



ACT Government Gazette

Gazetted Notices for the week beginning 30 January 2014

Executive Notices

Commerce and Works

Variation Assignment

George Tomlins – Executive Director Procurement (E404) Section 80A (1)(b) of the Public Sector Management Act 1994

Justice and Community Safety

Variation Assignment

Lana Junakovic – Executive Director, People and Workplace Strategy (E689) Section 80A (1)(b) of the Public Sector Management Act 1994

Education and Training

Engagement

John Stenhouse – Executive Officer Board of Senior Secondary Studies (E516) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Mental Health

Clinical Nurse Consultant (Mental Health Consult Liaison)

Registered Nurse Level 3 \$89,834-\$93,351, Canberra (PN: 8931)

Gazetted: 31 January 2014

Closing Date: 14 February 2014

An opportunity exists for a Registered Nurse with advanced practice skills in Mental Health Nursing to join a small but dynamic team providing Consultation/Liaison Services to patients in both the Emergency Department and inpatient areas of Calvary Health Care ACT. Applicants must possess sound skills in assessment, crisis intervention and management planning, and be able to practice with minimal supervision.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Response to the selection criteria; Copy of your current resume; Cover letter outlining why you believe you are suitable for this role (Maximum 1 page); and Names and contact details for 2 professional referees.

Note: Please visit <http://www.calvary-act.com.au/career-vacancies.html>

Contact Officer: Carmel Ronning (02) 6201 6806 carmel.ronning@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**

Trade Skills and Vocational Learning

Auto, Metals and Logistics

Teacher Band 1

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51435)

Gazetted: 04 February 2014

Closing Date: 18 February 2014

Details: An exciting position exists for someone with extensive experience in the Automotive Heavy Vehicle Industry. Teaching and mentoring tradespeople for the future, the position requires tuition on and off campus, liaising with industry and developing valid assessment tools and learning outcomes. Maintaining student records and progress in accordance with industry training packages for their qualifications, duties also include to initiate and conduct innovative programs to meet specific commercial client needs. Experience in all aspects of heavy commercial vehicle technology, truck mechanic or heavy machinery mechanic is preferable.

Eligibility/Other Requirements: It is mandatory that a Teacher possesses Training and Assessment Certificate IV level (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, also appropriate industry competencies demonstrated by either one of the following qualifications, Certificate III in Automotive Commercial Heavy Vehicle, or Certificate III in Mobile Plant Technology. 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). It is a mandatory requirement for all Teacher Band 1 Teachers to have five years minimum relevant industry experience.

Notes: This is a temporary position available until 31 December 2014.

Contact Officer: Steven McMahon (02) 6207 3818 steven.mcmahon@cit.edu.au

Commerce and Works

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

ACT Insurance Authority

Office Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 33550)

Gazetted: 30 January 2014

Closing Date: 7 February 2014

Details: The Australian Capital Territory Insurance Authority (the Authority) is established under Section 7 of the Insurance Authority Act 2005. As the ACT Government's captive insurer for all ACT Government Directorates and statutory authorities, we meet the insurable claims and losses of ACT Government agencies. The Office Manager reports directly to the Finance Manager and is responsible for managing the delivery of office and corporate management functions of the Authority. The primary function of the position is to manage the Authority's corporate support activities including delivery of accommodation and travel requirements, ITC and equipment management, human resource management, contract administration as well as assisting with accounts receivable and payable activities.

Contact Officer: Suzanne Pritchard (02) 6205 3084 suzanne.pritchard@act.gov.au

Corporate and Governance

Communications

Business and Website Administrator

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 12936, several)

Gazetted: 04 February 2014

Closing Date: 18 February 2014

Details: Support in the management of Commerce and Works Directorate (CWD) websites and intranets. This could include review and loading of documents and pages, building new pages and sections, supporting the web manager with projects, loading of tender documentation and addenda, or drafting and updating website content. Research, preparation and delivery of Directorate newsletters, facts sheets, online content, communications plans and tools as required.

Eligibility/Other Requirements: Some experience of graphic and/or social media would be desirable.

Note: These are temporary positions available until February 2015.

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

Revenue Management

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 12568)

Gazetted: 31 January 2014

Closing Date: 14 February 2014

Details: As a team member, undertake a range of operational and administrative tasks mainly relating to the maintenance of revenue accounts involving return taxes and undertake a range of debt management actions in relation to unpaid ACT taxation debts. Professionally deal with taxpayers and their representatives.

Contact Officer: Will Hogan (02) 6207 0110 will.hogan@act.gov.au

Revenue Management

Advice and Assessments

Assessment Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 04263, several)

Gazetted: 03 February 2014

Closing Date: 10 February 2014

Details: The Revenue Management Division of the Commerce and Works Directorate is responsible for administering the Territory's revenue collection responsibilities including the development of revenue and taxation legislation; the collection and management of revenue through existing taxation schemes; the undertaking of compliance activities; facilitation of debt management and assessing applications for various Grants and Concessions. The Advice and Assessments Section is responsible for the assessment and collection of duty, the processing of applications for various concessions and grants, and the delivery of high level advice to taxpayers and constituents on various matters relating to the function of the Division. Under general direction the successful applicant for this role will provide professional customer service to clients and their representatives and will fulfil key administrative tasks such as raising assessments and processing payments.

Notes: There are two permanent vacancies to be filled through this recruitment.

Contact Officer: Morgan Bryant (02) 6207 0332 morgan.bryant@act.gov.au

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

Community Services

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

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

Policy and Organisational Services

Governance, Advocacy and Community Policy

Organisational Governance

Cabinet Liaison Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 55630)

Gazetted: 04 February 2014

Closing Date: 11 February 2014

Details: Expressions of interest are sought from potential candidates to assume responsibility for coordinating the confidential management of Cabinet documents throughout the Directorate, including the preparation of Directorate comments. Monitoring, preparation of briefs and provision of advice in relation to Cabinet matters and preparation of the Cabinet forecasts are critical duties of the position. Sound knowledge of the Cabinet and Assembly processes would be an advantage.

Eligibility/Other Requirements: Strong interpersonal and coordination skills essential.

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

Therapy ACT

Occupational Therapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 27496, several)

Gazetted: 04 February 2014

Closing Date: 18 February 2014

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based teams in a range of community settings. The successful Occupational Therapist will provide supervision to staff, assess, plan, implement and evaluate individual and group programs and provide services to promote functional independence through equipment prescription and home modifications.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy. Current Registration as an Occupational Therapist with AHPRA and Eligibility for Membership with Australian Occupational Therapy Association. Current drivers license essential.

Notes: There are several temporary positions with the possibility of permanency. Both part-time and full-time hours will be considered.

Contact Officer: Ruth van Ierschoot (02) 6205 1251 ruth.vanierschoot@act.gov.au

Housing and Community Services

Housing ACT

Gateway Services

Housing Asset Assistance Program Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 03466)

Gazetted: 31 January 2014

Closing Date: 14 February 2014

Details: The Housing Asset Assistance Program (HAAP) team manages the allocation of properties to community agencies that provide homelessness, disability and other supportive tenancies. The team is seeking a motivated and energetic person to fill the role of HAAP Officer. The occupant of this position is responsible for managing a portfolio of housing tenancies held by community agencies and ACT Government Directorates, and for providing advice and support to these agencies to assist them in the management of the properties and tenancies. The successful applicant for this position must have well developed oral and written communication skills, the ability to build relationships, liaise and negotiate with community and government services, sound analytical, problem solving and research skills.

