



ACT Government Gazette

Gazetted Notices for the week beginning 22 May 2014

EXECUTIVE NOTICES

Justice and Community Safety Directorate

Engagement

Moira Crowhurst – Chief Finance Officer (E742) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

ICU/CCU

RN Level 1 Transition Program

Registered Nurse Level 1 \$58,117 - \$77,634, Canberra (PN: 7876 Various)

Gazetted: 22 May 2014

Closing Date: 5 June 2014

Details: This is an exciting opportunity to join the Critical Care Team and participate in the Transition Program; to be considered for this role the candidate must meet the following selection criteria:

Registered as a General Nurse with the ACT Nurses Board; demonstrated high level of written and verbal communication skills; A sound understanding of problem solving and negotiation principles.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following:

Response to the selection criteria and copy of your current resume; cover letter outlining why you believe you are suitable for this role (Maximum one page); names and contact details for two professional referees. To be considered for this role you must have relevant work rights.

Please refer to the position description for further information, alternatively please contact: Narelle Comer Critical Care Nursing Unit Manager Ph: (02) 6201 6099

E-mail: narelle.comer@calvary-act.com.au

Contact Officer: Narelle Comer (02) 6201 6099 narelle.comer@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

People and Culture

Organisational Capability Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 7170)

Gazetted: 22 May 2014

Closing Date: 5 June 2014

Details: This is an exciting opportunity for an experienced organisational capability professional to join our People and Culture team; in this role you will lead and manage the strategic design and delivery of organisational development initiatives and programs to build a positive work force culture and develop the capability of managers and staff to meet long term goals and priorities of Calvary Healthcare ACT.

Do you have the ability to: Advise, support and deliver on organisational development programs and/or organisational change management for service, infrastructure, system and cultural change; provide high level advice to the Director, Executive and other key stakeholders on contemporary issues in organisational change/development; manage and provide leadership in the development and implementation of major strategic organisational development initiatives including leadership and management development; analyse and advise on organisational change impacts which affect staff and other stakeholders resulting from project changes; be an authoritative source of advice for internal and external stakeholders on organisational development management strategies and activities; assist with the development and maintenance of certain sections of the company Intranet site; manage and

coordinate the conduct of, and response to, Staff Surveys; prepare high quality, accurate and timely analyses, reports, briefings and other documents to respond to requests or promote new ideas or strategies; we are seeking a dynamic, engaging, skilled change manager to drive organisational capability at Calvary Health Care ACT to fill a permanent, full-time position.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following:

Response to the selection criteria and copy of your current resume; cover letter outlining why you believe you are suitable for this role (Maximum one page); names and contact details for two professional referees. Applicants must hold the relevant work rights.

Please refer to the position description for further information, alternatively please contact: Michelle Austin Director of People & Culture Ph: (02) 6201 6963

Email: Michelle.Austin@calvary-act.com.au.

For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Contact Officer: Michelle Austin (02) 6201 6963 Michelle.Austin@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

Pastoral Care

Administrative Assistant

Administrative Services Officer 3 \$46,372 - \$51,422, Canberra (PN: 6791)

Gazetted: 22 May 2014

Closing Date: 13 June 2014

Details: We are seeking a committed person to work as an Administrative Assistant as part of the Pastoral Care Team at Calvary Health Care ACT; The Pastoral Care Team provides emotional and spiritual support to patients, families and staff. The team includes paid staff, volunteers and representatives of faith communities.

Eligibility/Other Requirements: Addressing the selection criteria when applying is essential. The candidate must have the appropriate work rights. The successful applicant will be required to have the following: Demonstrated sound organisational skills and the ability to provide a full range of reception and administrative support to the Pastoral Care department; sound oral and written skills together with well developed interpersonal skills and the ability to work effectively in a team; demonstrated knowledge of Microsoft Office and other software, including word processing, desktop publishing, data base entries and spreadsheet applications; ability to roster volunteers and faith visitors maintain records and be responsible and accountable; able to liaise with other departments including maintenance, finance and supply.

Essential Criteria: Excellent communication and listening skills are necessary as well as sound computer skills; A pastoral approach to communication with patients, families and staff is essential.

Enquiries to Pastoral Care Director Sr Debra McCarthy Phone (02) 6201 6665

Email: Debra.McCarthy@calvary-act.com.au or Lindsey.Wells@calvary-act.com.au.

Contact Officer: Sr Debra McCarthy (02) 6201 6555 debra.mccarthy@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au.

