design

Teacher Band 1

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 52022)

Gazetted: 26 November 2013

Closing Date: 10 December 2013

Details: A position exists for a motivated Teacher in Architecture/Interior Design. Duties include teaching as required by the Head of Department up to the number of hours prescribed in the award. Organise and/or lead relevant field work, also student excursions as required. Counsel and advise students on their program of study. Set and mark examinations and other assessments, maintain student records including complete and detailed records of relevant student assessments and performance. Develop individually and as a member of a team suitable student assessment procedures. Teach relevant professional computer software: CAD, Revit and Sketch-up. Attend staff meeting as required and assist the Head of Department in selection and recruitment of part-time staff as required.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 Teachers will hold a Training and Assessment Certificate IV level (such as TAE4110 or equivalent). If the Teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: Diploma of Building and Design or Advanced Diploma of Building Design (or equivalent). All Teacher Band 1.7 and Teacher Band 1.8 Teachers, in addition to the above, are required to hold an Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 Teachers are required to have relevant industry experience.

Notes: This is a temporary position available for 12 months with a possibility of an extension.

Contact Officer: Terri Silk (02) 62073455 terri.silk@cit.edu.au

CIT Building, Technology and Design

Fashion, Clothing Production and Interior Design

Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51114)

Gazetted: 26 November 2013

Closing Date: 10 December 2013

Details: A position exists for a motivated Teacher in Architecture/Interior Design. Duties include to teach as required by the Head of Department up to the number of hours prescribed in the award. Organise and/or lead relevant field work, also student excursions as required. Counsel and advise students on their program of study. Set and mark examinations and other assessments, maintain student records including complete and detailed records of relevant student assessments and performance. Develop individually and as a member of a team suitable student assessment procedures. Teach sustainable and universal adaptable design for buildings. Attend

staff meetings as required and assist the Head of Department in selection and recruitment of part-time staff as required.

Eligibility/Other Requirements: All Teacher Band 1 Teachers will hold: A Training and Assessment Certificate IV level (such as TAE4110 or equivalent). If the Teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: Diploma of Building Design, Advanced Diploma of Building Design (or equivalent). All Teacher Band 1.7 and Teacher 1.8 Teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). All Teacher Band 1 Teachers are required to have relevant industry experience.

Notes: This position is temporary for 12 months with possibility of extension.

Contact Officer: Terri Silk (02) 6207 3455 terri.silk@cit.edu.au

CIT Student and Academic Services

Student Services

Assistant Team Leader

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 16465, expected vacancy)

Gazetted: 22 November 2013

Closing Date: 6 December 2013

Details: The Assistant Team Leader manages the day-to-day operations of the CIT Student Services Shopfront.

Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter. With a number of teaching areas located on campus, the suitable candidate will be skilled in building and maintaining positive working relationships with a range of CIT staff. The position requires supervision of staff activities including monitoring counter duties and transactions, staff rostering and ensuring a safe environment for all staff and students.

Contact Officer: Christa Sadler (02) 6205 8577 christa.sadler@cit.edu.au

People and Organisational Governance

CIT Yurauna Centre

Administrative Assistant

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 54618, several)

Gazetted: 22 November 2013

Closing Date: 6 December 2013

Details: Attend to routine enquiries from staff, students, prospective students and community and industry personnel. Use initiative to apply guidelines, work practices and procedures to seek resolution of issues arising from general enquiries and routine work tasks. Enter data into local information management systems, files, itineraries, databases and student enrolment systems.

Eligibility/Other Requirements: Current driver's licence would be an advantage.

Notes: There may be two positions available for filling in a job share arrangement, with hours being negotiable.

One position will be filled permanently; the other will be for temporary employment for a period up to 12 months.

Temporary employment offered as a result of this advertisement may lead to Permanent Appointment.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@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

Head of Service

Executive Level 3.12 \$382,324 to \$404,278 depending on current superannuation arrangements, Canberra (PN: E900)

Gazetted: 22 November 2013

Closing Date: 6 December 2013

Details: The Australian Capital Territory Public Service (ACTPS) is constituted as a single enterprise, led by the Head of Service, who is the Chief Minister's and ACT Government's principal public service adviser. The Head of Service is responsible for the strategic direction and overall management of the ACTPS, and provides direction and coordination across the directorates comprising the ACTPS on policy development and service delivery. The Head of Service plays a central role in ensuring alignment and cohesion of effort at the whole of government level, as well as overseeing the work of portfolio directors-general in the delivery of their functions. The Head of Service is the employer of all ACTPS staff, and has overall responsibility for the capability and capacity of the ACTPS workforce. The Head of Service concurrently serves as Director-General of the Chief Minister and Treasury Directorate, which is the central agency providing the traditional policy functions of a First Minister's Department as well as treasury and finance functions. The successful candidate will be a highly regarded and experienced leader, with a clear commitment to outstanding public service. They will have a demonstrated capacity to lead a diverse organisation, to shape and deliver a strategic reform agenda, and inspire a sense of purpose and commitment in the organisation. They will have a demonstrated commitment to the highest standards of ethics and integrity. They will demonstrate the capacity to navigate whole of government as well as portfolio level challenges across a very diverse range of issues. They must be prepared to engage at both a macro and micro level with any matter affecting the Chief Minister and the electorate. The successful candidate will be engaged under contract for a period of up to 5 years. Applicants should be aware that this contract is required to be tabled in the Legislative Assembly. Applications are to be sent to gary.byles@act.gov.au

Note: Minimum remuneration is set by the ACT Remuneration Tribunal at up to \$404,278 (depending on current superannuation arrangements) and an appropriate remuneration package will be negotiated with the successful candidate. A relocation allowance can be provided to assist in meeting some of the reasonable removal and other expenses encountered in relocating to Canberra from a residence outside the ACT.

Contact Officer: Gary Byles (02) 6205 0241 gary.byles@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

Enterprise Project Management Office

Program Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 14480, several)

Gazetted: 22 November 2013

Closing Date: 6 December 2013

Details: The Business Development Branch is looking for an experienced ICT Program Manager to join the Enterprise Project Management Office providing a range of professional services to ACT Government Directorates. We are looking for someone who has experience in ICT Program Management, is able to deliver multiple high-quality outcomes in tight timeframes and possess excellent communication skills.

Eligibility/Other Requirements: A minimum of two years experience in Program Management in ICT related fields.

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Greg Regester (02) 6207 7903 greg.regester@act.gov.au

Shared Services ICT

Business Development

Enterprise Project Management Office

Senior Project Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 17515)

Gazetted: 22 November 2013

Closing Date: 6 December 2013

Details: The Business Development Branch is looking for an experienced Senior ICT Project Manager to join the Enterprise Project Management Office providing a range of professional services to ACT Government Directorates. We are looking for someone who has experience in ICT Project Management, is able to deliver multiple high-quality outcomes in tight timeframes and possess excellent communication skills.

Eligibility/Other Requirements: A minimum of two years experience in Project Management in ICT related fields.

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Greg Register (02) 6207 7903 greg.register@act.gov.au

Executive

Corporate and Governance

ACTTAB Sale Project Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33361)

Gazetted: 25 November 2013

Closing Date: 2 December 2013

Details: The Commerce and Works Directorate is seeking a Project Officer (SOGC) to assist with the management of the sales process for ACTTAB. The sales process will be overseen by a Committee (including members of ACTTAB, CWD, GSO and an external sales advisor) and managed in a day to day sense by a Project Team. As part of the Project Team, the Project Officer will: Provide secretariat support to the Committee, Project Team and Tender Evaluation Team; Maintain documentation and produce high level reports, briefs and submissions relating to project stage and progress; Perform quality assurance and risk management activities; Ensure progress against deliverables such as scheduling, budget and contract management; Undertake research and analysis as required; and provide support to the Project Team and section as required.

Eligibility/Other Requirements: Financial and/or policy experience is highly desirable

Note: This temporary position is available until 30 June 2014. To apply, please provide an expression of interest (no longer than two pages) to the contact officer, which outlines your experience in project management, high level administrative and secretariat support, including an ability to plan, prioritise and manage competing priorities, and demonstrated communication skills. Contact details for a recent and relevant referee should also be provided.