Eligibility/Other Requirements: Experience in using a range of IT business and office applications. 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: Tony Collins (02) 6205 2072 tony.collins@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.

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**

Tourism, Events and Sport Division

Sport and Recreation Services

Director, Sport and Recreation Services

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E614)

Gazetted: 30 January 2014

Closing Date: 6 February 2014

Details: The position Director, Sport and Recreation Services is responsible for the delivery of the Directorate's high quality services and value services in the areas of sport and recreation programs, ACT Academy of Sport and Sports Facilities Management and Construction across Government and the community. An ability to quickly assume knowledge and responsibility for complex project and program management and also internal and external relationships is essential. A demonstrated ability to both lead and manage is required, as is experience in the preparation and review of detailed Ministerial correspondence and Briefs. An understanding demonstrated by experience of budget management, financial reporting and budget preparation is required. The Director reports to the Executive Director Tourism, Events and Sport, and is an integral member of the Division's effective and cohesive leadership team working to this position. Candidates for this position should be able to demonstrate leadership, highly developed strategic capability, policy development and inter-governmental relations. They should also have experience in dealing with policy, financial and people management issues. Experience in Government, the wider community and business would be highly regarded.

Notes: This is a temporary position available asap for three months. Please submit an expression of interest of no more than two pages detailing your experience and skills and using the Selection Criteria as a guide. Submit this and a current CV/resume to shane.o'leary@act.gov.au.

Contact Officer: Shane O'Leary (02) 6205 8294 Shane.O'Leary@act.gov.au

Tourism, Events and Sport

Venue and Event Services

Events ACT

Manager, Event Facilitation and Government Coordination

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 28836)

Gazetted: 30 January 2014

Closing Date: 6 February 2014

Details: Events ACT is seeking expressions of interest to fill the position of Manager, Event Facilitation and Government Coordination. This is a temporary vacancy for a period of six months commencing February to July 2014, with the possibility of an extension. This position is responsible for the facilitation and coordination of a range of policy and programs for the ACT Government relating to events and the events sector. In particular the position is responsible for overseeing the management and administration of the ACT Event Fund and the Events Coordination Group and is responsible for the facilitation and coordination of Government commitments for the 2015 AFC Asian Cup and 2015 ICC Cricket World Cup.

Eligibility/Other Requirements: Relevant experience or qualifications in event management or related field or industry.

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

Applications should be sent to the contact officer.

Contact Officer: Dianne Ireland (02) 6207 5369 dianne.ireland@act.gov.au

Land Development, Strategy and Finance

Office of the Deputy Director-General

Executive Assistant

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 10584)

Gazetted: 31 January 2014

Closing Date: 7 February 2014

Details: The Deputy Director-General, Land Development, Strategy and Finance is seeking the services of an Executive Assistant to provide high level executive and administrative support. The successful applicant will also be responsible for coordinating Branch, Divisional and/or Directorate input and reporting requirements, tracking correspondence and monitoring staffing and financial issues on behalf of the Land Development, Strategy and Finance Branches. Highly developed interpersonal skills combined with strong analytical capability and attention to detail are required.

Contact Officer: Dan Stewart (02) 6205 7346 dan.stewart@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

Office for Schools

Belconnen Network

Florey Primary School

Deputy Principal

School Leader B \$118,502, Canberra (PN: 04109)

Gazetted: 05 February 2014

Closing Date: 19 February 2014

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

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

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

Contact Officer: Felicity Bruce (02) 6205 8011 felicity.bruce@ed.act.edu.au

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

Office for Schools

North Gungahlin Network

Dickson College

Executive Teacher

School Leader C \$101,775, Canberra (PN: 02702)

Gazetted: 05 February 2014

Closing Date: 19 February 2014

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

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

Contact Officer: Kerrie Heath (02) 6205 6455 kerrie.heath@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.

Learning, Teaching and Student Engagement

Learning and Teaching

Instrumental Music Program

Step into the Limelight Production Manager

School Leader C \$101,775, Canberra (PN: 04231)

Gazetted: 05 February 2014

Closing Date: 19 February 2014

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Notes: Whilst the position sits within the Instrumental Music Program it does not require a music specialist to undertake this role. 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: Naida Blackley (02) 6205 8265 naida.blackley@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.

Organisational Integrity

Information and Knowledge Services

Records Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 04442)

Gazetted: 31 January 2014

Closing Date: 14 February 2014

Details: The Records Management Section manages the records and associated legislative requirements for the Directorate across both ACT public schools and central office. This position requires the leadership and management of a small team in the delivery of this service. The successful applicant will require strong policy development skills, communication and team leadership and management. Contract management skills in the management of third party providers is also of benefit.

Eligibility/Other Requirements: Previous experience in leading and managing a records team is desirable.

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

Contact Officer: Mark Huxley (02) 6205 6749 mark.huxley@act.gov.au

Tertiary Education and Performance

Training and Tertiary Education

Business Processes and Systems

Program Administration and Monitoring Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 02392)

Gazetted: 04 February 2014

Closing Date: 11 February 2014

Details: The Business Processes and Systems section is seeking a Program Administration and Monitoring Officer. The successful applicant will manage a team processing payments for multiple training initiatives administered across the Branch. The successful applicant will require high level interpersonal skills including oral and written communication, and the ability to deal with matters of a sensitive and confidential nature. The ability to lead a team in a high pressure environment, meet deadlines and consistently provide excellent customer services is essential. Demonstrated high level analytical skills, including the ability to resolve complex issues and provide innovative solutions will also be required. The successful applicant will have the ability to prepare reports, briefs and correspondence on policy, technical, or administrative issues as required.

Note: This is a temporary position available from 1 March 2014 until 31 March 2015 with the possibility of extension.

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

Office for Schools

Tuggeranong Network

Bonython Primary School

Business Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30448)

Gazetted: 04 February 2014

Closing Date: 18 February 2014

Details: An opportunity exists to join the collaborative educational team at Bonython Primary School. The successful applicant will be required to manage and administer all the school's finance, budgetary and operational tasks and provide administrative support to the Principal and School Board. This position includes supervision of non teaching staff, liaising with a diverse client group including students, parents, members of the public, teaching staff, contractors and central office directorate personnel ensuring a high quality customer service is delivered. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: Desirable: This position requires a high understanding of financial management and computer systems including the MAZE system.

Notes: Applicants are strongly encouraged to contact the Principal for further information regarding this position. 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: Shane Gorman (02) 6205 6565 shane.gorman@ed.act.edu.au

Education Strategy

School Performance

Strategy, Research and Innovation

Administrative Officer: Digital Technologies

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 33468)

Gazetted: 31 January 2014

Closing Date: 7 February 2014

Details: An exciting opportunity exists for an enthusiastic Administration Assistant: Digital Technologies in the Strategy, Research and Innovation Section. The successful applicant will be responsible for: planning, coordinating and managing the work flow relating to the digital capture and sharing of innovative and leading practices within Education Strategy business units and schools. Managing the administration of systems and ICT equipment connected with digital capture and sharing of leading practices including rich media content on websites, online learning resources and other digital presentation formats. Managing online learning resources and courses where required. Liaising with internal and external offices; including clients in schools and other work units. Preparing correspondence when necessary; and undertake ICT administrative tasks as required.