Finance

Patient Accounts Services

Patient Accounts Officer

Administrative Services Officer 3 \$46,372 - \$51, 422, Canberra (PN: 6790)

Gazetted: 22 May 2014

Closing Date: 4 June 2014

Details: Calvary Health Care Act is seeking a dynamic and organised person to fulfil a part time position in a busy Patient Accounts Office; the position is administration based, the person must be organised and provide a high level of customer service to staff, patients and various stakeholders; this part time position is flexible with hours but to a total of 15 hours per week.

Duties include but are not limited to: Understand, check and collate administration and discharge paperwork for the entire hospital; follow up and assist clerical staff with any missing paperwork; completing fund checks ensuring patients have adequate fund cover; invoicing debtors; debt recovery; processing bulkbilling payments for outpatient clinics.

Eligibility/Other Requirements: Candidates need to address selection criteria to be considered for this role. Applicants must have the relevant work rights for this position. Applicants are expected to respond in writing and include the following: Respond to the selection criteria and include a copy of your current resume; a cover letter outlining why you believe you are suitable for this role (maximum one page); names and contact details for two professional referees.

For further enquires please contact: Tori Bindon Patient Liaison Officer

Ph: (02) 6201 6365 Email: tori.bindon@calvary-act.com.au.

For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au.

Contact Officer: Tori Bindon (02) 6201 6365 tori.bindon@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

Health, Community and Science

Children's Education and Care

Children's Education and Care Teacher

Senior Teaching Post \$89,829, Canberra (PN: 33974)

Gazetted: 23 May 2014

Closing Date: 6 June 2014

Details: CIT is seeking an individual who has demonstrated professional knowledge to provide leadership and high level advice and support in relation to delivery, management and assessment of programs within the Children's Education and Care programs including but not limited to: Coordinate the program area including class scheduling, staff scheduling and practise businesses. Research and promote innovative teaching and training to teachers in the program area and department. Establish and maintain a highly motivated results oriented team environment, particularly involving Band 1 and part-time teachers and support staff.

Eligibility/Other Requirements: All Senior Teaching Post teachers are required to hold: a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); an Advanced Diploma in Adult Education (or equivalent); and appropriate industry competencies demonstrated by the following qualifications, Bachelor's Degree in Early Childhood Education or equivalent. Have relevant industry experience.

Notes: This is a temporary position available until 14 December 2014.

Contact Officer: Rhonda Batty (02) 6205 4143 rhonda.batty@cit.edu.au

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

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

Economic and Financial Policy Group

Administrative Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 33976)

Gazetted: 26 May 2014

Closing Date: 2 June 2014

Details: The Chief Minister and Treasury Directorate is seeking a highly organised, mature individual to join a dynamic Division responsible for providing advice to the Government in relation to the Territory's economic management. The Administrative Assistant provides operational and administrative support across the Division and associated panels, including administrative support to the Executive Director and other Executives within the Division. The successful applicant will be a strong communicator, with exceptional interpersonal skills. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion.

Eligibility/Other Requirements: This position is advertised as a full-time position, but part-time applicants will be considered. Part-time officers would be required to work mornings and on Fridays.

Note: This is a temporary vacancy available for three months with the possibility of extension.

How to Apply: 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: Melinda Paton (02) 6207 0170 melinda.paton@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

Revenue Management

Policy, Legislation and Objections

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 56114)

Gazetted: 23 May 2014

Closing Date: 30 May 2014

Details: The Policy, Legislation and Objections Section, provides policy advice on ACT taxation matters and the development, maintenance and amendment of the Territory's taxation legislation. This section contributes to the efficient administration of ACT revenue laws and provides exposure to a range of Territory taxes. The Section also has responsibility for the Objections and Appeals subsection and administers the Territory's concessions programs. Responsibilities of this position include: manage and develop revenue policy; provide supervision and training to staff in relation to revenue policy and broader ACT taxation issues; research and analyse policy and legislative issues relating to the administration of ACT taxation; provide high level advice and assistance on the interpretation and application of taxation laws and associated policies to the Treasurer, the Executive, affected parties, and other Division officers; undertake investigations and research of taxation policy matters; prepare reports, ministerial and other associated correspondence; assist with the development of an appropriate IT solution and change management process for the administration of the Concessions functions; represent the Division and the Directorate at meetings and conferences and participate in workgroups and task forces including inter-governmental committees and inter-jurisdictional working groups and; review, develop and assist in the implementation of whole of government policy.