Please forward you applications to kirsten.thompson@act.gov.au if you would like to discuss the position, please call Kirsten on (02) 6207 8207.

Contact Officer: Kirsten Thompson (02) 6207 8207 kirsten.thompson@act.gov.au

Shared Services

Procurement

Goods and Services, Whole of Government

Contracts and Procurement Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: P27745)

Gazetted: 26 November 2013

Closing Date: 3 December 2013

Details: The position will sit within the Whole of Government (WhoG) Team within the Goods and Services Branch. With limited supervision, the position will undertake contract management of a number of large, complex WhoG contracts, as well as provide advice and support of complex procurements which span WhoG arrangements (in some cases undertaking the procurement process itself). The applicant will be required to demonstrate well developed communication, analytical and strategic skills.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, such as a Certificate IV in Government (Contract management) or a Certificate IV in Government (Procurement) or a Certificate VI in Government (Strategic Procurement); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study

Notes: This temporary position is available until 30 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.

Contact Officer: Jane Heseltine (02) 6207 6590 jane.heseltine@act.gov.au

Shared Services

Human Resources

Executive

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 10203)

Gazetted: 27 November 2013

Closing Date: 4 December 2013

Details: A position exists for an Executive Assistant to work as part of the Shared Services team. The position is a pivotal position in ACT Government working with the Directors of Shared Services Human Resources and Shared Services Finance. If you have great communication skills and well developed office administration and organisational ability, you are encouraged to apply.

Notes: This is a temporary position available from 16 December 2013 to 14 March 2014 with the possibility of permanency in the near future from this process.

Contact Officer: Andrew Whale (02) 6205 3680 andrew.whale@act.gov.au

Shared Services

Shared Services ICT

Customer Relations

ICT Operational Officer

Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 14763)

Gazetted: 22 November 2013

Closing Date: 29 November 2013

Details: Shared Service ICT is currently seeking someone suitably qualified to work in the Office of Regulatory Services ICT Team who has had experience providing general ICT duties and technical support to users. This role will require troubleshooting skills to assist with issues that relate to hardware, software and in-house applications. They will also need to perform hands on assets management lifecycle duties. This role will also require the actioning of service requests in Marval and the creation of a variety of technical and non technical documentation. Eligibility/Other Requirements: ITIL Foundation Knowledge. A current driver's licence or the ability to quickly acquire a driver's licence is mandatory.

Contact Officer: Craig Neiberding (02) 6205 1244 craig.neiberding@act.gov.au

Shared Services

Shared Services Information and Communication Technology (ICT)

Emergency Services Agency ICT Team - ESA ICT Team

ESA ICT Systems Administrator

Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 14377)

Gazetted: 22 November 2013

Closing Date: 6 December 2013

Details: This position assists in the technical support of the Emergency Services Agency's (ESA) communications centre and other ICT systems to support emergency services. Support is also given to ESA mobile data systems and radio equipment on site and at remote sites around Canberra.

Note: On call after hours work to support ESA's business systems will be required.

Contact Officer: Sara Brown (02) 6207 1288 sara.brown@act.gov.au

Strategic HR

ICT Trainee

Information Technology Officer Trainee \$40,974, Canberra (PN: 33358, several)

Gazetted: 26 November 2013

Closing Date: 10 December 2013

Details: Shared Services Information and Communication Technology (ICT) is a part of the Commerce and Works Directorate within the ACT Public Service and manages many of the whole-of-government ICT business systems, as well as controlling critical ICT infrastructure on behalf of the ACT Government. The Shared Services ICT Traineeship Program aims to attract, develop ICT knowledge and competencies and retain the best performers at the end of

the Traineeship Program through merit based entry level recruitment. The target audience will be mainly young school leavers, who have completed Year 10, 11 or 12. The ICT Traineeship Program will: Help you establish a career as an ICT professional; help you to obtain a Certificate IV and Diploma in an ICT specialist stream. These are nationally accredited qualifications in ICT; provide great working conditions and exciting places to work as Shared Services ICT is one of the largest and most diverse ICT work environments in Australia; provide access to online learning and industry courses; and help you gain experience in the latest industry practices and whole of government ICT functions. There will be several positions available as an Information Technology Officer (ITO) Trainee (commencing salary is \$40,974 per annum), including at least one position, which is an 'identified' Aboriginal and Torres Strait People's position (that is, only those applicants who have an Aboriginal or Torres Strait Islander background may be offered this position).

Eligibility/Other Requirements: Specifically, we are looking for individuals who are able to demonstrate the following qualities and achievements: Demonstrated interest in ICT and the ability and motivation to complete a tertiary ICT training program; an ability to provide good customer service; good oral and written communication skills; inquisitive and good at problem solving; enjoy working as a team member; and completed Year 10, 11 and 12. The Traineeship Program is competency based by formal training and on the job development program: Formal training requirements: The formal educational component will be delivered by a Registered Training Organisation. During the competency based training program ICT Trainees will undertake a Certificate IV and then a Diploma in an ICT specialist stream, including ICT fundamentals. Trainees will be required to attend classes to complete their formal training and apply their learning and knowledge on the job as they progress with their training. On the job activities: The activities will be task focused and designed to maximise the application of the formal learning on the job as described in the Trainee's Job Description plus regular performance reviews and feedback. If you are interested in becoming an ICT Trainee and would like to submit an application please check the above timeframe for the applications submission date. Applications are to be emailed to: jobs@act.gov.au. Your application should include: A cover letter that details why you want to be an ICT Trainee, including why you think you would be suited to being an ACT Government ICT Trainee; a statement of claims addressing the selection criteria on the ICT Trainee job description; a summary of your relevant work, community and sports involvement and achievement; a photocopy of your school result transcripts or a resume of your previous work history; and Application Coversheet. Notes: These positions are available for temporary filling with the possibility of extension or permanency from this process.

Contact Officer: Reika Cunningham (02) 6207 9876 reika.cunningham@act.gov.au

Community Services

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

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

Policy and Organisational Services

Organisational Services

Organisational Services

Manager Workplace Relations

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 24142, expected vacancy)

Gazetted: 22 November 2013

Closing Date: 6 December 2013

Details: Opportunity for an experienced practitioner with experience in the relevant legislation and contemporary issues associated with work place relations and human resources.

Eligibility/Other Requirements: Qualifications in workplace and/or human resource qualifications are highly desirable for this position.

Contact Officer: Maree Mannion (02) 6207 8048 maree.mannion@act.gov.au

Policy and Organisational Services

Organisational Services

Manager Injury Prevention and Well Being

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33213)

Gazetted: 22 November 2013

Closing Date: 6 December 2013

Details: Opportunity for an experienced practitioner with experience in the relevant legislation and contemporary issues associated with work safety, rehabilitation and Human Resources.

Eligibility/Other Requirements: Qualifications in rehabilitation, work safety or human resource are highly desirable for this position.

Contact Officer: Maree Mannion (02) 6207 8048 maree.mannion@act.gov.au

Policy and Organisational Services

Governance, Advocacy and Community Policy

Organisational Governance

Senior Freedom of Information Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10311, expected vacancy)

Gazetted: 26 November 2013

Closing Date: 10 December 2013

Details: The Directorate is looking for an experience Freedom of Information (FOI) Officer, who would be responsible for the preparation of high-level documentation for the Directorate in relation to FOI, subpoenas, summons and management of legal documentation applicable when seeking ACT Government Solicitor Advice on a range of matters. This position is the primary caretaker of the Legal Opinion Repository Database on behalf of the Directorate (requiring high level security) and management of 3rd party Personal Injury Claims across the Directorate.

Eligibility/Other Requirements: Extensive experience with Freedom of Information legislation.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Officer for Children Youth and Family Support

Care and Protection Services

Quality Practice and Compliance

Case Conferencing Chair

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 09242)

Gazetted: 21 November 2013

Closing Date: 5 December 2013

Details: Care and Protection are seeking suitably qualified and dynamic staff to apply for the position of Case Conferencing Chair. The successful applicant will be responsible for working with the operational areas of Care and Protection Services, families and relevant agencies to Chair and conduct Child Protection and Family Group Case Conferences. They will be required to work independently and work with children and young people, their families, caseworkers and other professionals to consider child protection issues and determine outcomes in the best interest of these children and young people. You are also required to comply with the relevant provisions of the *Children and Young People Act 2008* and other legislation.