Eligibility/Other Requirements: 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.

Notes: This is a temporary position available until 19 December 2014 with the possibility of extension.

Contact Officer: Sarah Harris (02) 6205 0335 sarahj.harris@act.gov.au

Office of Schools

South and Weston Network

Forrest Primary School

Building Services Officer 3

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 01537)

Gazetted: 04 February 2014

Closing Date: 18 February 2014

Details: Forrest Primary School is a P-6 school who is seeking a highly organised and energetic person with a broad set of skills for the position of Building Services Officer. This position also includes assuming responsibility for the school buildings, including an off site preschool, furniture, fittings and equipment. The Officer would assume responsibility for the school and preschool building maintenance including but not limited to: undertaking regular inspections to determine priorities; coordinate and complete requires work to the buildings, fixtures, fittings and equipment or organising and overseeing work; develop, coordinate and implement annual maintenance program; manage the school's maintenance programs; supervise contractors; and initiate and implement strategies to improve outcomes.

Eligibility/Other Requirements: Current driver's licence. Desirable: An industry recognised trade qualification or equivalent work experience. 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: Roselyne Burge (02) 6205 5630 roselyne.burge@ed.act.edu.au

Office for Schools

South Canberra/Weston Network

Stromlo High School

Teacher of Italian language

Classroom Teacher \$55,775 - \$88,184, Canberra (PN: 05476)

Gazetted: 04 February 2014

Closing Date: 18 February 2014

Details: Stromlo High School offers a vibrant and supportive teaching environment with 700 students in years 7-10. The school offers students the opportunity to study one of four languages: Italian, Japanese, Indonesian or French. We are looking for a Teacher of Italian to teach students in years 7-10 with a willingness and interest in also undertaking an occasional small teaching load in another subject area. The successful applicant will be supported to engage with the new Australian Curriculum: Languages - Italian, and participate as a team member in the Faculty of Humanities and Languages. There is an opportunity for a permanent position upon completion of a successful initial contract.

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). Undergraduate study of Italian, preferably as a major or a native speaking proficiency with study in languages methodology. Sound understanding of second language pedagogy and a willingness to adopt an intercultural approach to language teaching. Ability to constructively contribute to faculty and school wide learning and teaching activities and to undertake a small teaching load in another subject area if required.

Notes: This is a temporary position available to the 17 December 2014 with a possibility of extension and/or permanency. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

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

Contact Officer: Kristina Collins (02) 6205 6166 kristina.collins@ed.act.edu.au

Office for Schools

Schools Northern

Kingsford Smith School

Koori Preschool Assistant

School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 33365)

Gazetted: 04 February 2014

Closing Date: 26 February 2014

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

Eligibility/Other Requirements: Desirable: First Aid qualification, or willingness to undertake appropriate training. From the start of 2014 all ACT public school preschool unit assistants will be required to have, or be working towards a minimum qualification requirement of a Certificate III in Children's Services or Certificate IV in Education Support.

Notes: This is an Aboriginal and Torres Strait Islander identified position. This is a temporary part-time position available until the 17 December 2014 with the possibility of extension at 9 hours per week. 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: Lyndsee Mahl (02) 6207 4683 lyndsee.mahl@ed.act.edu.au

Office for Schools

Tuggeranong Network

Richardson Primary School

Koori Preschool Assistant

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

Gazetted: 05 February 2014

Closing Date: 24 February 2014

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

Eligibility/Other Requirements: Desirable: First Aid qualification, or willingness to undertake appropriate training. From the start of 2014 all ACT public school preschool unit assistants will be required to have, or be working towards a minimum qualification requirement of a Certificate III in Children's Services or Certificate IV in Education Support.

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

Contact Officer: Jason Borton (02) 6205 8200 jason.borton@ed.act.edu.au

Office for Schools

North/Gungahlin Network

Gungahlin College

Technology Assistant

School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 33511)

Gazetted: 31 January 2014

Closing Date: 14 February 2014

Details: Gungahlin College is seeking a part-time Technology Assistant for its mechatronics, wood and metal technology classes. The Technology Assistant will prepare material for class use and ensure machinery and

equipment is well maintained. The successful applicant will be pro-active, exercise good judgement and initiative and to work with limited supervision.

Eligibility/Other Requirements: Desirable: First Aid qualification, or willingness to undertake appropriate training.

Notes: Please note this is a part-time position at 15:37 per week. 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: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

Environment and Sustainable Development

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

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

Regulation Services

Construction Services

Executive

Assurance Co-ordinator

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 15008)

Gazetted: 04 February 2014

Closing Date: 11 February 2014

Details: Applications are sought to fill a position within the Construction Services Branch as Assurance Co-ordinator. The successful applicant will be responsible for contributing to the development, review and maintenance of policies and procedures across the Branch and the management of quality systems designed to ensure full process compliance with legal obligations and organisational policies.

Eligibility/Other Requirements: Experience or qualifications in business or a related discipline is highly desirable.

Notes: This is a temporary position available until 30 June 2014 with the possibility of permanency. The successful applicant may be determined from written application and referee reports only.

Contact Officer: Craig Simmons (02) 6207 6322 craig.simmons@act.gov.au

Health

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

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

Canberra Hospital and Health Services

Women's Youth and Children

Obstetrics and Gynaecology

Professor of Obstetrics and Gynaecology, ANU Medical School and Senior Staff Specialist Department of Obstetrics and Gynaecology for Women and Children's Canberra Hospital and Health Services

Senior Specialist \$Negotiable, Canberra (PN: 20548)

Gazetted: 06 February 2014

Closing Date:

The ANU Medical School and ACT Health Directorate are seeking to appoint an outstanding candidate with a strong background in, and commitment to, clinical service, research and education in the specialty discipline of Obstetrics and Gynaecology. As well as providing high-level academic leadership to the Australian National University within this discipline, you will provide senior medical advice and support to the ACT Health Directorate. You will foster links between related clinical services and the Medical School within the ACT and the region as well as lead and direct academic work within the clinical discipline of Obstetrics and Gynaecology in alignment with the strategic directions of the ANU Medical School, to increase research success and strengthen the educational

program. The ANU Medical School is part of Australia's premier research intensive university. It operates an innovative four-year graduate-entry program, with between 90 and 100 students each year. A major feature of the Medical School program is its rural and community focus. The Professor of Obstetrics and Gynaecology will hold a Senior Staff Specialist appointment within the Women's Youth and Children's Division of the Canberra Hospital. The Division has a well-established complement of health professionals delivering first class health services from a brand new state of the art facility. The Professor of Obstetrics and Gynaecology will work closely with the Clinical Director O&G providing senior medical advice. The Department of Obstetrics and Gynaecology at The Canberra Hospital provides tertiary level Obstetrics and gynaecological services to the ACT and surrounding regions. The Canberra Hospital has more than 3,400 births per year and is a Level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital Randwick. The remuneration and conditions of this position will be commensurate with the ACT Medical Practitioner's Enterprise Agreement. The post is jointly accountable to the Dean of the ANU Medical School and the Executive Director, Women's Youth and Children's Division. Note: Applications Close: 28 February 2014 Contact Officer: SEE SPECIAL CONDITIONS Applications can be forwarded to: For Further information and details on how to apply, please visit Perrett Laver, at www.perrettlaver.com/candidates quoting reference 1478. www.anu.edu.au/jobs

Canberra Hospital and Health Services

Women, Youth and Children

Paediatrics

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 23971)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: The Paediatric Unit at the Canberra Hospital is looking for a suitably qualified Registered Nurse with outstanding leadership to fulfil the dynamic position of Clinical Nurse Consultant for our Adolescent Ward.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Post-graduate qualifications in Paediatric Nursing or extensive nursing experience within a paediatric environment would be desirable.