Contact Officer: Brett Monger (02) 6207 0293 brett.monger@act.gov.au

Business Services

Strategic Finance

Financial Services

Financial Systems Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 22517)

Gazetted: 27 May 2014

Closing Date: 3 June 2014

Details: The Commerce and Works Directorate's Strategic Finance branch has a temporary vacancy for an experienced financial systems officer. This position is responsible for undertaking finance and project based work using primarily Oracle. Associated accounting and administrative duties are a key requirement of this position.

Eligibility/Other Requirements: Relevant industry experience and demonstrated experience working with an enterprise financial management information system is highly desirable. Well developed oral, written and verbal communication and liaison skills are essential. The ability to form effective working partnerships with team members and other parties including project officers is also essential. The ability to undertake complex account reconciliations will be highly regarded.

Notes: This is a temporary position available from 19 June 2014 until 19 December 2014.

Contact Officer: Gaurav Bhatia (02) 6207 0990 gaurav.bhatia@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

Therapy ACT

Clinical Services Manager

Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 20558)

Gazetted: 26 May 2014

Closing Date: 2 June 2014

Details: Applications are sought for the position of Clinical Services Manager at Therapy ACT to provide overall leadership and clinical management of Therapy ACT staff and services. The Clinical Services Manager will work collaboratively with the Therapy ACT Transition Team to progress changes in therapy services during the NDIS trial.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in a health profession relevant to Therapy ACT. Eligibility for registration (where applicable) in the ACT in a relevant profession. Eligibility for membership with the appropriate professional body. Current driver's licence essential.

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

Contact Officer: Jacinta Evans (02) 6205 1273 jacinta.evans@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

Tourism, Events and Sports

Accounts

Exhibition Park Corporation

Accounts Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30704)

Gazetted: 28 May 2014

Closing Date: 11 June 2014

Details: Exhibition Park In Canberra (EPIC) is a territory owned national exhibition centre that hosts a variety of indoor and outdoor events for businesses and the community. EPIC is estimated to inject more than \$173 million in economic benefit into the ACT economy each year. The Accounts Team is responsible for ensuring EPIC's accounting and human resource processes run smoothly in accordance with approved ACT Government policies and guidelines and approved accounting standards in a timely and efficient manner and with the highest level of customer service and attention to detail. Reporting to the Accounts Manager, the Accounts Assistant provides administrative support in data entry, accounts payable and receivable, reconciliations and reporting.

Eligibility/Other Requirements: Qualifications in Accounting is highly desirable.

Note: Applications must include a supporting statement addressing the Selection Criteria 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 should be included with your application.

Applications should be sent to the Contact Officer.

Contact Officer: Denise London (02) 6205 5062 denise.london@act.gov.au

Business, Tourism, Events and Sport

Sport and Recreation Services

ACT Academy of Sport

Strength and Conditioning Coach

Professional Officer Class 1 \$49,452 - \$69,377, Canberra (PN: 56062)

Gazetted: 23 May 2014

Closing Date: 30 May 2014

Details: Sport and Recreation Services is seeking an enthusiastic and dynamic person to join our ACT Academy of Sport (ACTAS) team as a Strength and Conditioning Coach. The successful applicant will be part of a team delivering strength and conditioning services to approximately 130 talented athletes across eight sport programs and an Individual Athlete Program.

Eligibility/Other Requirements: Relevant Undergraduate qualifications/currently studying towards a qualification in a sports related field (Coaching/Physical Education). Australian Strength Conditioning Association (ASCA) Level 2 accreditation/registration highly desirable. Current sports First Aid qualifications. 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 -

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

Notes: This position may be filled based on application and referee reports only.

Contact Officer: Gavin Thornley (02) 6207 3202 gavin.thornley@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

Tuggeranong Network

Fadden Primary School

Principal

School Leader A \$133,402- 160,181, Canberra (PN: 01810)

Gazetted: 28 May 2014

Closing Date: 11 June 2014

Details: Manage the School within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of 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 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: Stephen Gwilliam (02) 6205 7194 stephen.gwilliam@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.

Office for Schools

South Canberra/Weston Network

Melrose High School

Principal

School Leader A \$133,402 - \$160,181, Canberra (PN: 01669)

Gazetted: 22 May 2014

Closing Date: 5 June 2014

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of 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: Wayne Prowse (02) 6205 7194 wayne.prowse@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.

Office for Schools

Tuggeranong Network

Wanniassa Hills Primary School

Principal

School Leader A \$133,402 - \$160,181, Canberra (PN: 01803)

Gazetted: 28 May 2014

Closing Date: 11 June 2014

Details: Manage the School within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of 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 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: Stephen Gwilliam (02) 6205 7194 stephen.gwilliam@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.