Eligibility/Other Requirements: Applicants for these positions will have at least five years experience working with children, youth and/or families. Qualifications in Social Work, Psychology, Social Welfare, Social Science, Education or related discipline is desired. Current driver's licence.

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

Contact Officer: Jenna Schoer (02) 6205 3283 jenna.schoer@act.gov.au

Child, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Child and Family Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 18051, several)

Gazetted: 22 November 2013

Closing Date: 6 December 2013

Details: The Child and Family Centres are looking for motivated professionals to undertake the role of Child and Family Workers. Permanent, temporary full-time and part-time positions are available. These positions are responsible for providing effective interventions for children and families, including group programs and home visiting programs such as Parents as Teachers. As part of an integrated team, the Child and Family Workers will also identify, develop, implement and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes. This position will work from the Centres and in outreach setting such as schools and childcare centres. They will be responsible for establishing effective and sustainable partnerships across schools, communities, government and non-government agencies and the business sector.

Eligibility/Other Requirements: Social Work Degree, Psychology Degree, Early Childhood Education Degree or related Human Services Degree. At least two years experience working with children, youth and/or families in a social work/case management role. Current driver's licence is essential.

Notes: These positions may be required to move between the three Child and Family Centres dependant on operational requirements. Interviews are expected to be held late January. 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: Joe Hutchinson (02) 6207 1023 joe.hutchinson@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: 27 November 2013

Closing Date: 18 December 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. First Aid Certificate required. Health Professional Level 3 - Essential requirement, relevant tertiary qualifications and a minimum of two years relevant experience.

Administrative Services Officer Class 6 - Highly desirable, tertiary qualifications and a minimum of two years relevant experience.

Notes: This is an Indigenous 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: Leonie McKenna (02) 6207 3512 leonie.mckenna@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

Policy and Governance

Communications and Media

Community and Stakeholder Engagement

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33015)

Gazetted: 25 November 2013

Closing Date: 9 December 2013

Details: The Economic Development Directorate works with the business community, the broader community and other governments to enhance the ACT's economic development and prosperity in line with the Government's commitment to the triple bottom line, balancing economic, social and environmental considerations. The Assistant Manager, as a member of the Community and Stakeholder Engagement team, will prepare, implement and undertake community engagement strategies on major directorate and Land Development Agency initiatives. Eligibility/Other Requirements: Relevant tertiary qualifications and experience in communications and/or public relations are 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: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

Policy and Governance

Communications

Media and Online Services

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33013)

Gazetted: 21 November 2013

Closing Date: 5 December 2013

Details: The Economic Development Directorate works with the business community, the broader community and other governments to enhance the ACT's economic development and prosperity in line with the Government's commitment to the triple bottom line, balancing economic, social and environmental considerations. The Project Officer, as a member of the Communications and Media team, is responsible for the production of high quality graphic design products, including print and electronic publications, and online services.

Eligibility/Other Requirements: Experience in: the use of specialised creative software, e.g. Adobe Creative Suite 4/5 which includes InDesign, Photoshop, Acrobat Professional and Illustrator; website content management system (preferably Squiz Matrix), and; relevant tertiary qualifications such as graphic design or communications will be highly regarded.

Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@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

Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31364)

Gazetted: 26 November 2013

Closing Date: 10 December 2013

Details: The Training and Tertiary Education branch is seeking a Policy Officer to lead the development and implementation of several key policies to ensure the efficient and effective implementation of Skills Reform initiatives. The successful applicant will be able to conduct research, analysis and provide advice to senior staff on legislation, policy and practice issues relating to the development and implementation of Skills Reform projects. They will also have a detailed understanding of the Vocational Education and Training (VET) systems, current reforms, relevant legislation and current issues, or the ability to quickly develop the understanding.

Note: This is a temporary position available from 20 December 2013 to 30 June 2017 with the possibility of extension.

Contact Officer: David Seal (02) 6205 3007 david.seal@act.gov.au

Tertiary Education and Performance

Training and Tertiary Education

Policy and Reporting

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 04069)

Gazetted: 27 November 2013

Closing Date: 4 December 2013

Details: The Policy and Reporting Section is seeking a suitable Project Officer. The successful applicant will provide project management and policy support, including research, analysis and policy development, relating to Vocational Education and Training (VET) and higher education in the ACT and the National Skills Reform Agenda. The successful applicant will have well developed organisation, project and policy management, and written and oral communication skills, with parallel expertise in research and analysis.

Note: This is a temporary position available until 31 December 2016 with the possibility of extension.

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

Tertiary Education and Performance

Training and Tertiary Education

Skills Reform

Statistical Analyst

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31373)

Gazetted: 27 November 2013

Closing Date: 4 December 2013

Details: The Training and Tertiary Education branch is seeking a Statistical Analyst to provide high level support and advice to senior staff on complex data issues and concepts. The successful applicant will be able to collect and analyse Vocational Education and Training (VET) statistics to inform evidenced based recommendations. Proven experience in labour market modelling is also essential to the development and implementation of the Forecasting Industry Need and Entitlement (FINE) model. The successful applicant will have a comprehensive understanding of tertiary education and training systems, providing advice to relevant National Partnership Agreement on Skills Reform projects.

Eligibility/Other Requirements: Desirable: Undertaking or completed relevant tertiary qualifications in finance, actuary studies, statistics or related disciplines.

Notes: This is a temporary position available until 30 June 2015 with the possibility of extension.

Contact Officer: David Seal (02) 6205 3007 david.seal@act.gov.au

Tertiary Education and Performance

Training and Tertiary Education

Skills Reform

Policy/Research Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30942)

Gazetted: 26 November 2013

Closing Date: 10 December 2013

Details: The Training and Tertiary Education branch is seeking a Research/Policy Officer to undertake complex research and analysis, including providing advice to managers on key issues of the Skills Reform National partnership, including the ACT implementation of the national entitlement to a training place and implementation of national harmonisation in Australian Apprenticeships. The successful applicant will have well developed organisation, project management and written and oral communication skills, with parallel expertise in research and analysis.

Note: This is a temporary position available from 31 December 2013 to 31 December 2014 with the possibility of extension.

Contact Officer: Alice Clements (02) 6205 8458 alice.clements@act.gov.au

**Tertiary Education and Performance
Training and Tertiary Education
Skills Reform**

Liaison Development Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31371)

Gazetted: 27 November 2013

Closing Date: 4 December 2013

Details: The Training and Tertiary Education branch are seeking a Liaison Development Officer to work within our Skills Reform Team. The successful applicant will support the branch in the development of a communications framework to underpin and promote local and national Skills Reform initiatives in vocational education and training (VET), design publications and website content and provide high-level administrative and clerical support, including the preparation of correspondence and reports.

Eligibility/Other Requirements: Proficiency in using Adobe Creative Suite, Website Content Management Systems and web-based programming languages is desirable.

Note: This is a temporary position available until 30 June 2016 with the possibility of extension.

Contact Officer: Natascha Schwartz (02) 6207 6048 natascha.schwartz@act.gov.au

Office for Schools

Tuggeranong Network

Caroline Chisholm School

Information Technology Officer

Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 02117)

Gazetted: 22 November 2013

Closing Date: 29 November 2013

Details: Liaise with the School IT Coordinator in relation to all aspects of the development, implementation and management of PC systems across the school. Identify and rectify hardware problems, manage user accounts, maintain the school's IT asset database and provide technical support/assistance with IT security for the school.

Eligibility/Other Requirements: Completion or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (two or more years).

Notes: This is a temporary position for the period 31 January 2014 until 4 July 2014. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable people registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Jenny Mosessen (02) 6205 7293 jenny.mosessen@ed.act.edu.au

Office for Schools

South/Weston Network

Alfred Deakin High School

Classroom Teacher - French

Classroom Teacher \$55,775 - \$88,184, Canberra (PN: 05491)

Gazetted: 22 November 2013

Closing Date: 2 December 2013

Details: Work as a member of the Languages faculty, teaching French and one other subject to students year 7 to year 10.