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

Contact Officer: Katie McKenzie (02) 6174 7378 Katie.McKenzie@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 29880)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: Justice Health Services (JHS), part of the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is seeking an experienced Registered Nurse who is interested in leading the JHS Primary Health Team. This person would have demonstrated leadership and management skills. MHJHADS is a contemporary evidence based service providing high quality care and the Justice Health Service works within a collaborative primary health care model involving the patient, their carers and other key service providers. It is expected that the successful application will have the ability to engage with people in custody in an empathetic and non judgment manner and have recent experience in delivering and coordinating clinical care, excellent interpersonal skills, be considerate of other members in the treating team and have the ability to communicate and liaise effectively with other related clinical service providers and stakeholders. Orientation/Induction and appropriate handover will be offered to the successful applicant.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency and a current passenger vehicle driver's licence.

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

Contact Officer: Herb Krueger (02) 6205 5437 herb.o.krueger@act.gov.au

Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Adult Mental Health Services
Clinical Manager

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 28859)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will be required under minimal supervision, to provide high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Nursing with current Australian Health Practitioner Regulation Agency registration. Current driver's licence. Post graduate qualifications in Mental Health Nursing, extensive post registration experience working in Mental Health is desirable.

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: Jason Mortimore (02) 6205 1110 jason.mortimore@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Mental Health Services
GP Liaison Nurse

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 22600)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: An exciting opportunity is available for a person who has excellent interpersonal skills and initiative. The position requires strong collaboration and problem solving across community mental health teams, GPs and other support options for people not needing lengthy engagement with public mental health services. The GP Liaison Nurse will have a good understanding of the Mental Health sector to take a leadership role in contributing to change and streamlining of best care options when faced with high demand in a complex service delivery environment.

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

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

Contact Officer: Amber Shuhyta (02) 6205 1225 amber.shuhyta@act.gov.au

Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program
Clinical Services Nurse
Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 19306)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: The Division of Women, Youth and Children Community Health Programs (CHP) is seeking a Nurse with high level skill to work as part of a small team to improve the alignment between policy and practice in nursing activities and wider program initiatives within the Community Health Program.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. A tertiary qualification in research, project management and/or policy development is highly desirable. Current driver's licence.

Note: This is a part-time position available at 24:00 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Sue Byrnes (02) 6205 2141

Canberra Hospital and Health Services

Mental, Justice Alcohol and Drug

Justice Health Services

Senior Nurse

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 19611)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: Forensic Mental Health Services is currently recruiting a Registered Nurse Level 3 Grade 1 as part of our multidisciplinary team. The successful candidate may be required to work across a range of settings, including community and custodial environments. Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels RN 2 and support the Team Leader. You will be required to undertake professional development and supervision and participate in quality initiatives and contribute to the multidisciplinary team processes.

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

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Selection to this position may occur based on written applications and referee reports only. Please provide two written referee reports with your written application. 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 eva.seinsche@act.gov.au

Canberra Hospital and Health Services

Critical Care

Emergency

Project Officer

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 27030)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: An exciting full-time position is available in the Emergency Department. The successful applicant will demonstrate strong leadership skills in project management and expert clinical practice improvement strategies within the Emergency Department. These improvement initiatives will align with the ACT Health Directorate and the Canberra Hospital and Health Services strategic planning and direction. You will be working with a dynamic enthusiastic team of Professionals.

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

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

Contact Officer: Megan Wall (02) 6174 5815

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Adult Mental Health Services
Mental Health Nurse**

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 26357)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: Woden Mental Health team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and provide clinical management of consumers with moderate to severe mental illness or mental dysfunction. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. You will be required to provide supervision to junior staff, lead and participate in quality improvement initiatives and undertake ongoing professional development. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Demonstrated knowledge of mental health practice. Current driver's licence.

Note: This is a temporary position available for 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: Kalvinder Bains (02) 6205 1448 kalvinder.bains@act.gov.au

**Canberra Hospital and Health Services
Mental, Justice Alcohol and Drug Services
Alcohol and Drug Program
Clinical Supervisor**

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 28410)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: Applications are invited from Allied Health Professionals with extensive clinical experience, including provision of services to clients with complex needs in a primary health setting, demonstrated ability to provide professional supervision and innovative and creative clinical leadership to a range of multidisciplinary Health Professionals and Alcohol and Drug workers. This role is expected to demonstrate ability in planning, development, implementation and review of clinical policy, standards and facilitation of quality improvement and research activities. The Alcohol and Drug Services is a multidisciplinary service within the Division of Mental Health, Justice Alcohol and Drug Services. It provides a range of specialised services for persons affected by alcohol and other drug use. The successful applicant will provide professional direction to promote positive client outcomes by working within a multidisciplinary team of Health Professionals to provide a range of psycho-social interventions and services to community based clients, and providing leadership within the team through professional supervision, clinical expertise and support and coordination of continuing professional development. The successful applicant will be required to have recent demonstrated experience, skills and knowledge of alcohol and other drug issues; group work skills; and an ability to work flexibly within a multidisciplinary team.

Eligibility/Other Requirements: Relevant qualifications in Social Work and eligibility to be a member of the Australian Association for Social Workers or Psychologist with unconditional registration with AHPRA (Australian Health Professionals Registration and Accreditation) Psychologist board or Health related undergraduate degree with post graduate diploma in counselling or a related discipline. A current driver's licence.

Note: This position may be required to participate in an 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. 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: Jill Hughes (02) 6205 0947 jill.hughes@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Justice Health Services
Team Leader

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 21787, expected vacancy)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: The ACT Health Directorate is currently seeking a Team Leader for the Forensic Mental Health Service. 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 Territories Correctional Facilities, the Courts, as well as providing a Forensic Community Outreach Service. This position is responsible for ensuring and exceeding quality care to the forensic consumers within our community regardless of their location, meeting health care standards, providing leadership and management of staff and achieving set financial business outcomes.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Social Work, Nursing or Occupational Therapy with current National Registration with AHPRA, where applicable, and/or eligibility for membership of the appropriate professional organisation.

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 eva.seinsche@act.gov.au

Canberra Hospital and Health Services
Women, Youth and Children
Child, Youth and Women's Health Program
Maternal and Child Health Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 28214, several)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: The ACT Health Directorate currently has several positions available for suitably qualified Nurses and Midwives who aspire to work in the community as a Maternal and Child Health Nurse. Full-time or part-time hours are available. This is an excellent opportunity to join a professional and caring nursing team who provide quality care for families and children in the Canberra community.

