



ACT Government Gazette

Gazetted Notices for the week beginning 03 October 2013

EXECUTIVE NOTICES

Chief Minister and Treasury

Contract Cessation

Note: The following Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

David Peffer – Director, Cabinet and Intergovernmental Relations (E287) – 15.9.13

Engagement

David Peffer – Deputy Director-General, Policy and Cabinet (E683) Section 72 of the Public Sector Management Act 1994

Commerce and Works

Variation – Assignment

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

Education and Training

Contract Cessation

Leanne Cover – Executive Director, Tertiary and International Education (E606) – 1.9.13

Engagement

Leanne Cover - Deputy Director-General (E716) Section 72 of the Public Sector Management Act 1994

VACANCIES

Canberra Institute of Technology

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

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

Corporate Services

Facilities

Building and Engineering Information Management System Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 33011)

Gazetted: 03 October 2013

Closing Date: 10 October 2013

Details: The Institute is looking for a self motivated person to fill the position of Building and Engineering Information Management System (BEIMS) Support Officer within the Facilities Team. The person selected will manage and maintain the Institute's Facilities Management database, BEIMS Building and Engineering Information Management System under the general direction of the Manager Facilities. This person will have a demonstrated

knowledge and experience in database operations, together with a knowledge of building plant and its operation. Experience with the BEIMS software platform would be an advantage, but is not essential.

Notes: This is a temporary position available for a period of 18 months.

Contact Officer: Chris Chapman (02) 6207 3333 chris.chapman@act.gov.au

Chief Minister and Treasury

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

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

Investment and Economic Division

Federal Financial Relations

Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33076)

Gazetted: 08 October 2013

Closing Date: 16 October 2013

Details: As a Manager, you will have the opportunity to work on national and local issues in a unique public service encompassing both State and Local Government functions. The position also offers an exclusive opportunity to be part of a small professional team of high-profile technical specialists tasked with providing advice to the ACT Government via the Treasurer on Commonwealth-State financial arrangements. You will be assigned specific responsibilities for implementing aspects of the Intergovernmental Agreement on Federal Financial Relations and GST advisory duties. In a broader sense, you will also conduct research and prepare high level advice across a broad spectrum of Commonwealth/State issues. You will also prepare all facets of public sector correspondence including local and intergovernmental reports, governmental briefings and associated submissions and ministerial correspondence and represent the Treasury at appropriate national forums.

Eligibility/Other Requirements: To be successful you will need to demonstrate a high level of experience in the field of Commonwealth-State financial relations and/or any related fields and be tertiary qualified in commerce and/or economics.

Contact Officer: John Purcell (02) 6207 0269 john.purcell@act.gov.au

Expenditure Review Division

Secretariat Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$70,913 - \$96,809, Canberra (PN: 33099)

Gazetted: 03 October 2013

Closing Date: 17 October 2013

Details: Chief Minister and Treasury Directorate is looking for an experienced person to undertake the secretariat role associated with a number of concurrent reviews of government operations and service delivery. The successful applicant will be required to effectively plan, structure and undertake secretariat responsibilities to support a number of Steering Committees. You will have the demonstrated ability to exercise initiative, good judgement and flexibility in handling complex policy, financial, economic and administrative issues, and be responsive to the workflows of the various reviews. You will need to demonstrate abilities to communicate effectively, build working relationships, and to prepare thorough written documentation.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Government, Public Sector, Business, Law, Economics, Finance or other relevant fields are highly desirable.

Note: This is a temporary position available to 30 June 2014 with the possibility of extension. Position will be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level dependant on the skills and experience of the successful applicant.

Contact Officer: Neil Bulless (02) 6207 0264 neil.bulless@act.gov.au

Commerce and Works

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

Shared Services

Human Resources

Employee Relations

Team Leader

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31315)

Gazetted: 09 October 2013

Closing Date: 23 October 2013

Details: The successful applicant will work collaboratively, as one of two Team Leaders, to supervise up to 20 employees to manage the day to day operations of the Employee Relations Team, including staffing, systems and reporting and training to ensure that team and individual objectives are achieved. The Team Leader is required to coordinate and facilitate the management of complex employment matters, including disciplinary processes and other administrative investigations, internal reviews, appeals and underperformance on behalf of partner agencies, including undertaking the role of lead investigator on occasions, as required. The role requires active involvement in fostering of partner relationships and development, management and participation in projects to improve employee relations processes across the ACT Public Service and within the Employee Relations Team. The Team Leader will be required to represent Shared Services and partner agencies in a range of government and non-government forums including before Fair Work and other tribunals as required.