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

Notes: This is a temporary position available from 28 January 2014 to 26 January 2015 with the possibility of extension. 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: Belinda Bartlett (02) 6205 5566 belinda.bartlett@ed.act.edu.au

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

Office for Schools

Belconnen Network

Fraser Primary School

Building Services Officer

General Service Officer Level 6 \$48,163 - \$50,446, Canberra (PN: 01560)

Gazetted: 27 November 2013

Closing Date: 4 December 2013

Details: Fraser Primary School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Desirable: A current First Aid certificate.

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

Contact Officer: Sue Norton (02) 6205 7866 sue.norton@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

Office of the Director General

Director Strategic Projects

Registered Nurse Level 5.6 \$152,967, Canberra (PN: 26031)

Gazetted: 28 November 2013

Closing Date: 5 December 2013

Details: The Director of Strategic Projects is a new role in ACT Health, reporting directly to the Director-General. The successful candidate will be required to coordinate and work in partnership with internal and external key stakeholders to align the management of strategic projects with clinical service delivery. The role requires capacity to build strong relationships, meet Government and ACT Health requirements, work to deliver on agreed outcomes, and have a strong commitment to work in partnership across Government to achieve outcomes related to the strategic direction of ACT Health in accordance with the values of ACT Health.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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

Contact Officer: Dr Peggy Brown (02) 6205 0823

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Mental Health Clinical Services

Psychiatrist

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: Several)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

The Position: The Division provides Mental Health Services for Canberra and the South East region of New South Wales serving a population of about half a million. Mental Health Services is a major teaching service of the Australian National University (ANU) Medical School and has well-developed undergraduate and postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research. Appointments to Mental Health Services may involve service provision in other Divisions of Health including Canberra and Calvary Hospitals. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrists or an equivalent higher specialist qualification.

Note: These positions are temporary and full-time. These positions will be across Mental Health Service ACT.

Contact Officer: Dr Peter Norrie, Director of Clinical Services (02) 6205 0687 peter.norrie@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Critical Care

Emergency Department

Emergency Department Staff Specialist

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 16003)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

The Position: A growing service with exciting opportunities: Varied, exciting case mix including paediatrics and trauma; Innovative and flexible rostering; Incredible quality of life, especially cultural, sporting and educational opportunities. Opportunity to become involved in development of a new Emergency Department. Highly competitive remuneration with extensive support for professional development. Opportunity to provide clinical leadership to an entire region. The Emergency Department at Canberra Hospital sees greater than 65,000 attendances per annum, (approximately 20% paediatrics) with a diverse casemix including trauma. There is an active and successful postgraduate education and training program. The Staff Specialist, in partnership with other members of the Emergency Department executive has accountability for day to day operations of the service and endeavouring to ensure that clinical, strategic and key performance indicators are met. This is a permanent Staff Specialist position. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976. 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 - \$292,953.

Eligibility/Other Requirements: Applications are invited for this position from medical practitioners who are registered or eligible for registration with the Australian Health Practitioner's Regulation Agency, and hold Fellowship of the Australian College for Emergency Medicine or post fellowship exam trainees expected to be completed within 6 months.

Contact Officer: Dr Michael Hall (02) 6244 3309 michael.hall@act.gov.au. Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Strategy and Corporate

Business and Infrastructure

Biomedical Support

Head of Radiology Physics

Principal Medical Physics Specialist \$123,313 - \$133,590, Canberra (PN: 24891)

Gazetted: 28 November 2013

Closing Date: 5 December 2013

Details: Applications are invited from Medical Physicists Specialised in Radiology for the above position.

Registration and certification of overseas applicants will be assessed on their equivalence to the Australian system for which the applicant may be required to supply the evidence of equivalency. The successful applicants will be part of the Medical Physics and Radiation Engineering Department of ACT Health based at the Canberra Hospital. The Department is integral in providing clinical, scientific and support services to ACT Health including to Medical Imaging, ACT BreastScreen and the Community Dental Health Program. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of 600,000. It is a modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1,000-bed hospital as part of the Health Infrastructure Program. The hospital is the major teaching hospital for the Medical School of the Australian National University. The Department has strong links with both the University of Sydney and Wollongong University. The Department is accredited as a clinical site for Medical Physics Registrar training in Diagnostic Imaging. The Department has strong collaborative opportunities with professionals working in Clinical Engineering, Radiation Oncology and all other users of radiation in ACT Health. The Department fosters a multidisciplinary environment of nuclear medicine, radiology and radiation oncology which, combined with the future growth in ACT Health, makes the Medical Physics and Radiation Engineering Department an attractive place to work. ACT Health actively encourages and supports ongoing education through a study bank and the Allied Health Scholarship program.

Canberra is a picturesque city offering outstanding living conditions, with a relaxed country lifestyle combined with high quality city amenities. It is only two hours from the ski fields and the coast, and an easy three hour drive to Sydney. The city is ideal for families as well as offering a good lifestyle for single people. Canberra's primary, secondary and tertiary educational institutions are regarded as amongst the best in Australia and the Australian National University is ranked in the top 20 universities in the world. There are many national icons, cultural and recreational opportunities. Compared to many other Australian cities, the excellent roads and public transport result in less wasted time.

Eligibility/Other Requirements: Eligible for registration with the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM). Register of Qualified Medical Physicists in a designated specialty of medical physics. A degree in science or higher degree majoring in physics recognised by the Australian Institute of Physics.

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: Sean Geoghegan (02) 6244 2256 sean.geoghegan@act.gov.au

Canberra Hospital and Health Services

Critical Care and Imaging

Critical Care and Diagnostic

Assistant Director of Nursing

Registered Nurse Level 4.3 \$115,948, Canberra (PN: 17927)

Gazetted: 28 November 2013

Closing Date: 5 December 2013

Details: Critical Care is seeking applications from suitably qualified and experienced Registered Nurses for Permanent Appointment to the Assistant Director of Nursing for the Access Unit of Canberra Hospital and Health Services. The successful applicant will be required to demonstrate a strong leadership style, have excellent communication skills and the ability to develop positive working relationships to manage the many challenges of this position. In addition, applicants must have the ability to demonstrate a range of skills and knowledge that promote timely decisions involving an interdisciplinary team to develop strategies in response to changing organisational needs on a daily basis. The successful applicant will report professionally to the Director of Nursing and operationally to the Executive Director of Critical Care.

Eligibility/Other Requirements: Registered or eligible to be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: To complete your application you must prepare responses to the Selection Criteria, provide a current Curriculum Vitae along with the names of two referees. Please submit your application directly to Jeanette MacCullagh by COB on 5 December 2013.

Contact Officer: jeanette.maccullagh (02) 6244 3037

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Clinical Midwife Consultant for Birthing

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22392)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: The new Birthing Facility at the Centenary Hospital for Women and Children, Canberra Hospital is seeking a leader with a demonstrated record of professional achievement, able to manage resources and have a collaborative consultative management approach to running a Birthing Facility. The position holder will provide leadership for midwives in all aspects of clinical practice, models of care, professional development, education, research, teaching, workforce planning and a quality work environment. The Midwife should be committed to women centred care which is multidisciplinary, process and outcome focused based on best practice, enabling a cohesive team approach.

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

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: Jeni Williams (02) 6174 7470

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Nursing

Nurse Care Coordinator

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 24911)

Gazetted: 28 November 2013

Closing Date: 5 December 2013

Details: Applications are being sought from dynamic Registered Nurses who have highly developed interpersonal skills and experience in Oncology, Radiation Nursing to fill the role of the Gynaecological and Brain Cancer Nurse Care Coordinator (NCC). Applicants will be required to work autonomously and able to demonstrate clinical teaching and sound knowledge of adult learning principles to support clients and families.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: This is a temporary position available from 10 February 2014 until 30 May 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: Denise Breust (02) 6244 2881

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care Program

Community Care Program, Physiotherapy - Clinical Educator

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 33350)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: There is an exciting permanent full-time position available for a Health Professional Level 4 Clinical Educator to join the Community Care Program (CCP) Physiotherapy Team. This new position will work in partnership with the CCP Physiotherapy Services Manager, Lead Professional and other Clinical Educators across ACT Health to further develop and enhance the high quality physiotherapy services provided. CCP Physiotherapists

assess and treat a diverse range of acute and chronic conditions including: acute and chronic musculoskeletal, chronic neurological and cardio respiratory conditions. The Clinical Educator will also coordinate a range of student placements in CCP Physiotherapy including, but not limited to: Physiotherapy, Allied Health Assistants and work experience students. Staff education and co-ordinating continuing professional development will be a key role of this position. This role will also have a small proportion of clinical work load. We are a friendly team with strong supportive links across the Directorate. Physiotherapy staff meet regularly to share knowledge and foster a team culture striving for continual quality improvement and excellent patient outcomes, which this role will be integral to. Our Physiotherapists work alongside other Health Professionals to deliver multi disciplinary, patient centred care.