Eligibility/Other Requirements: Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a current driver's licence. Post graduate qualifications in Maternal, Child or Family Health. Qualifications in Midwifery or Paediatrics are highly desirable.

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

Contact Officer: Helen Govey (02) 6205 1827 helen.govey@act.gov.au

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

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

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: Community Care Program, Community Nursing, is seeking applications from motivated and experienced Registered Nurse to fill a unique and challenging position within the community setting. This Registered Nurse permanent position is offered as full-time or part-time over 5 days/week. This position is ideally suited to Registered Nurses with excellent clinical skills and the ability to provide clinical leadership to a team of Assistants in Nursing. Care is provided to a ventilator dependent tetraplegic patient residing in a purpose built home on the north side of Canberra. The Registered Nurse is responsible for a variety of duties including: provision of care requiring nursing expertise and competence, maintenance and ordering of consumable equipment, effective resource management and coordination of the Primary Care Team.

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

Note: 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: Leontine Muis (02) 6244 2900 Leontine.Muis@act.gov.au

Canberra Hospital and Health Services

Medicine

Medicine Units

Neurophysiology Scientist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 12895)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: An exciting opportunity is being offered for a suitably qualified and experienced Clinical Neurophysiology Scientist to join a centre of excellence with the Clinical Neurophysiology team of the Canberra Hospital and Health Services. As the successful applicant you will: Make a difference by providing Clinical Neurophysiology service delivery to adult and paediatric patients of Canberra and the surrounding region. Supervise, educate and train New Graduate Neurophysiology Scientists. Perform a range of tests offered within the Neurology department including: Electroencephalograms (routine and prolonged), Nerve Conduction Studies/Electromyography, Visual Evoked Potentials, Brainstem Auditory Evoked Potentials and Somatosensory Evoked Potentials. Be working in a Department that has a strong commitment to work life balance and continuing professional development. Have a competitive salary package including Benevolent Institution Status and superannuation.

Eligibility/Other Requirements: Significant experience in Neurophysiology plus recognised qualifications in Neurophysiology. Eligible for Full Membership of ANTA (Association of Neurophysiological Technologists of Australia Inc). Experience in Neurophysiological testing including more specialised tests is important.

Note: 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 angela.borbelj@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Psychologist/Social Worker/Occupational Therapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 29235, expected vacancy)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: This position is ideal for a Clinician interested in joining a dynamic team that provides multi-disciplinary assessment and treatment with a recovery focus, for consumers who are at risk of becoming involved in the Criminal Justice System. The Service provides Mental Health care across the lifespan and in a range of settings, including custodial environments. The successful applicant will be highly skilled in providing Mental Health assessment and treatment, and will show a strong commitment to principles of Recovery and Collaboration. They will demonstrate excellent communication skills (both written and verbal) and be able to work within relevant legislation. This senior position is supported by a multidisciplinary team of Psychologists, Social Workers, Nurses, Consultant Psychiatrists and Psychiatric Registrars.

Eligibility/Other Requirements: Tertiary qualifications in Psychology or 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 related/relevant organisation/service. Current driver's licence. Experience in Forensic Mental Health is desirable but not essential.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Selection may be based on written application and referee reports only. Please provide two written referee reports together with your written application. On-call duties on a Saturday and Sunday may be required pursuant to a roster system.

Contact Officer: Eva Seinsche (02) 6205 1551 Eva.Seinsche@act.gov.au

Canberra Hospital and Health Services

Medicine

Medicine Units

Diabetes Social Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 29148)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: The ACT Health Diabetes Service is seeking a temporary full-time Social Worker to work within a multidisciplinary team providing services to referred outpatients across tertiary and primary care diabetes services. An understanding of the scope and role of social work services relevant to chronic illness is required along with excellent communication skills and ability to work in a team environment.

Eligibility/Other Requirements: Bachelor of Social Work; eligible for membership of the Australian Association of Social Work. A minimum of two years post-graduate experience. Current driver's licence. The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for 10 months. This position may be required to participate in overtime, on call and/or rotation roster. 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: Kate Storer (02) 6244 2328

Director General Reports

Population Health

Health Improvement Branch

Grants Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24371)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: The Program is seeking a motivated person to help administer the ACT Health Promotion Grants Program. The Program provides \$2.1m in annual grants funding to community organisations, so that they can deliver health promotion programs and projects, with a particular focus on activities which improve outcomes around overweight and obesity. The successful applicant needs to have enthusiasm and stakeholder engagement skills, as well as knowledge of health promotion principles and practices. Previous experience in grants administration would be an advantage.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to health promotion or community development is desirable.

Note: This is a temporary position available until 30 September 2014 with a possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Selection may be on the basis of written applications only, and a merit list may be created as a result of this process. Expressions of Interest should address the selection criteria (no longer than two pages), and include a CV and two referee contacts, including most recent supervisor. 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: Rosemary Urquhart (02) 6205 5241 rosemary.urquhart@act.gov.au

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Executive Director of Medical Services

Research Support Officer

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 14191)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: The Canberra Hospital seeks to appoint a Health Professional Officer Level 2 to provide specialised technical support to the biomedical research laboratories at the Canberra Hospital. Duties will include provision of occasional support to the animal facility. The position will report to the Director of Research Operations. This position is key to the Hospital's commitment to enhance its research capacity.

Eligibility/Other Requirements: Demonstrated ability to undertake a diverse range of tasks, work effectively within a complex and demanding work environment and display a high level of attention to detail. Experience working in a physical containment research laboratory, or in a university or hospital or similar environment is essential. Sound knowledge of scientific instrumentation, quality assurance and the principles of work place safety regulations: including dangerous substance legislation. Familiarity with service contracts and maintenance of equipment registries. Current ACT driver's licence.

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

Contact Officer: Matthew Wafer (02) 6174 5257 matthew.wafer@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Social Worker/Occupational Therapist/Psychologist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 20299, several)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. There is an on-call roster for the Alexander Maconochie Centre and Bimberi Youth Justice Centre (public holidays only). The Clinician will also rotate within the various sub-teams of Forensic Services.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of 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. Selection to this position may occur based on the written application and referee reports only. Please submit two written referee reports with your application.

Contact Officer: Eva Seinsche (02) 6205 1551 eva.seinsche@act.gov.au

Canberra Hospital and Health Services

Medicine

Medicine Units

Clinical Neurophysiology Scientist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 30781)

Gazetted: 06 February 2014

Closing Date: 27 February 2014

Details: An exciting opportunity is being offered for a suitably qualified and experienced Clinical Neurophysiology Scientist to join a centre of excellence with the Clinical Neurophysiology Team of the Canberra Hospital and Health Services. As the successful applicant you will make a difference by providing Clinical Neurophysiology service delivery to adult and paediatric patients of Canberra and the surrounding region. Provide training and educational support for New Graduate Neurophysiology Scientists. Perform a range of tests offered within the Neurology

department including: Electroencephalograms (routine and prolonged), Nerve Conduction Studies/Electromyography, Visual Evoked Potentials, Brainstem Auditory Evoked Potentials and Somatosensory Evoked Potentials. Be working in a Department that has a strong commitment to work life balance and continuing professional development. Have a competitive salary package including Benevolent Institution Status and superannuation.