Eligibility/Other Requirements: Qualifications in conducting investigations, and/or experience in a legal or Human Resource related discipline are desirable, however not essential. The successful applicant will be expected to complete formal training relative to the position after commencement dependent upon knowledge, experience and qualifications.

Note: A criminal history checks will be conducted prior to employment. Educational and professional qualification checks may be undertaken prior to employment alongside referee checks. 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: Michelle Tranda (02) 6205 3397 michelle.tranda@act.gov.au

Shared Services ICT

Executive

Enterprise Architecture and Strategy

Process Analyst

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17261)

Gazetted: 04 October 2013

Closing Date: 11 October 2013

Details: Candidate will design and document Enterprise Architecture and Strategy processes, procedures and tools. Candidate must demonstrate excellent oral and written communication skills including high level skills in MS Word and Excel.

Notes: This is a temporary position available from November 2013 until 31 October 2014.

Contact Officer: Jonathan Owen (02) 6207 5969 jonathan.owen@act.gov.au

Revenue Management

Compliance

Principal Compliance Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 03822)

Gazetted: 03 October 2013

Closing Date: 17 October 2013

Details: The Compliance section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. The section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. As the successful applicant your duties will include as a team leader and individually, to undertake complex investigation cases (desk and field

audits, local and interstate), and represent the section at various forums. Undertake high level research reports, submissions on policy and legislation proposals and correspondence. Provide supervision, training and development for allocated staff and monitor individual outputs. Liaise with other agencies, organisations and interest groups.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline would be desirable.

Note: Occupants can be rotated to other positions at the same level within the Revenue Management Division as required. Previous applicants will be considered and need not re-apply.

Contact Officer: Joseph Tonna (02) 6207 0104 joseph.tonna@act.gov.au

Shared Services

Shared Services ICT

Infrastructure Services

Purchasing, Asset, Audit and Compliance Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14365)

Gazetted: 03 October 2013

Closing Date: 10 October 2013

Details: Manage staff within the Purchasing, Asset, Audit and Compliance Team responsible for complex manipulation of asset data derived from current database systems and manage the lifecycle auditing of ICT assets across ACT Government.

Eligibility/Other Requirements: A sound understanding of, or the ability to rapidly acquire a sound understanding of, the Information Technology Infrastructure Library (ITIL) framework.

Contact Officer: Di Neville (02) 6207 4267 di.neville@act.gov.au

Revenue Management

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 55101, several)

Gazetted: 03 October 2013

Closing Date: 17 October 2013

Details: As a team member, undertake a range of operational and administrative tasks relating to the maintenance of revenue accounts that mainly involves rates, land tax, land rent and deferred duty accounts.

Contact Officer: Jukka Siiteri (02) 6207 0042 jukka.siiteri@act.gov.au

Community Services

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

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

Office for Children, Youth and Family Support

Director, Care and Protection

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E280)

Gazetted: 09 October 2013

Closing Date: 16 October 2013

Details: An exciting opportunity exists to further develop your executive and line management skills and experience in a high performing funding and service delivery area of the Office for Children, Youth and Family Support.

The Director, Care and Protection Services reports to the Executive Director, Office for Children, Youth and Family Support and has responsibility for maintaining, in full compliance with statutory obligations, the care and protection of children and young people as prescribed by the *Children and Young People Act 2008* and other relevant legislation.

We are seeking a Director for the five month period to support our high performing teams and to contribute to the Office for Children, Youth and Family Support governance responsibilities through the Executive team.

The position requires a person with exceptional leadership and executive management skills together with the ability to understand the Territory Government and contribute to and support various activities across ACT Government agencies. The successful candidate for this position will be able to demonstrate ability in line with the ACT Government executive capabilities at

http://www.cmd.act.gov.au/_data/assets/pdf_file/0003/116769/execcapabil.pdf.

Note: This is a temporary position available from 26 October 2013 until 25 March 2014. The selection panel may assess applicants based on applications and referee reports.

Contact Officer: Christine Nolan (02) 6205 1938 email: christine.nolan@act.gov.au

Policy and Organisational Services

Governance, Advocacy and Community Policy

Community Development Services

Policy Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 02748)

Gazetted: 08 October 2013

Closing Date: 15 October 2013

Details: Community Development Services is seeking a Policy Officer who is responsible for the management of a portfolio of service funding agreements in the Community Services Program, assisting with the administration of community grants and concessions programs, policy development and advice, and sector development activities. The Policy Officer will: administer a grants program; undertake social policy development and implementation; undertake research; and, prepare and coordinate briefings, speeches, correspondence and other complex written material.

Eligibility/Other Requirements: Experience in funding agreement management and/or social policy development is highly desirable.