Eligibility/Other Requirements: Degree in Physiotherapy or equivalent qualification, and registration with the Physiotherapy Board of Australia. Current driver's licence is essential.

Note: These positions may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future full time and part time physiotherapy vacancies at this level across the Division of Rehabilitation, Aged and Community Care.

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: Dominic Furphy (02) 6205 3808

Canberra Hospital and Health Services

Medicine

Ambulatory Services

Cardiac Sonographer

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 32444, several)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: Enthusiastic Cardiac Sonographers are required for several positions at the Canberra Hospital, the heart of the nation! The successful candidate will join a team of passionate and well educated Cardiac Sonographers to develop the echocardiographic service of the Cardiology Department. Be working with newly purchased echocardiography imaging systems. Require a high level of subject matter expertise to provide complex and critical echocardiographic service delivery. Have a high degree of responsibility requiring dissemination of echocardiographic knowledge and an expectation to provide a consultative role as a part of service delivery. Possess educational skills and proficiencies to develop student training and enhance continual professional development of the Cardiac Sonographer group.

Eligibility/Other Requirements: Bachelor of Science, Applied Science or equivalent. Graduate Diploma in Medical Ultrasound (Cardiac). Hold Registration with the Australasian Sonographer Accreditation Registry.

Note: These positions offer a competitive remuneration package including generous salary packaging provision. To complete your application you must prepare a written response to the selection criteria your responses must be uploaded and included with your application. Full-time and part-time positions are available please indicate your preference on your application.

Contact Officer: Luke Cartwright (02) 6244 2692

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health

Senior Clinician

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 33369)

Gazetted: 28 November 2013

Closing Date: 5 December 2013

Details: Justice Health Services is currently seeking a Senior Clinician to provide clinical leadership to the Alexander Maconochie Centre Mental Health Service, which is part of Forensic Services. This Service forms part of the Division of Mental Health, Justice Health and Alcohol and Drug Services and delivers specialised Forensic Mental Health Services within the ACT adult correctional facility (Alexander Maconochie Centre). This position is

responsible for providing clinical leadership to ensure quality care to mental health consumers within the Alexander Maconochie Centre, meeting health care standards and providing leadership and management of staff. Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy and current unconditional registration with the Australian Health Practitioner Regulation Agency or eligibility for membership with the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a senior clinical position in a related/relevant organisation/service. Current driver's licence. Experience in Forensic Mental Health.

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: Eva Seinsche (02) 6205 1551

Strategy and Corporate

Business and Infrastructure

Biomedical Support

Senior Medical Physics Specialist

Medical Physics Specialist \$80,925 - \$96,338, Canberra (PN: 11072)

Gazetted: 28 November 2013

Closing Date: 5 December 2013

Details: We are seeking suitably qualified and experienced Radiation Oncology Medical Physicist with the ability to provide leadership and their technical expertise to the Medical Physics team based at The Canberra Hospital. This is a great opportunity to work with a dynamic professional team in Canberra where the quality of life is superior to many other cities in the world. Canberra is within a couple of hours drive of ski fields, ocean beaches and great agricultural produce as well as being within easy reach of the bustle of Sydney and Melbourne. The successful applicant will join the Medical Physics and Radiation Engineering section based at The Canberra Hospital, which currently consists of twelve staff. This section is integral in providing clinical, scientific and support services to ACT Health. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of 600,000. It is a modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1,000-bed hospital as part of the Health Improvement Program. The hospital is the major teaching hospital for the Medical School of the Australian National University. The Medical Physics and Radiation Engineering section also has strong links with both the University of Sydney and Wollongong University. The Canberra Hospital has four Varian linear accelerators, two large bore CT simulators, HDR, LDR, SXRT, SRS and the Pinnacle, Oncentra and iPlan treatment planning systems. Research labs and two therapy iodine rooms are also on campus. Medical Physics and Radiation Engineering is an accredited clinical site for Medical Physics Registrars training in Radiation Oncology and Diagnostic Imaging. The multidisciplinary environment of nuclear medicine, radiology and radiation oncology and the future growth in the Health Directorate makes Medical Physics and Radiation Engineering a very attractive place to work as a Medical Physicist. The Health Directorate actively encourages and financially supports ongoing education and training. Canberra is a picturesque city offering outstanding living conditions, with a relaxed country lifestyle combined with high quality city amenities. It is two hours from the ski fields and the coast, and an easy three hour drive from Sydney. The city is ideal for families as well as offering a good lifestyle for single people. Canberra's schools and educational institutions are amongst the best in Australia. The Australian National University is ranked in the top 20 universities in the world. There are many national icons, cultural and recreational opportunities. The excellent roads, public transport and compact city planning result in less wasted time.

Eligibility/Other Requirements: Medical Physics Specialist means a person who is eligible for registration on the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) Register of Qualified Medical Physicists in a designated specialty of Medical Physics. A Degree in Science or Higher Degree majoring in Physics recognised by the Australian Institute of Physics. Eligible for Registration on the ACPSEM Register of Qualified Medical Physicists in the designated specialty of Medical Physics.

Note: This is a part-time position available four days a week. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. 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: Sean Geoghegan (02) 6244 2256

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

CAMHS Perinatal Mental Health Clinician

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 16736)

Gazetted: 28 November 2013

Closing Date: 5 December 2013

Details: An Expression of Interest is sought from an experienced Senior Social worker, Occupational Therapist or Psychologist to fill an expected vacancy in the Perinatal Mental Health Team. As part of a multidisciplinary team, the successful applicant will be required to undertake the intake, triaging and assessment and treatment planning of women experiencing significant mental health issues in the Perinatal period.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Social Work or Occupational Therapy with current registration where applicable and/or eligibility for membership of the appropriate professional organisation. Experience in adult mental health, whilst not essential, would be considered beneficial.

Note: This is a temporary position available from 2 January 2014 to 2 May 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: Cathy Ringland (02) 6205 1469

Canberra Hospital and Health Services

Medicine

Pharmacy

Pharmacist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 29810, several)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: The Canberra Hospital Pharmacy Department have a dynamic, talented team of 35 Pharmacists, and are currently recruiting a variety of permanent and temporary positions at the Health Professional level 3 levels. Duties include provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team, and provision of pharmacy services from the dispensary, sterile production, chemotherapy production, and medicines information services on a rotational basis.

Eligibility/Other Requirements: Mandatory, appropriate Pharmacist qualifications and eligibility for Registration as a Pharmacist with the Pharmacy Board of Australia. Highly desirable, at least three years experience as a Registered Pharmacist, preferably in a hospital pharmacy.

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: Miriam Lawrence (02) 6174 7106

Canberra Hospital and Health Services

Medicine

Pharmacy - Canberra Hospital

Hospital Pharmacist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 26234)

Gazetted: 28 November 2013

Closing Date: 16 December 2013

Details: The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 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 are currently recruiting a variety of temporary positions at the HP3 level. Duties include provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team, and provision of pharmacy services from the dispensary, sterile production, chemotherapy production, and medicines information services on a rotational basis.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Highly desirable is at least three years experience as a registered Pharmacist, preferably in a hospital pharmacy.

Note: Positions will be offered on a temporary basis for 6 to 12 months initially. 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: Miriam Lawrence (02) 6174 7106

Canberra Hospital and Health Services

Pathology

Microbiology

Senior Scientist Microbiology

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21314)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: ACT Pathology is a department of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The Microbiology laboratory operates extended hours, 7 days/week, offering a wide range of routine and specialised testing procedures. The successful applicant will be required to supervise a laboratory team within the Microbiology Department. They will participate in the routine work of the laboratory as well as performing investigations of a non-routine or more complex nature. Extensive in-depth knowledge and experience in clinical microbiology procedures is essential.