Eligibility/Other Requirements: Bachelor Medical Sciences (Clinical Physiology) with neurophysiology component, or equivalent. Eligible for Full Membership of ANTA (Association of Neurophysiological Technologists of Australia Inc) or NSSA (Neurosciences Society of Australia). Minimum 12 months clinical neurophysiology experience - adult and paediatric. Able to work between 7:30am and 7:30pm.

Contact Officer: Angela Borbelj (02) 6244 4577 angela.borbelj@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Administrative Support Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 19405)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJHAD) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected that in this position you will provide administrative support to assist in the strategic and operational processes of the Adult Mental Health Unit. This also includes the provision of high quality customer service to the consumers, carers and other staff of MHJHAD.

Eligibility/Other Requirements: Medical terminology would be an advantage. An understanding in dealing with persons affected with mental illness. Current drivers licence.

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

Contact Officer: Fiona Keddie (02) 6174 5406 Fiona.Keddie@act.gov.au

Canberra Hospital and Health Services

Medicine

Medicine Units

Medical Typist

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

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: This Division of Medicine has an opportunity for a trained Medical Typist within the Department of Neurology. This position works within a small team of Administration Support Officers providing administrative and clerical support to the inpatient and outpatient activities of the Department of Neurology.

Eligibility/Other Requirements: Medical terminology qualification or evidence that you are currently undertaking medical terminology qualifications required.

Note: This is a permanent part-time position at 22.05 hours per week (three Days) and holds a medical typing allowance. 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: Daniel Ingram (02) 6244 2063 daniel.ingram@act.gov.au

Canberra Hospital and Health Services

Medicine

Strategic Support

Resources

Trainee Sleep Scientist

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 17205)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: The Department of Respiratory and Sleep Medicine is seeking a suitably qualified individual to work in a dynamic multidisciplinary team within the Sleep Disorders Unit (SDU). Under direct supervision the role involves performing diagnostic and treatment sleep polysomnography with analysis of these studies. In addition, the individual will assist in education of treatment strategies as part of clinical care. The successful applicant will also contribute to various quality assurance programmes and show willingness towards professional development and ongoing training.

Eligibility/Other Requirements: Bachelor of Science or equivalent (Physiology, Allied Health, Health Sciences). Shift Work - able to work a 12 hour overnight shift on a regular basis.

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: Derek Figurski (02) 6244 2066 Derek.Figurski@act.gov.au

Canberra Hospital and Health Services

Mental, Justice Alcohol and Drug

Justice Health Services

Health Professional

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 15601, expected vacancy)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Service aims to provide collaborative care involving the consumer, their carers and other key services. Under supervision, it is expected that you will develop competencies and skills to provide sound interventions to consumers of the service and participate in quality initiatives to promote optimal service delivery.

Eligibility/ Other Requirements: A Tertiary qualification in Psychology, Social Work or Occupational Therapy is required and current unconditional registration with the Australian Health Practitioner Regulation Agency and/or eligibility for membership with the appropriate professional organisation. Current driver's licence.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Selection to this position may occur based on written application and referee reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please submit two written referee reports with your written application.

Contact Officer: Eva Seinsche (02) 6205 1551 eva.seinsche@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Enrolled Nurse

Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 28265)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: The Community Care Program is seeking applications from Enrolled Nurses to fill a full-time permanent position. Enrolled Nurses interested in working in community nursing should have a wide range of clinical experience and be committed to high quality customer service with a multidisciplinary focus. This position requires an ability to work autonomously with a high level of problem solving ability. This is an exciting opportunity to work in a progressive and rewarding program, providing community nursing services to the residents of Canberra, in their homes and in Health Centre clinics. Interested Nurses are encouraged to speak with the contact officer to discuss these positions.

Eligibility/Other Requirements: Registered with the Nursing and Midwifery Board of Australia. Current driver's licence. Recent experience in a wide range of clinical hospital and/or community health settings is highly desirable.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants should apply online to the Health Directorate website. Please address the selection criteria and provide a CV. Please arrange to have two referee contacts available (including one from a current supervisor).

Contact Officer: Judith Perry (02) 6205 1498 Judith.Perry@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Nursing Administration

Enrolled Nurse - Graduate Program

Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 34584)

Closing Date: 17 February 2014

Details: ACT Health invites applications from Enrolled Nurses for the 2014 – Graduate Nurse Program (April intake). ACT Health offers a twelve-month, structured program that provides a supportive framework for Enrolled Nurses during their first year of clinical practice. We are keen to hear from nurses who are passionate about providing safe, quality patient centred care and are motivated by the organisational values of care, excellence, collaboration and integrity. Full-time or part-time permanent positions will be offered to assist Enrolled Nurse Graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities, offered through the diversity of services available and structured professional development tailored for the graduate nurse. The twelve month program will generally incorporate two rotations throughout the clinical areas. Relocation assistance is available for interstate applicants if arranged prior to commencement.

Eligibility/Other Requirements: Registered or eligible to register as a Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement. Diploma in Nursing. A Permanent Resident of Australia or an Australian Citizen.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To be considered all applications must be submitted electronically at: www.health.act.gov.au/employment. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants are required to submit the following: Completed application form inclusive of the required statements answering the selection criteria (four questions in no more than two pages). The selection criteria can be found on the application form; Curriculum Vita; copy of Diploma, satisfactory transcript and academic history to date; and two written professional referee reports using the referee template form supplied (not academic referees). Incomplete or late applications will not be considered. This application process is for those applicants that would like to be considered April 2014 graduate Enrolled Nurse intakes. Short listing will take place from the above submitted documentation. Short listed applicants will be invited to attend an Interview and Assessment at the Assessment Centre which is anticipated to take place during the week of March 4th, 2014. At this time all elements of the application process will be considered including performance at Interview and Assessment at the Assessment Centre. Please note that telephone interviews will not be available; to be considered for a position you must attend the Assessment Centre in person. Employment decisions will be based on written application, referee reports, satisfactory academic history, and interview and Assessment Centre analysis. Please do not hesitate to get in touch with a Contact Officer if you have any queries related to the application process.

Contact Officer: Maxine Jordan (02) 6244 3382 maxine.jordan@act.gov.au or Enrolled Nurse Graduate Program Clinical Development Nurses (02) 6244 3360 ENClinicalDevelopmentNurse@act.gov.au

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

Emergency Services Agency

ACT Ambulance Service

Operations

Clinician (Communications Centre)

Intensive Care Paramedic 2 \$85,791 - \$95,324 plus penalties, Canberra (PN: 23899, several)

Gazetted: 05 February 2014

Closing Date: 19 February 2014

Details: The Clinician role within the ACT Ambulance Service (ACTAS) provides pre-arrival advice and alternative clinical pathways from within the Communication Centre. The successful applicants will be enthusiastic, highly professional and able to work well with internal and external stakeholders.

Eligibility/Other Requirements: Current Authority to Practise as an Intensive Care Paramedic; minimum of three (3) years experience post ICP qualification (Advanced Diploma or equivalent; a current ACT C driver's licence or interstate equivalent; and completion of the ACTAS Clinician Training Program. Evidence of further clinical study and development desirable.