Notes: This temporary position is available 1 December 2013 until 18 February 2014 with the possibility of extension. Applications may be selected on the basis of application only.

Contact Officer: Janelle Wheatley (02) 6207 2343 janelle.wheatley@act.gov.au

Economic Development

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

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

Economic Development Policy and Governance

Communications

Community Engagement

Manager, Community Engagement

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33017)

Gazetted: 03 October 2013

Closing Date: 17 October 2013

Details: Economic Development Directorate is seeking a dynamic and experienced person to coordinate community engagement on behalf of the Directorate, coordinating with other agencies on Whole of Government community engagement projects. The successful applicant will be required to prepare and implement community engagement strategies on major Directorate initiatives and provide advice to senior management and the Minister's Office.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

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

Contact Officer: Alison Abernethy (02) 6207 4553 alison.abernethy@act.gov.au

Land Development, Strategy and Finance

Strategic Finance

Executive Assistant/Project Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 18787)

Gazetted: 04 October 2013

Closing Date: 11 October 2013

Details: The Land Development Agency is seeking a highly motivated, dynamic and professional officer to provide high-level executive support to the Chief Finance Officer and administrative and project management support to the Strategic Finance Branch.

Contact Officer: Dermot Walsh (02) 6205 5385 dermot.walsh@act.gov.au

Education and Training

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

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

Tertiary Education and Performance

Training and Tertiary Education

Skills Reform

Program Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33189)

Gazetted: 09 October 2013

Closing Date: 16 October 2013

Details: This position will undertake complex research and analysis relating to key issues of the Skills Reform National Partnership, including the ACT implementation of the national entitlement to a training place and the ACT implementation of the Foundation Skills Training Package. The successful candidate will require an in depth knowledge of the Foundation Skills Training Package and have extensive experience in design and delivery of Language, Literacy and Numeracy training. They will also provide advice to managers on policy and practice issues regarding Foundation Skills and the implementation of other projects related to the Skills Reform National Partnership.

Eligibility/Other Requirements: Desirable: Tertiary qualifications relating to Adult Language, Literacy and Numeracy.

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

Contact Officer: David Miller (02) 6207 4791 davidJ.miller@act.gov.au

Tertiary Education and Performance

Training and Tertiary Education

Skills Reform

Access and Equity Programs Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32064)

Gazetted: 08 October 2013

Closing Date: 15 October 2013

Details: The successful candidate will work closely with stakeholders in the Vocational Education and Training sector to facilitate development of improved relationships between them. In particular, to support enhanced communication, coordination and collaboration between Registered Training Organisations (RTOs), employment service providers and community organisations for the benefit of the sector. They will also provide advice and guidance on professional development needs for stakeholders required to support job seekers with language, literacy and numeracy needs, in addition to managing Access and Equity initiatives.

Eligibility/Other Requirements: Relevant tertiary qualifications and a strong knowledge of the Foundation Skills Training package are desirable.

Notes: This is a temporary position available until 31 December 2016.

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

Corporate Services

Schools Capital Works

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 16296)

Gazetted: 09 October 2013

Closing Date: 23 October 2013

Details: An opportunity exists for an enthusiastic person to be part of the Schools Capital Works Branch. The successful applicant will provide high level administrative support to the Director and the Branch. The successful applicant will demonstrate well developed organisational and administrative skills, including sound decision making skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Notes: This is a temporary position until 30 April 2014 with the possibility of an extension.

Contact Officer: John Wynants (02) 6207 6541 John.Wynants@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

Medicine

Clinical Forensic Medicine Services

Forensic Medical Officer

Career Medical Officer Grade 2 \$138,276 - \$165,210, Canberra (PN: 18671, 21363, 18670)

Gazetted: 10 October 2013

Closing Date: 24 October 2013

The Clinical Forensic Medical Services seeks to employ several medical practitioners with post graduate forensic medical qualifications or a willingness to work towards gaining qualifications and experience working on the after hours service roster providing general and sexual assault forensic medical services.

Applicants must demonstrate a high level of medical experience. There are two main components to this position that revolve around provision of medical and forensic care: Forensic and Medical Sexual Assault Care provides services to those affected by sexual assault. Clinical Forensics ACT provides services as requested by the Australian Federal Police.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Must have (or be working towards) a post graduate qualification in Forensic Medicine. Must have a current drivers licence (or be responsible for your own transport). Must be eligible to pass an AFP security check. Experience in providing forensic medical services and expert opinions is highly desirable.

Note: This is a temporary part-time position for a period of 3 years at two hours per week and on call recall with an expectation of a minimum of 3 shifts per month, including weekends and public holidays. Applicants must include a covering letter and curriculum vitae detailing relevant experience and qualifications addressing the selection criteria together with the names and telephone numbers of two referees.