Eligibility/Other Requirements: A degree in Medical Laboratory Science or equivalent relevant degree (Major in Clinical Microbiology is highly desirable). A minimum five years professionally relevant laboratory experience is preferred. A commitment to own professional development and availability to work out of hours and on weekends is essential.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Current curriculum vitae and written referee reports must accompany the applications. Applicants will be shortlisted on basis of written application and referee reports. Shortlisted applicants will be required to attend a further assessment.

Contact Officer: Susan Bradbury (02) 6244 2510 susan.bradbury@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Senior Clinician - Alexander Maconochie Centre Mental Health Service

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 25987)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: Forensic Services is a contemporary evidence based service providing high quality mental health care that is guided by Principles of Recovery. This position is with the Alexander Maconochie Mental Health Service, which is part of Forensic Services. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide high quality interventions and achieve sound outcomes for consumers under minimal supervision at the Alexander Maconochie Centre. It is also an expectation

that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the Health Professional Level 2 and Health Professional Level 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional registration with the Australian Health Practitioner Regulation Agency and/or eligibility for membership with the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

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. On-call duties on a Saturday and Sunday may be required pursuant to a roster system.

Contact Officer: Eva Seinsche (02) 6205 1551

Strategy and Corporate

People Strategy and Service

Health Workforce Australia

Simulated Learning Environment (SLE) Technical Officer

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 31276)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: This is an exciting role, which provides opportunity to expand your biomedical technical officer skills and IT skills to the world of simulation learning and all of the modalities which are used to support the equipment. This position is funded by Health Workforce Australia (HWA) through the Simulated Learning Environments Program. This position will report to the ACT Region Integrated Clinical Training Network (ICTN) SLE Project Lead.

Eligibility/Other Requirements: Technical qualifications at Associate Diploma level or above from an Australian Vocational Education Training (VET) institution, or a comparable overseas qualification. Equivalent relevant experience desirable. Candidates will require a driver's licence and will require the physical ability to move wheeled equipment.

Note: 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*. 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 (02) 6205 1425

Strategy and Corporate

Business and Infrastructure

Strategic Support

Asset Coordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 20109)

Gazetted: 28 November 2013

Closing Date: 5 December 2013

Details: The Asset Management Unit forms part of the Logistic Support Section within the Business and Infrastructure Branch of the Health Directorate. With responsibilities across the Health Directorate, the Asset Coordinator reports to the Procurement Coordinator, Logistic Support and provides guidance and expert advice for the management of Health Directorate assets. To be successful in this position you will need to have the ability to understand procurement and asset management principles and procedures.

Eligibility/Other Requirements: Experience in the development of policy and procedures for the advancement of strategic asset management would be preferable. Experience in Government Procurement (Health Sector) and/or possession of a Certificate IV in Government Procurement would be preferred.

Note: Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Tim Roach (02) 6244 4055

Strategy and Corporate

Business and Infrastructure

Business Support Services

Medical Physics Registrar (Radiation Oncology)

Medical Physics Registrar \$57,635 - \$72,574, Canberra (PN: 13457, several)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: We are seeking suitably qualified people intending to train as a Medical Physics Specialist under the ACPSEM Training Education and Accreditation Program (TEAP). These positions are reserved for those intending to specialise in Radiation Oncology Medical Physics. This is a great opportunity to work with a dynamic professional team in Canberra where the quality of life is superior to many other cities in the world. Canberra is within a couple of hours drive of ski fields, ocean beaches and great agricultural produce as well as being within easy reach of the bustle of Sydney and Melbourne. The successful applicants will join the Medical Physics and Radiation Engineering section based at The Canberra Hospital, which currently consists of twenty staff. This section is integral in providing clinical, scientific and support services to the Health Directorate including to the Critical Care and Imaging and the Capital Regional Cancer Service (CRCS) divisions. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of 600,000. It is a modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1,000-bed hospital as part of the Health Improvement Program. The hospital is the major teaching hospital for the Medical School of the Australian National University. The Medical Physics and Radiation Engineering section also has strong links with both the University of Sydney and Wollongong University. The Critical Care and Imaging division provides comprehensive medical imaging services including three Siemens MRI (one neurosurgical), Philips PET/CT, two angiography suites, SPECT/CT, three gamma cameras, two CTs, general x-ray and sonography. The CRCS has four Varian linear accelerators, two large bore CT simulators, HDR, LDR, SXRT and the Pinnacle and Oncentra treatment planning systems. Research laboratories, two cardiac catheter laboratories and two therapy iodine rooms are also on campus. Medical Physics and Radiation Engineering is an accredited clinical site for Medical Physics Registrars training in Radiation Oncology and is applying for accreditation in Diagnostic Imaging. The multidisciplinary environment of nuclear medicine, radiology and radiation oncology and the future growth in the Health Directorate makes Medical Physics and Radiation Engineering a very attractive place to work as a Medical Physicist. The Health Directorate actively encourages and financially supports ongoing education and training. Canberra is a picturesque city offering outstanding living conditions, with a relaxed country lifestyle combined with high quality city amenities. It is an easy three hour drive from Sydney. The city is ideal for families as well as offering a good lifestyle for single people. Canberra's schools and educational institutions are amongst the best in Australia. The Australian National University is ranked in the top 20 universities in the world. There are many national icons, cultural and recreational opportunities. The excellent roads, public transport and compact city planning result in less wasted time.

Eligibility/Other Requirements: Medical Physics Registrar means a person who is enrolled in the ACPSEM TEAP and receiving training towards gaining ACPSEM certification in a designated specialty of medical physics. A degree in Science or higher degree majoring in Physics recognised by the Australian Institute of Physics is required. The candidate is required to be accepted into the post-graduate medical physics degree at an ACPSEM accredited university (or have ACPSEM exemption from this requirement).

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

Contact Officer: Sean Geoghegan (02) 6244 2256

Canberra Hospital and Health Services

Operational Support

Acute Support

Occupational Therapist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 20505)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: We are a dedicated team of Occupational Therapists providing services and intervention to our hospitals' acute medical and surgical wards and outpatients. If you have been looking for the opportunity to work in a rotational role in a supported environment then this may be the job for you. The Acute Support Occupational Therapy Department are looking for someone to join their team for a temporary period and would welcome applications from suitably qualified people.

Eligibility/Other requirements: Degree or diploma in Occupational Therapy and be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). A current Australian driver's licence.

Note: This is a temporary position available from January 2014 until September 2014 with the possibility of extension. This process may be used to fill other similar positions should they arise in the future. This position may be required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Domenico Tripodi (02) 6244 3286

Canberra Hospital and Health Services

Operational Support

Acute Care

Dietitian

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 28281, expected vacancy)

Gazetted: 28 November 2013

Closing Date: 5 December 2013

Details: The Acute Support Nutrition Department invites applications from enthusiastic and suitably qualified Dietitians. The successful applicants will work in a dynamic Nutrition Department that provides a range of tertiary hospital nutrition services to inpatients and outpatients of Canberra Hospital. Duties include dietary assessment, nutrition care planning, nutrition counselling and monitoring within a multi-disciplinary team environment. In addition they will be required to participate in the planning and delivery of education programs to staff and client groups. The ACT Health has a commitment to professional development and is actively involved in teaching and training activities. Some weekend duty will be required.

Eligibility/Other Requirements: Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent. Eligible for membership of the Dietitians Association of Australia and eligible for APD Status. Note: This is an expected permanent vacancy; an order of merit will be established from this process that may be used to fill current and future long and short term temporary positions that are/may be available.

Contact Officer: June Gunning (02) 6172 5106

Director General Reports

Financial Management

Revenue and Financial Support

Billing Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 33342, several)

Gazetted: 28 November 2013

Closing Date: 5 December 2013

Details: The Patient Accounts Office is currently seeking applications from suitably qualified candidates to undertake a Billing Officer role for a period of 12 months. The position is responsible for the accurate and timely billing of both inpatient and outpatient episodes using the Hospital's current billing system Platypus 2. The successful applicant must possess well developed communication skills, both written and verbal, strong liaison and interpersonal skills, accuracy and attention to detail and be able to work well within a team environment. Knowledge of the billing system Platypus 2 and ACTPAS would be an advantage.