Note: Temporary positions are available for periods up to 12 months. This position involves shift work and working weekends and public holidays on a 12/12 roster. Successful applicants not currently employed by ACTAS will be required to undergo a Criminal Record check and clinical assessment. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required.

For further information on Working with Vulnerable people registration refer to -

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

Contact Officer: Matt Smith (02) 6207 8127 matt.smith@act.gov.au

Office of Regulatory Services

WorkSafe ACT

Inspector

WorkCover Officer 6 \$70,913 - \$81,460, Canberra (PN: 32686, several)

Gazetted: 04 February 2014

Closing Date: 11 February 2014

Details: Conducting inspections of workplaces and providing advice in accordance with relevant legislation, including: advising duty holders on requirements of the legislation and related technical issues; investigating injuries, incidents and complaints; ensuring understanding of and compliance by duty holders with legislation; preparing reports and briefs for prosecutions as required; and receiving and coordinating/drafting responses to incoming enquiries and complaints in accordance with procedures. Promoting health and safety awareness and practices within workplaces to help minimise work-related injuries and illness. Drafting reports, briefing notes, correspondence and other written material relating to major or more complex work health and safety issues. Liaising with industry, unions, employers, other Government Departments and work health and safety providers. Representing Office of Regulatory Services (ORS) at forums within the ACT and interstate where required. Drafting and preparing guidance materials and articles on work health and safety issues. Contributing to the strategic direction of WorkSafe ACT and ORS and the development of operational policy, procedures and practices to achieve best practice within the ACT. Contributing to the development and achievement of targets and objectives of the WorkSafe ACT Strategic/Business Plans and team work plans. Facilitating a culture of performance and continuous improvement within the ORS. Positively participating in team meetings, planning and training activities to achieve corporate goals and targets. Contributing effectively to workplace diversity, participative practices and promotion of work health and safety principles. Maintaining records in accordance with the *Territory Records Act 2002*. Working cooperatively with managers and staff in WorkSafe ACT and ORS more broadly. Actively participating in the development and application of relevant WorkSafe ACT promotional and educational materials. Actively promote relevant WorkSafe ACT promotional and educational materials to industry. Present at training, workshops, roadshows and other such appropriate activities.

Eligibility/Other Requirements: A Certificate IV level qualification in Government Inspection/Investigations or related discipline, or progress towards such a qualification is desirable. Current driver's licence is mandatory. Willingness to wear a uniform. Willingness to undertake competency based training relevant to performing the duties of this position. Participation in an afterhours on-call and telephone roster when required. Participation in programmed after hours compliance activities when required.

Note: These positions are being readvertised and previous applicants will be considered and need not reapply.

Contact Officer: Stewart Ellis (02) 6207 0048 stewart.ellis@act.gov.au

Office of Regulatory Services

WorkSafe ACT

WorkSafe ACT Officer - Investigator

WorkCover Officer 6 \$70,913 - \$81,460, Canberra (PN: 32682, several)

Gazetted: 03 February 2014

Closing Date: 17 February 2014

Details: The WorkSafe ACT section is looking for an experienced and motivated person who will perform the functions of an authorised Inspector under relevant legislation. Undertake major investigations in accordance with the relevant legislation including preparation of complex briefs of evidence, taking statements, collecting evidence. Contribute to the day-to-day operations in the Section. Contribute to efficient work practices and sound corporate governance. Educate the community on requirements of the relevant legislation.

Eligibility/Other Requirements: A Certificate IV level qualification in Investigations or related discipline, or progress towards such a qualification is desirable. Current driver's licence mandatory. Willingness to wear a uniform.

Willingness to undertake competency based training relevant to performing the duties of this position.

Notes: Applicants may be required to undertake a short practical assessment at the time of interview. These positions are being readvertised and previous applicants will be considered and need not reapply.

Contact Officer: Stewart Ellis (02) 6207 0048 stewart.ellis@act.gov.au

Territory and Municipal Services

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

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

Business Enterprise

Business Enterprise Executive

Executive

Business Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 11051)

Gazetted: 31 January 2014

Closing Date: 14 February 2014

Details: Business Enterprise is seeking an experienced Business Manager for the Division. This position reports directly to the Executive Director, Business Enterprise and has an over-arching strategic coordination role across the Division.

Notes: This is a temporary position up to 12 months with a possibility of permanency in accordance with clause M2 of the *Territory and Municipal Services Directorate Enterprise Agreement 2010-2013*.

Contact Officer: Phillip Perram (02) 6207 2333 phillip.perram@act.gov.au

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

Parks and City Services

City Services

Asset and Data Integration

Roads Data Project Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33575)

Gazetted: 04 February 2014

Closing Date: 11 February 2014

Details: This position is responsible for establishing a complete, consistent and accurate road centreline dataset for the ACT Government.

Eligibility/Other Requirements: Experience in the use of ESRI Geographic Information Systems, ArcPad, Oracle, and SAFE's FME software is essential as well as a current driver's licence.

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

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

Roads and Public Transport

Public Transport

Executive

Administrative Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: A11763)

Gazetted: 31 January 2014

Closing Date: 7 February 2014

Details: Public Transport Executive Team are seeking expressions of interest from individuals with demonstrated experience in an office environment, including experience in records management finance and secretariat functions. The successful applicant will have strong organisational skills in addition to good communication and interpersonal skills and a strong commitment to customer service.

Notes: This is a temporary position available from 10 February 2014 until 17 April 2014 with possibility of extension and/or permanency. Selection may be made on the basis of application and referee reports only.

Contact Officer: Charmaine Murfet (02) 6207 3353 charmaine.murfet@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

Chief Minister and Treasury

Graduate Administrative Assistant \$58,870 - \$60,739

Andrew Fahey 836-08459, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Kumudahasini Samarakoon 836-08299, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Polly Walker-Dorras 836-08475, Section 68(1), 10 February 2014

Commerce and Works

Graduate Administrative Assistant \$58,870 - \$60,739

Mohena Arora 836-07886, Section 68(1), 20 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Jonathon Dragos 836-08280, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Luke Edmondson 836-08221, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Mitchell Hardiman 836-08096, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Matthew Hart 836-08272, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Phu-Anh Lee 836-08088, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Daniel Loth 836-08125, Section 68(1), 10 February 2013

Graduate Administrative Assistant \$58,870 - \$60,739

Angela McCaughey 836-08256, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Abass Olaode 836-08192, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Megan Robinson 836-08248, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Peter Stringfellow 836-08264, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Timmee Tindall-Pickernell 836-08205, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Chang Yong Ting 840-49062, Section 68(1), 10 February 2014

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

Matthew Williams 835-99847, Section 68(1), 30 January 2014

Senior Information Technology Officer Grade A \$123,208

Daniel Wurzer 835-98895, Section 68(1), 3 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Xu Xu 836-08141, Section 68(1), 10 February 2014

Community Services

Health Professional Level 1 \$50,899 - \$65,424

Lucy Bray 836-13063, Section 68(1), 28 January 2014

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

Amy Corrigan 836-13979, Section 68(1), 31 January 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Natasha Dunne 836-10129, Section 68(1), 10 February 2014

Health Professional Level 1 \$50,899 - \$65,424

Sabrina Fong 836-10946, Section 68(1), 28 January 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Stephanie Henry 836-10145, Section 68(1), 10 February 2014