Suitable applicants will possess qualifications as directed by the selection criteria as well as relevant experience.

Applicants will be assessed on the written application and referee reports only.

Contact Officer: Anna Brkic (02) 6244 2185

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

Director General Reports

Population Health

Health Protection Services

Project Manager/Business Systems Analyst

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33179)

Gazetted: 10 October 2013

Closing Date: 24 October 2013

Details: Applications are sought for a Project Manager/Business Systems Analyst at the Health Protection Service (HPS) in the new Food Safety Systems team. The HPS aims to protect and promote the health of the ACT community through innovative and timely public health action. As part of its public health responsibilities, the HPS undertakes registration, inspection and provision of food safety advice to ACT food businesses. This position is intended to review and improve current business systems to fulfil the HPS's public health aims. The successful applicant will have a demonstrated record of achievement in project management, preferably in a food safety or public health setting and will have IT/IM expertise. You will be a highly competent communicator with excellent interpersonal skills and a demonstrated ability to establish and maintain strong and effective working relationships with team members, internal/external clients, stakeholders and service providers.

Eligibility/Other Requirements: Qualifications/experience in Project Management and/or Business Analysis are highly desired. Experience/interest in public health or food safety would be advantageous.

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

Contact Officer: John Woollard (02) 6205 1722

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Clinical Midwifery Manager

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22394)

Gazetted: 10 October 2013

Closing Date: 24 October 2013

Details: An opportunity exists for a Clinical Midwifery Manager for the Maternity and Gynaecology Out Patient Department in the new Centenary Hospital for Women and Children. This role will provide leadership in the day-to-day operational management. The position holder will provide leadership for nurses and midwives in all aspects of clinical practice, models of care, professional development, education, research, teaching, workforce planning and a quality work environment.

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

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 Perkins (02) 6174 7392

Director General Reports

Population Health

Population Health Executive Office

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33069)

Gazetted: 10 October 2013

Closing Date: 17 October 2013

Details: An exciting new opportunity exists for a suitably experienced Senior Policy Officer within the Office of the Chief Health Officer of the Population Health Division. The successful applicant will support the development and implementation of a variety of policy initiatives related to the work of the Population Health Division.

Eligibility/Other Requirements: Previous policy experience related to public health matters will be highly regarded.

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

Contact Officer: Emily Harper (02) 6205 2245

Strategy and Corporate

E-Health and Clinic Records

E-Health

Patient Master Index (PMI) Manager

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30804)

Gazetted: 10 October 2013

Closing Date: 17 October 2013

Details: The Patient Master Index (PMI) is a long term strategic goal of ACT Health to provide patient identification services to all systems and services in ACT Health. The PMI Project Team is seeking the services of a technical officer who will be responsible for the support and maintenance of the PMI system and developing reports from the PMI to meet operational and management requirements.

Eligibility/Other Requirements: Experience with EMPI applications is highly desirable and experience with SQL query language is mandatory.

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: Damien Kennedy (02) 6244 2032 damien.kennedy@act.gov.au

Director General Reports

Population Health

Health Protection Service

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33178)

Gazetted: 10 October 2013

Closing Date: 24 October 2013

Details: Applications are sought for a Senior Policy Officer at the Health Protection Service (HPS) in the new Food Safety Systems Team. The HPS aims to protect and promote the health of the ACT community through innovative and timely public health action. As part of its public health responsibilities, the HPS undertakes registration, inspection and provision of food safety advice to ACT food businesses. This position is intended to assist in the development and implementation of improved food safety systems, including information management systems, for the HPS through the provision of sound policy support. A strong understanding of the ACT food regulatory system is important, as is the capacity to assist in the preparation of complex briefs and reports for senior management and the Minister for Health. The successful applicant will need well-developed strategic policy and analytical skills; be able to exercise sound judgment and priority setting; be skilled in managing a range of tasks concurrently; have excellent communication and negotiation skills; and a strong capacity to liaise effectively with a range of internal and external clients.

Eligibility/Other Requirements: Tertiary qualifications in a field relevant to Public Health would be highly desirable. Expertise/interest in food safety would also be an advantage.

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

Contact Officer: John Woollard (02) 6205 1722 john.woollard@act.gov.au

Canberra Hospital and Health Services

Medicine

Chronic Disease

Diabetes Educator

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 28377)

Gazetted: 10 October 2013

Closing Date: 17 October 2013

Details: An exciting opportunity exists for an enthusiastic and suitably qualified registered nurse to work within the ACT Health Diabetes Service as a Diabetes Educator. Our service, provided by a multidisciplinary team of medical, nursing and allied health staff, is both community and hospital based.