Notes: These are temporary positions 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: Karen Ross (02) 6244 2242 karen.ross@act.gov.au

Canberra Hospital and Health Services

Operational Support

Acute Care

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 29694)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: If you are a newly graduated Occupational Therapist looking to fulfil your lifelong ambition of working in a rotational position for 12 months then we may have the position you have been looking for. We are a dedicated Occupational Therapy department providing services to acute medical and surgical wards and outpatients looking to fill a new Graduate role within our team.

Qualifications/Other Requirements: Degree or Diploma in Occupational Therapy and be Registered or have applied for Registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Note: This is a temporary position available for a period of 12 months. Please provide a written application including a covering letter, CV and answers to the Selection Criteria as a document to be uploaded and included with your application. For any further information regarding the position please call the contact officer on the number provided.

Contact Officer: Domenico Tripodi (02) 6244 3286

Canberra Hospital and Health Services

Medicine

Neurology

Neurophysiology Scientist New Graduate

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 31027)

Gazetted: 28 November 2013

Closing Date: 19 December 2013

Details: An opportunity exists for a dynamic individual with a Bachelor of Biomedical Science (Clinical Physiology) to train in the Allied Health specialty of Clinical Neurophysiology. The successful individual will be provided with the practical and theoretical skills to perform tests such as Electroencephalograms, Nerve Conduction Studies and Evoked Potentials on a range of ages from neonates to the elderly in a supportive and nurturing environment. Supervision will be provided by an experienced Neurophysiology Scientist until adequate skills are developed.

Eligibility/Other Requirements: Bachelor of Biomedical Science (Clinical Physiology) containing Neurophysiology unit(s) or equivalent.

Note: This is a temporary position available from 10 February 2014 until 6 February 2015. The successful applicant will 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: Angela Borbelj (02) 6244 4577

Justice and Community Safety

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

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

ACT Corrective Services

Alexander Maconochie Centre

Offender Services and Corrections Programs

AMC Case Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 43605)

Gazetted: 26 November 2013

Closing Date: 6 December 2013

Details: Under the limited direction of the Classification and Case Management Coordinator: Coordinate, administer and manage case management/classification processes and functions, including undertaking record keeping. Coordinate, administer and manage reception, screening and induction processes and programs according to ACTCS policy. Develop, monitor and review offender case plans, and assist in maintaining systems for reviewing and monitoring detainee progress. Assist, administer and participate in multi-disciplinary meetings on the development of individual case plans and program pathways, and the monitoring and reviewing of progress made by individual detainees.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a criminal history check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential.

Notes: This is a temporary position for two years. 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: Megan Valler (02) 6205 8032 megan.valler@act.gov.au

Legislation, Policy and Programs

Restorative Justice Unit

Galambany Court Coordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 43585)

Gazetted: 25 November 2013

Closing Date: 9 December 2013

Details: An exciting position exists within the ACT Restorative Justice Unit for the role of Galambany Court Coordinator. The Galambany Court is a specialised court within the ACT Magistrates Court. It was established under the *Magistrates Court Act 1930* to sentence eligible Aboriginal and Torres Strait Islander offenders who plead guilty to an offence. It has the same sentencing powers as the Magistrates Court. Sentencing focuses on imposing an appropriate sentence that considers a healing process, moving on from the offence and helping the offender address a range of issues that include education, health, housing, rehabilitation and unemployment.

Eligibility/Other Requirements: This is an Aboriginal and Torres Strait Islander Identified position. *Working with Vulnerable People (Background Checking) Act 2011* is a requirement of this position. Experience in working within the ACT criminal justice system would be an advantage.

Contact Officer: Tracey Blundell (02) 6207 0505 tracey.blundell@act.gov.au

ACT Corrective Services

Personal Assistant to General Manager, Custodial Operations

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 29262)

Gazetted: 22 November 2013

Closing Date: 6 December 2013

Details: Provide office management and administrative support to the General Manager including: Organise and prioritise the General Manager's workflow including ensuring addressing incoming and outgoing correspondence and/or other documentation; Provide reception and telephone services for the General Manager's office and to resolve or route enquiries for resolution; Manage appointments including attendance at meetings; Record and prepare responses related to Ministerial, Cabinet and other high level requests; Prepare a range of correspondence including letters, briefings and written reports; Provide efficient word processing, spreadsheet and data base capability; Undertake basic research and analysis tasks.

Eligibility/Other Requirements: The ability to write in shorthand and well developed keyboard skills are highly desirable. A current driver's licence is essential.

Note: The successful candidate will be required to undergo a criminal record check. 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: Don Taylor (02) 6207 0040 don.taylor@act.gov.au

**ACT Human Rights Commission
Human Rights and Discrimination Commissioner
Human Rights Law Policy Adviser
Legal 1 \$54,415 - \$111,570, Canberra (PN: 20801)**

Gazetted: 26 November 2013

Closing Date: 3 December 2013

Details: The Human Rights and Discrimination Commissioner is seeking a resilient, engaging person to assist discharging her statutory functions under the *ACT Human Rights Act 2004*. The position involves a range of tasks primarily aimed at improving understanding and promoting human rights in the community. The successful applicant is likely to represent the Commission in key forums and manage a range of community engagement projects, including face to face training. The position will also provide the Commissioner with systemic policy advice and legal research.

Eligibility/Other Requirements: Appropriate tertiary qualifications in law.

Notes: This is a temporary part-time position available three days a week for a period of six months with the possibility of extension. 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. Selection may be based on written applications and referee reports only.

Contact Officer: Sean Costello (02) 6205 2222 sean.costello@act.gov.au

**Office of Regulatory Services
Registrations and Fair Trading
Advice and Complaints
Client Services Officer
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 42683)**

Gazetted: 26 November 2013

Closing Date: 3 December 2013

Details: The successful applicant will have demonstrated administrative support skills including sound organisational skills, self motivation and initiative. Ability to understand and explain legislation, policies and procedures to clients, including an understanding of the principles of Consumer Protection. Ability to work in a team environment and to work with minimal supervision. Effective oral and written communication skills. Ability to use computer systems to enter complaints received by clients. A demonstrated understanding of and commitment to customer service, principles of Workplace Diversity, Participative Work Practices, Occupational Health and Safety. Maintain records in accordance with the *Territory Records Act 2002*.

Notes: This is a temporary position available ASAP to 3 July 2014, with the possibility of extension.

Contact Officer: Rachel Niehus (02) 6207 6799 rachel.niehus@act.gov.au

**ACT Law Courts and Tribunal
ACT Magistrates Court
Forensic Medicine Centre
Mortuary Technician
Technical Officer Level 1-3 \$47,953 - \$69,377, Canberra (PN: C09345, several)**

Gazetted: 25 November 2013

Closing Date: 10 December 2013

Details: The ACT Forensic Medicine Centre in Phillip is seeking Mortuary Technicians on a casual basis to assist pathologists conduct autopsies on behalf of the ACT Coroner. Casual Mortuary Technicians are remunerated as Technical Officer, Levels 1- 3 and applicable pro-rata salary, casual loading and penalty rates are outlined in the Justice and Community Safety Enterprise Agreement available on the JACS website www.justice.act.gov.au. The Forensic Medicine Centre will consider training candidates who have highly transferable skills and qualifications and meet the necessary requirements.

Eligibility/Other Requirements: Relevant qualifications in Mortuary Practice and/or a degree in the field of Science or Health Sciences or course work in Biology or Forensics, preferably including physiology/anatomy; or any combination of education or experience which would demonstrate the ability to perform the work of a Mortuary Technician. Six months experience in a morgue, mortuary or similar setting. Knowledge of Workplace Safety management with regards to chemical hazards and infectious material. Successful applicants who are employed below a Technical Officer 3 level will be expected to complete the required on-site/off-site training to attain that level of competence.

Notes: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the selection criteria, contact details of at least two referees and a current curriculum vitae. Expressions of interest will be used to shortlist applicants for interview or a familiarisation program. These casual positions may involve varying periods of duty and the successful applicants will be expected to work within and outside of usual work hours. The successful applicants will be required to be vaccinated against Hepatitis B and other applicable vaccine. Employment is subject to an acceptable Criminal Record by the Australian Federal Police.