Health Professional Level 1 \$50,899 - \$65,424

Kirsten Smith 836-10540, Section 68(1), 28 January 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Benjamin Wise 836-10137, Section 68(1), 10 February 2014

Economic Development

Graduate Administrative Assistant \$58,870 - \$60,739

Shane Donohoe 836-10102, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Mohammadali Lashkari 836-06998, Section 68(1), 10 February 2014

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

Sharni Silver 836-13266, Section 68(1), 20 January 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Ashleigh Went 836-10487, Section 68(1), 10 February 2014

Health

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

Stefanie Burvill 836-13485, Section 68(1), 3 February 2014

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

Jennifer Cant 836-14007, Section 68(1), 3 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Fan Gao 836-11252, Section 68(1), 10 February 2014

Health Professional Level 4 \$89,786 - \$96,809

Leah Giles 840-49425, Section 68(1), 3 February 2014

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

Daniel Guthrie 839-28145, Section 68(1), 21 February 2014

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

Sally Haseler 834-53784, Section 68(1), 6 February 2014

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

Cheryl Hastie 834-53258, Section 68(1), 1 February 2014

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

Aman Kaur 840-48844, Section 68(1), 3 February 2014

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

Tessa Kelton 836-13880, Section 68(1), 3 February 2014

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

Ninitha Kurain 825-49821, Section 68(1), 23 January 2014

Health Professional Level 4 \$89,786 - \$96,809

Rowan McIntyre 836-13952, Section 68(1), 3 February 2014

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

Elizabeth Mitchell 842-88266, Section 68(1), 30 January 2014

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

Sharnee Munday 838-52689, Section 68(1), 1 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Lina Ostyn 836-08504, Section 68(1), 10 February 2014

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

Hannah Stanley 838-53526, Section 68(1), 13 February 2014

Administrative Services Officer Class 2/3 \$46,372 - \$57,004

David Teuchert-Walsh 830-79075, Section 68(1), 3 February 2014

Health Professional Level 4 \$89,786 - \$96,809

Martin Urban 836-11076, Section 68(1), 28 January 2014

Staff Specialist Level 1 - 5, \$147,465 - \$181,979

Mitali Fadia 829-56398, Section 68(1), 1 February 2014

Staff Specialist Level 1–5, \$147,465 - \$181,976

Shanka Karunaratne 829-56590 Section 68(1), 3 February 2014

Senior Staff Specialist, \$199,231

Peter Scott 829-56312 Section 68(1), 3 February 2014

Staff Specialist Level 1–5, \$147,465 - \$181,976

Peter Velloza 799-70391 Section 68(1), 31 January 2014

Senior Staff Specialist, \$199,231

Annamma Dorai Raj 829-56793 Section 68(1), 1 February 2014

Justice and Community Safety

Graduate Administrative Assistant \$58,870 - \$60,739

Josephine Brown 836-10954, Section 68(1), 10 February 2014

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

Ilias Exarhos 836-13071, Section 68(1), 3 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Samantha Fuz 836-08483, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Olga Iacuone 836-08491, Section 68(1), 10 February 2014

Graduate Administrative Assistant \$58,870 - \$60,739

Fangqin Li 836-04247, Section 68(1), 10 February 2014

Legal 2 \$121,218 - \$126,200

Lynne Elizabeth Shortt 775-25112, Section 68(1), 3 February 2014

Territory and Municipal Services

Graduate Administrative Assistant \$58,870 - \$60,739

Geethaka Fernando 836-13901, Section 68(1), 10 February 2014

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

Georgie Francois 836-14373, Section 68(1), 6 February 2014

TRANSFERS

Environment and Sustainable Development

Ben Essery: 835-67634

From: Administrative Services Officer Class 4 \$60,739

Environment and Sustainable Development

To: Graduate Administrative Assistant \$58,870 - \$60,739

Environment and Sustainable Development, Canberra (PN. 32960) (Gazetted 12 April 2013)

Health

Eric Agyemang-Duah: 836-01636

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

Health

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

Health, Canberra (PN. 15030) (Gazetted 7 November 2013)

Candice Bageun: 835-91116

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

Health

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

Health, Canberra (PN. 14999) (Gazetted 7 November 2013)

Joseph Cherian: 827-82981

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

Health

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

Health, Canberra (PN. 09919) (Gazetted 7 November 2013)

Samantha Thompson: 799-89834

From: Health Professional Level 3 \$81,995

Health

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

Health, Canberra (PN. 26449) (Gazetted 14 November 2013)

Margaret Wooldridge: 820-99007

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

Health

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

Health, Canberra (PN. 15031) (Gazetted 7 November 2013)

PROMOTIONS

Commerce and Works

Shared Services ICT

Business Development

Business Analysis and Customer Engagement

Jason Ammann: 827-60782

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 28168) (Gazetted 17 October 2013)

Shared Services ICT

Operations

Platform Systems

Constantine Bogiatzis: 821-15177

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 14461) (Gazetted 19 November 2013)

Community Services

Policy and Organisational Services

Governance, Advocacy and Community Policy

Organisational Governance

Jessica Gotovac: 787-40711

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

Community Services

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

Community Services, Canberra (PN. 10311) (Gazetted 26 November 2013)

Education and Training

Learning Teaching and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Support

Aboriginal and Torres Strait Islander Education

Carly Simone Freeman: 799-81955

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

Education and Training

To: School Assistant 4 \$54,064 - \$58,700

Education and Training, Canberra (PN. 01997) (Gazetted 31 October 2013)

Education Strategy

School Performance

Strategy Research and Innovation

Sarah Jane Harris: 766-15079

From: School Leader C \$101,775

Education and Training

To: †School Leader B \$118,502

Education and Training, Canberra (PN. 04020) (Gazetted 28 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.

Health

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

James Green: 833-45863

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

Health

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

Health, Canberra (PN. 28992) (Gazetted 12 December 2013)

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Adult Community and Older Persons

Rachael McMahon: 780-55175

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

Health

To: †Health Professional Level 4 \$89,786 - \$96,809

Health, Canberra (PN. 25683) (Gazetted 14 November 2013)

Canberra Hospital and Health Services

Clinical Support Service

Acute Support Services

Claire Speer: 828-67520

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

Health

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

Health, Canberra (PN. 21994) (Gazetted 14 November 2013)

Strategy and Corporate

Performance and Innovation

Business Intelligence Unit

Daniel Thomas: 836-13741

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

Calvary Health Care ACT (Public)

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

Health, Canberra (PN. 32718) (Gazetted 21 November 2013)

Canberra Hospital and Health Services

Surgery and Oral Health

Ruzica Varga: 827-42808

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

Health

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

Health, Canberra (PN. 18528) (Gazetted 12 December 2013)

Justice and Community Safety

Public Trustee for the ACT

Callum Mark Hughes: 816-77872

From: Trust Officer Level 1 \$58,293 - \$67,050

Justice and Community Safety

To: Trust Officer Level 2 \$70,220 - \$85,762

Justice and Community Safety, Canberra (PN. 33033) (Gazetted 16 December 2013)

RETIREMENTS AND DISMISSALS

Commerce and Works

Section 122 Public Sector Management Act 1994 – Kim Louise Hodgkins AGS 757-48494