Eligibility/Other requirements: Registered with Australian Health Practitioner Agency (AHPRA) as a Registered Nurse. A minimum three years post registration experience is highly desirable. Applicant must have demonstrated knowledge and experience in diabetes care and education. Must hold and maintain a current driver's licence. A certificate or enrolled in a Graduate Certificate in Diabetes Education and Management would be desirable.

Note: This is a temporary position available from 10 October 2013 to 29 January 2014. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Libby Bancroft (02) 6244 3794

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Outpatients Clinic Midwife

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 11495)

Gazetted: 10 October 2013

Closing Date: 17 October 2013

Details: We are looking for a Registered Midwife to provide a coordinated approach to women with complex needs. The position involves working weekdays in the Antenatal Clinic and providing an outreach service to the Methadone Clinic. This midwifery role functions as part of the Maternity Outpatients Multidisciplinary Team including coordination and liaison of Pregnancy Enhancement Program (PEP) multidisciplinary meetings to link support services for vulnerable pregnant women.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Authority (AHPRA). Recent experience providing continuity of care and holds or is progressing towards professional development relevant to the position.

Note: This is a part-time position working 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. Selection may be based on written application alone, and must include your CV and two current professional referee reports.

Contact Officer: Genny Herbert (02) 6174 7368

Director General Reports

Population Health

Health Protection Service

Policy/Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 26300)

Gazetted: 10 October 2013

Closing Date: 17 October 2013

Details: The Business Support Services Section provides administrative and business support to the Health Protection Service (HPS) and is seeking a suitably experienced person to fill the vacancy of Project Officer on a temporary basis. The successful applicant will be responsible for a number of corporate functions including, but not limited to, coordination of the HPS Customer Satisfaction Survey and Staff Suggestion Programs as well as assisting to update and maintain the HPS SharePoint site. As required the role undertakes project work including coordination of divisional responses to various requests.

Note: This is a temporary available for six months with the possibility of extension. This position is an identified FBT exempt 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: Kirstie Allard (02) 6205 1723

Director General Reports

Population Health

Health Protection Business Service

Policy Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 04441)

Gazetted: 10 October 2013

Closing Date: 24 October 2013

Details: Are you interested in working in public health, for a branch that manages risks and implements strategies for the provision of and timely response to public health events? The Environmental Health Project Team, Health Protection Service, is looking for a person to join a small, highly motivated team with a diverse range of responsibilities. The Project Team is responsible for providing information, monitoring and enforcement in relation to a wide range of environmental health activities. The position requires a person with sound communication skills, analytical skills, and ability to prepare correspondence and reports.

Note: This is a temporary position available until 8 August 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Vojkan Stefanovic (02) 6205 1727

Canberra Hospital and Health Services

Women, Youth and Children

Centre for Newborn Care

Neonatal Nursing

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 30796, several)

Gazetted: 10 October 2013

Closing Date: 5 November 2013

Details: Are you looking for a change and would like to work in the Neonatal Intensive Care Unit and Special Care Nursery at the new Centenary Hospital for Women and Children? The Department of Neonatology is looking for experienced Neonatal Registered Nurses to provide an expert level of care during a period of growth in staff and bed numbers. You will be well supported by a structured orientation program and the Clinical Development Nurses. The Neonatal Department, as part of ACT Health also works in conjunction with the Australian Catholic University to provide an opportunity to undertake post graduate Neonatal qualifications.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Demonstrated experience in the area of Neonatal Nursing, excellent clinical assessment skills and evidence of advanced nursing care of the neonate requiring critical care, high dependency and/or special care.

Note: We offer flexible and interesting employment opportunities including permanent, temporary, full-time and part-time. When applying please specify the type of employment you are requesting. Please provide a CV, response to the Selection Criteria and the names of two referee's including a current supervisor, along with a page outlining your interest and commitment to Neonatal Nursing. 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. This position is being readvertised, previous applicants need not re-apply.

Contact Officer: Catherine Maher (02) 6174 7578

Canberra Hospital and Health Services

Medicine

Clinical

Enrolled Nurse

Enrolled Nurse Level 2 \$54,667, Canberra (PN: 15240)

Gazetted: 10 October 2013

Closing Date: 17 October 2013

Details: An opportunity exists for a dynamic and enthusiastic Enrolled Nurse to work in the Registrar Review Clinic. This position is to provide treatment for patients requiring urgent to semi urgent Orthopaedic and Plastic intervention. The Registrar Review Clinic is an area of Hospital in the Home.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Desirable: Experience in Orthopaedics and Plastics. Competent with complex dressings and casting.