Contact Officer: Cindy Hansen (02) 6205 5545 cindy.hansen@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**

Office of the Director-General

Directorate Liaison Officer

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 11867)

Gazetted: 26 November 2013

Closing Date: 10 December 2013

Details: Territory and Municipal Services Directorate (TAMS) is seeking a dynamic and experienced person to fill the positions of Directorate Liaison Officer (DLO) to facilitate and support direct communications and policy advice between the Directorate and the Minister's Office and as necessary other departments and Ministers' Offices. The occupant of this position will provide specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. Demonstrated ability to operate in a complex and dynamic environment with minimal supervision and within tight timeframes, and high level oral and written communication skills with effective representation and liaison skills will be an advantage.

Notes: This is a temporary position available until January 2016 with the possibility of extension. Selection may be based on application and referees reports only.

Contact Officer: Helen Willson (02) 6207 6254 helen.willson@act.gov.au

Roads and Public Transport

Roads ACT

Strategic Planning and Development

Senior Capital Works Engineer

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17700)

Gazetted: 21 November 2013

Closing Date: 5 December 2013

Details: Roads ACT is seeking a Senior Engineer to be responsible for the development of the Capital Work and Upgrade program. The successful candidate will also be required to develop and manage the design and construction standards and specifications for road and associated civil infrastructure assets. The position contract manages the community path, stormwater and arterial road barrier capital upgrades which includes feasibility studies, investigation and forward design.

Eligibility/Other Requirements: Tertiary qualifications in Civil Engineering essential and experience in design and construction within the Civil (especially roads) industry is desirable. A current driver's licence is also required.

Contact Officer: Karl Cloos (02) 6207 6871 karl.cloos@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

ACTION

Customer Service Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: A20042)

Gazetted: 25 November 2013

Closing Date: 2 December 2013

Details: The Regional Customer Service Manager is the principal officer responsible for ACTION North Region's complaints management process. The role is primarily responsible for checking the accuracy of details provided by Canberra Connect or the MyWay Team in relation to ACTION complaints, investigating customer complaints, interviewing and/or counselling driving staff and engaging with community groups and schools in the promotion of ACTION services in the region. The successful applicant would be required to work in this role two non-consecutive days per week, for the period of the advertised vacancy.

Eligibility/Other Requirements: Previous operational experience in a transport or industrial environment would be desirable but not essential, as would an understanding of the Australian Road Rules and Safety Management Systems as they apply to a Transport Operator.

Notes: This is a part-time temporary position available at 15:12 hours per week until 16 May 2014.

Contact Officer: Jeremy Wee (02) 6207 7640 jeremy.wee@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

ACTION Workshop

Apprentice

Apprentices \$23,505-\$52,308, Canberra (PN: APP009, several)

Gazetted: 25 November 2013

Closing Date: 9 December 2013

Details: Actively participate in the training and development as an apprentice to obtain a Heavy Vehicle Trade Certificate. Meet the requirements of the appropriate Canberra Institute of Technology (CIT) course, including completion of modules and attendance. Under supervision or in a team environment, undertake training to carry out maintenance and/or repair activities to the full range of Fleet vehicles owned and operated by ACTION.

Knowledge or experience in vehicles or mechanical maintenance.

Eligibility/Other Requirements: Selected applicants will be required to undertake a literacy and numeracy assessment as part of the selection process. Hold current driver's licence or ability to obtain a licence. Year 10 to year 12 Certificate or equivalent is desirable.

Note: These are temporary employment opportunities, permanent employment may be offered if positions are available to be filled.

Contact Officer: Matthew Halls 0401 298 842 matthew.halls@act.gov.au

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

APPOINTMENTS

Canberra Institute of Technology

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

Amanda Silk 836-11471, Section 68(1), 25 November 2013

Chief Minister and Treasury

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

Joyce Ellinas 838-43416, Section 68(1), 25 November 2013

Commerce and Works

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

Rianna Hartas 836-01089, Section 68(1), 26 November 2013

Senior Information Technology Officer Grade B \$106,086 - \$119,426

Wayne Lucas 836-09080, Section 68(1), 18 November 2013

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

Raymond John Mills 822-54679, Section 68(1), 28 November 2013

Community Services

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

Maajida Bera 835-94501, Section 68(1), 19 November 2013

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

Jenna Crowe 835-84186, Section 68(1), 25 November 2013

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

Lauren Fensom 827-49030, Section 68(1), 25 November 2013

Education and Training

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

Debra Narayan 824-56596, Section 68(1), 1 February 2014

Health

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

Punit Dhall 836-11375, Section 68(1), 9 December 2013

Registered Nurse Level 3.2 \$101,556

Timothy Keun 821-16428, Section 68(1), 25 November 2013

Senior Professional Officer Grade A \$123,208

Christine Long 836-07683, Section 68(1), 25 November 2013

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

Mariemma Sebastian 838-51555, Section 68(1), 2 December 2013

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

Nicola Walker 835-86843, Section 68(1), 25 November 2013

Senior Staff Specialist, \$199,231

Katrina Anderson: 780-52329, Section 68(1), 20 November 2013

Justice and Community Safety

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

Joel Marcus Defazio 836-11164, Section 68(1), 25 November 2013

Administrative Services Officer Class 6 (Probation and Parole) \$70,913 - \$81,460

Melanie Phillips 836-10858, Section 68(1), 2 December 2013

TRANSFERS

Health

Sarit Cohen: 799-83221

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

Health

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

Health, Canberra (PN. 12170) (Gazetted 25 July 2013)

Temisha Grohs: 799-95759

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

Health

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

Health, Canberra (PN. 24194) (Gazetted 3 October 2013)

Julianne Solway: 813-01760

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

Canberra Institute of Technology

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

Health, Canberra (PN. 33307) (Gazetted 3 October 2013)

Justice and Community Safety

Rachelle Kelly: 787-02192

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 46200) (Gazetted 14 August 2013)

Darshana Rathod: 827-56046

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

Community Services

To: Administrative Services Officer Class 6 (Probation and Parole) \$70,913 - \$81,460

Justice and Community Safety, Canberra (PN. 11250) (Gazetted 26 September 2013)

PROMOTIONS

Community Services

Office for Children, Youth and Family Support

Youth Services Branch

Youth Justice Case Management

Rachael Harkin: 836-02479

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

Community Services

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

Community Services, Canberra (PN. 12040) (Gazetted 25 September 2013)

Office for Children, Youth and Family Support

Youth Services Branch

Youth Justice Case Management

Stacey Wrench: 827-21513

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

Community Services

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

Community Services, Canberra (PN. 32470) (Gazetted 25 September 2013)

Economic Development

Land Development, Strategy and Finance

Land Development

Business Operations

Pamela Roncon: 799-91782

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

Economic Development

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

Economic Development, Canberra (PN. 18996) (Gazetted 17 October 2013)

Education and Training

Office for Schools

North/Gungahlin Network

North Ainslie Primary

Dragisa Morarevic: 820-74985

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

Education and Training

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

Education and Training, Canberra (PN. 01559) (Gazetted 9 September 2013)

Office for Schools

Belconnen Network

Charnwood-Dunlop School

Kirsten Rosemary Sharman: 827-11147

From: School Assistant 2/3 \$39,431 - \$48,474

Education and Training

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

Education and Training, Canberra (PN. 00555) (Gazetted 4 November 2013)

Health

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Aged Care

Larinda Dowell: 839-26131

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

Health

To: †Registered Nurse Level 3.1 \$89,834 - \$93,531
Health, Canberra (PN. 25943) (Gazetted 7 November 2013)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons

David Legge: 816-81177

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

Health

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

Health, Canberra (PN. 19762) (Gazetted 26 September 2013)

Canberra Hospital and Health Services

Surgery and Oral Health Services

Anaesthesia

Lanie Stephens, 780-52564

From: Staff Specialist 1-5 \$147,465 - \$181,976

Health

To: Senior Staff Specialist \$199,231

Health, Canberra (PN.02299)

This promotion is from a non-advertised vacancy in accordance with process for promotion from Specialist to Senior Specialist Guidelines.

Territory and Municipal Services

Roads and Public Transport

Public Transport

Flexible Transport

Ian Corey: 827-24343

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 32218) (Gazetted 7 November 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.