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 with your curriculum vitae that includes two professional referees.

Contact Officer: Sandra Hives (02) 6244 3957 sandra.hives@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

2014 Health Professional New Graduates

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 28799, several)

Gazetted: 10 October 2013

Closing Date: 17 October 2013

Details: Applications are invited from eligible NPDP Radiographers for several Health Professional Level 1 positions. After a period of consolidation of general radiographic competencies, the successful applicants will have the opportunity to develop skills in more complex general imaging procedures. Perform all aspects of general radiography while observing departmental protocols, and radiation protection measures at all times with the approval and supervision of the Health Professional Level 4 in the area. Participate in Departmental Quality Assurance programmes.

Eligibility/Other Requirements: (Mandatory) Prior to commencing successful applicants must be eligible for accreditation with the Australian Institute of Radiography, secure AHPRA Registration, and hold a Radiation Licence from the ACT Radiation Council. After a suitable training period successful applicants can participate in a 7 day 24 hour rotating roster.

Note: There are several full-time temporary positions available for a 12 month period. An order of merit will be formed from this selection process. Applicants must provide two written referee reports which address the Selection Criteria. Selection may be based on application and referee comments only and interviews may not be held. 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: Cameron Robertson/Jan Hughes (02) 6244 4362/(02) 6244 2125

Strategy and Corporate

E-Health and Clinic Records

ISB Management and Strategy

Clinical Record Information System Officer

Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: 20543, several)

Gazetted: 10 October 2013

Closing Date: 17 October 2013

Details: Under general direction, working as part of a small team, the Clinical Record Information System Officer is responsible for processing clinical documentation into CRIS. This entails performing the functions of documentation preparation, scanning, indexing and processing any incoming mail. The CRIS Officer is required to consistently achieve quality and productivity targets for record processing to ensure scanning deadlines are met and record integrity and patient safety are not compromised.

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

Contact Officer: Heather Byrne (02) 6244 3663

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

Strategic Finance

Finance Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 10265)

Gazetted: 04 October 2013

Closing Date: 18 October 2013

Details: Justice and Community Safety Directorate Strategic Finance is seeking an enthusiastic team player to join the Team as a Finance Officer. This role undertakes both management and financial accounting functions in support of a broad range of business units across the Directorate.

Eligibility/Other Requirements: Experience in a financial role or work environment as well as advanced Excel skills will be an advantage. Relevant accounting qualifications or significant progress towards them are highly desirable.

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

Contact Officer: Sharon Wong (02) 6207 8414 sharon.wong@act.gov.au

ACT Corrective Services

Administration

Governance

Governance Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 45999)

Gazetted: 03 October 2013

Closing Date: 22 October 2013

Details: The Governance Unit provides the following services: data and reporting; risk management; review/audits/complaints; project management/business improvements; records management; and information management. The duties and responsibilities include: assist with the implementation of Corrective Services Risk Management Framework including the coordination and monitoring of regular reporting; undertake compliance activities to ensure that the Agency is meeting its legislative obligations and national and international standards in correctional practices including quality, risk and safety management; prepare reports to the Executive on the outcomes of compliance activity and includes options for business process improvements, if required; assist in the ongoing review and coordination of operational planning and reporting requirements; assist in the delivery and monitoring of key objectives to ensure that they are delivered on time and met the need of the Executive; work collaboratively with all agency business units to ensure effective and efficient service delivery; undertake a range of project work relevant to Governance as directed; and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Relevant tertiary qualifications in Public Administration, Information Management, Risk Management and Compliance desirable. Eligible persons will be required to undergo a Police Check.

Notes: This is a temporary position available for a period of up to two years.

Contact Officer: Ximena Nikias (02) 6207 3979 ximena.nikias@act.gov.au

Office of Regulatory Services

Registrations and Fair Trading

Advice and Complaints

Case Manager

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 42704)

Gazetted: 04 October 2013

Closing Date: 18 October 2013

Details: Under general direction of the Team Leader and as a member of a team: Advise consumers of their rights and traders/businesses of their obligations under the legislation administered by the Office with particular emphasis on: Access and equity principles; promoting self help where possible; identifying issues for educational, compliance or legislative action. Investigate complaints received by the Office and prepare reports on complaints. Prepare correspondence arising from investigations of complaints including, where necessary, recommendations for further action. Participate in major investigations/complaints audits as required. Where required, conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office. Where appointed, exercise the functions of an inspector/investigator/authorised person under several pieces of legislation. Undertake such other duties as directed within the Advice and Complaints Unit. Maintain records in accordance with the *Territory Records Act 2002*.

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

Contact Officer: Katrina Fleck (02) 6205 8415 katrina.fleck@act.gov.au

Transport and Infrastructure

Transport Regulation and Planning

Road User Services

Vehicle Inspector

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 03181 several)

Gazetted: 08 October 2013

Closing Date: 15 October 2013

Details: Under general direction: Conduct vehicle roadworthy inspections on the roadside, in car parks and the vehicle inspection station. Conduct vehicle identification checks to ensure stolen vehicles are not registered in the ACT. Monitor heavy vehicle movements to ensure roadworthiness and compliance with the Road Transport (Mass, Dimensions and Loading) Act 2009 and Regulations 2010. Issue certificates of inspection, defect and infringement notices in accordance with relevant road transport legislation. Collect evidence, prepare offence reports and appear in court to give evidence as required. Prepare statistics and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Motor Mechanic Trade Certificate or equivalent A current C class driver licence.

Ability to work overtime shifts as required. Ability to lift and carry equipment, weighing 20 kilograms.

Notes: This temporary position is available asap until 31 December 2013 with the possibility of extension.

Contact Officer: Maz Benn-Clibborn (02) 6207 5238 maz.benn-clibborn@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

Directorate Services

Governance

Security and Risk

Manager, Fleet Services

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 19748)

Gazetted: 03 October 2013

Closing Date: 10 October 2013

Details: Under limited direction from the Senior Manager, Security and Risk, develop, implement, manage and review the Directorate's fleet management framework, policies, guidelines and processes. This includes managing fleet contracts and developing budget business cases as required.

Notes: This is a temporary position for 12 months with the possibility of extension. This position may lead to a permanent placement in accordance with Clause M2 of TAMS Enterprise Agreement.

Contact Officer: Mr Chris Mooney (02) 6207 0817 chris.mooney@act.gov.au

Roads and Public Transport

Public Transport

Marketing and Communications

Marketing and Communications Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 21298)

Gazetted: 04 October 2013

Closing Date: 11 October 2013

Details: The position of Marketing and Communication Officer sits within the Office of the Director, Public Transport. The major activities required to be undertaken under limited direction include assist in developing marketing and communication strategies; manage a large suite of publications; develop and prepare artwork for marketing communication materials including posters, flyers, digital and print advertisements; prepare, edit and draft of a range of communications material, including passenger information notices, newsletters, briefs, brochures, website copy, signage and reports; and coordinate events, exhibitions, presentations and displays and, when required, be the transport representative.

Eligibility/Other Requirements: Tertiary qualification in graphic design, public relations, communications, marketing or related discipline.

Contact Officer: Chantelle Hutchison (02) 6207 7134 chantelle.hutchison@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.

Directorate Services

Operational Support

Spatial Technical Officer

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 15599)

Gazetted: 08 October 2013

Closing Date: 22 October 2013

Details: The Spatial Technical Officer is a subject matter specialist responsible for solution delivery of the integration of spatial and related information.

Eligibility/Other Requirements: Experience in the use of ESRI Geographic Information Systems and Safe software in particular FME. Tertiary qualifications in government, business, project management or a related field.

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

Contact Officer: Chris Comer (02) 6207 6557 chris.comer@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

Capital Metro

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

Kim Barton 830-83373, Section 68(1), 8 October 2013

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

Sophie Kennedy 836-07704, Section 68(1), 4 October 2013

Commerce and Works

Information Technology Officer Trainee \$40,974

Justyn Bogg 836-05987, Section 68(1), 20 September 2013

Information Technology Officer Trainee \$40,974

Lachlan Cook 836-06090, Section 68(1), 20 September 2013

Information Technology Officer Trainee \$40,974

Richard Donovan 836-06023, Section 68(1), 20 September 2013

Information Technology Officer Trainee \$40,974

Theodore Merkoureas 836-06007, Section 68(1), 20 September 2013

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

Fleur Alexandra Reid 836-00860, Section 68(1), 10 October 2013

Information Technology Officer Trainee \$40,974

Jackson Rupcic 836-06015, Section 68(1), 20 September 2013

Director of Public Prosecutions

Prosecutor Grade 1 \$64,113 - \$72,999

Emilija Beljic 836-00991, Section 68(1), 2 October 2013

Education and Training

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

Dominique McKinnon 836-02962, Section 68(1), 4 October 2013

Health

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

Christine Brown 836-56469, Section 68(1), 9 October 2013

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

Lloyd Estomata 825-49442, Section 68(1), 9 October 2013

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

Susan Jacques 834-52239, Section 68(1), 1 October 2013

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

Tasfia Khan 836-07392, Section 68(1), 8 October 2013

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

Elizabeth Lawrence 836-56821, Section 68(1), 1 October 2013

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

Will Matthiesson 821-77028, Section 68(1), 2 October 2013

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

Braidy Newman 840-49767, Section 68(1), 7 October 2013

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

Kate Thompson 836-08520, Section 68(1), 8 October 2013

Justice and Community Safety

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

Nick Arokiaswamy 836-06250, Section 68(1), 7 October 2013

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

Mark Garraway 836-06306, Section 68(1), 7 October 2013

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

Craig Goggin 836-06170, Section 68(1), 7 October 2013

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

Glendon Linklater 836-06314, Section 68(1), 7 October 2013

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

Cindy Malta 835-98967, Section 68(1), 7 October 2013

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

Shane Munro 827-22823, Section 68(1), 7 October 2013

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

Mathew Skorupa 836-06218, Section 68(1), 7 October 2013

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

Nicholas Tildsley 836-06592, Section 68(1), 7 October 2013

Territory and Municipal Services

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

Bradley Tarlinton 835-90156, Section 68(1), 3 October 2013

TRANSFERS

Health

Marina Kositcin: 749-68807

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

Health

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

Health, Canberra (PN. 29134) (Gazetted 8 August 2013)

PROMOTIONS

Capital Metro

Capital Metro Agency

Governance and Operations

Nikki Pulford: 715-73260

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

Commerce and Works

To: †Senior Officer Grade A \$123,208

Capital Metro, Canberra (PN. 32256) (Gazetted 15 August 2013)

Chief Minister and Treasury

Finance and Budget

Several Branches

Deborah Lowery: 827-35958

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

Chief Minister and Treasury

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

Chief Minister and Treasury, Canberra (PN. 31378) (Gazetted 10 July 2013)

Commerce and Works

Customer Relations

Customer Support

Service Desk

Rhyse Allan: 827-09127

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

To: †Information Technology Officer Class 2 \$70,913 - \$81,460
Commerce and Works, Canberra (PN. 14344) (Gazetted 18 June 2013)

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

Economic Development

Economic Development Policy and Governance

Workforce and Governance

Human Resources

Julie Anne Mylchreest: 835-92389

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Chief Minister and Treasury

To: †Senior Officer Grade C \$89,786 - \$96,809
Economic Development, Canberra (PN. 25996) (Gazetted 15 August 2013)

Education and Training

Office for Schools

Belconnen Network

Charnwood-Dunlop School

Nicole Simone Nicholson: 766-23378

From: School Leader C \$100,271
Education and Training

To: †School Leader B \$116,751
Education and Training, Canberra (PN. 14291) (Gazetted 14 June 2013)

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

Health

Strategy and Corporate

People and Strategy Services

Staff Development

Ciaran Doolan: 827-40175

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

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 21481) (Gazetted 11 September 2013)

Justice and Community Safety

ACT Corrective Services

Community Corrections

Probation and Parole

Janine Bromwich: 771-08773

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 47586) (Gazetted 7 August 2013)

**ACT Government Solicitor
Property and Commercial**

Christopher Clery: 835-94755

From: Legal 1 \$54,415 - \$111,570

Justice and Community Safety

To: †Legal 2 \$121,218 - \$126,200

Justice and Community Safety, Canberra (PN. 19797) (Gazetted 14 August 2013)

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

Peter Kenna: 783-13031

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 11206) (Gazetted 7 August 2013)

**ACT Government Solicitor
Property and Commercial**

Rebecca Stewart: 799-84056

From: Legal 1 \$54,415 - \$111,570

Justice and Community Safety

To: †Legal 2 \$121,218 - \$126,200

Justice and Community Safety, Canberra (PN. 18265) (Gazetted 14 August 2013)

Territory and Municipal Services

**Roads and Public Transport
Public Transport**

ACTION

Adam Housler: 782-88331

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

Territory and Municipal Services

To: †TGSO 8.1 - TGSO 8.4 \$73,451 - \$77,451

Territory and Municipal Services, Canberra (PN. SMW004) (Gazetted 31 July 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.

**Parks and City Services Division
Parks and Conservation Service
Parks, Reserves and Rural Land**

Veronica Jordan: 835-82973

From: Indigenous Trainee \$40,974 - \$45,283

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 00546) (Gazetted 18 January 2012)

This Promotion is to a non-advertised position under Section 247F of the Public Sector Management Standards 2006

**Roads and Public Transport
Public Transport
Business Support**

Catherine Schmohl: 835-68987

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

Justice and Community Safety

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

Territory and Municipal Services, Canberra (PN. 19992) (Gazetted 6 September 2013)