Office for Schools

South Canberra/Weston Network

Yarralumla Primary School

Italian Program Coordinator

School Leader C \$104,319, Canberra (PN: 32736)

Gazetted: 28 May 2014

Closing Date: 11 June 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: Lea Chapuis (02) 6205 5766 lea.chapuis@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 Canberra/Gungahlin Network

Harrison School

Executive Teacher

School Leader C \$104,319, Canberra (PN: 23394)

Gazetted: 26 May 2014

Closing Date: 9 June 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: Dennis Yarrington (02) 6142 2200 dennis.yarrington@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.

Governance and Assurance

Children's Policy and Regulation Unit

Education and Care Adviser

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 01635)

Gazetted: 23 May 2014

Closing Date: 2 June 2014

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

Eligibility/Other Requirements: Qualifications and experience in education and care is required. Related qualifications and experience will be considered. The successful applicants will be required to complete (ACECQA) Authorised Officer and Assessor Training. A current driver's licence is essential. 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.

Notes: One permanent position and several 12 month contract positions are available. Contract positions have a possibility of extension and may lead to permanent appointments.

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

Education Strategy

Student Engagement

International Education Unit

Project Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31717)

Gazetted: 23 May 2014

Closing Date: 30 May 2014

Details: The International Education Unit is seeking a highly motivated Project Officer. The successful applicant will be responsible for the Directorate's Temporary Resident Fee Exemption Program. As a member of a small team, the successful applicant will also be required to perform the following duties: Maintaining a range of databases; responding to and provide appropriate advice when required; preparing written correspondence with a high level of attention to detail; and ensuring data integrity. The position also requires providing advice to temporary resident dependents and international students on Directorate policies and procedures in reference to Australian Immigration and legislation and guidelines.

Note: This is a temporary part-time position of 16 hours per week, initially available until 30 June 2016 with the possibility of permanent filling from this process. 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: Nicole King (02) 6205 6998 nicole.king@act.gov.au

Office for Schools

North/Gungahlin Network

Harrison School

Classroom Teacher K-6

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 18033)

Gazetted: 22 May 2014

Closing Date: 5 June 2014

Details: Harrison school is a P-10 school with an established community culture based on core values including: care, respect, teamwork, acceptance, inclusion, learning and fair go. High expectations for learning are achieved through a commitment to supporting all children in becoming healthy and engaged citizens who make a positive contribution to their local and global community. We are looking for a teacher who demonstrates similar values and dedication to our school community with a particular focus on students in the Primary Section (Kindergarten-Year 6). The successful applicant will have the skills in using the Australian Curriculum to meet the individual learning needs of all students and an understanding of the diversity of learning pathways to reflect a future focus.

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

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

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: Allison Edmonds (02) 6142 2200 allison.edmonds@ed.act.edu.au

Office for Schools

South Canberra/Weston Network

Hughes Primary School

Classroom Teacher-Learning Support Unit-Autism

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 10045)

Gazetted: 28 May 2014

Closing Date: 9 June 2014

Details: Teaching in a Learning Support Unit-Autism, catering for students of mixed ages and abilities. Experience with Four Blocks of Literacy, devising ILP's to support individualised learning - understanding the need to make significant adjustments to programs and assessment. Ability to collaborate with mainstream teachers to promote integration opportunities.

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

Contact Officer: Kate Smith (02) 6205 5699 kate.smith@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

South Canberra/Weston Network

Forrest Primary School

Classroom Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 05592, several)

Gazetted: 28 May 2014

Closing Date: 9 June 2014

Details: Forrest Primary School is seeking authorisation in 2015 as an International Baccalaureate School delivering the Primary Years Program (PYP). Collaborative team planning essential. Restorative practices. Position for Years 3-6.

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). Primary Years Program(PYP)trained desirable.

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: Chris Pilgrim (02) 6205 5644 christine.pilgrim@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 Canberra/Gungahlin Network

North Ainslie Primary School

Classroom Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 24924)

Gazetted: 23 May 2014

Closing Date: 6 June 2014

Details: North Ainslie Primary School is an International Baccalaureate (IB) World School offering the Primary Years Program (PYP) from P-6. The successful applicant will be an excellent classroom teacher (K-6) committed to inquiry learning, restorative and relational practices, and the school values and vision, and will be able to work collaboratively in a high performing team.

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: Rikkie Klootwijk (02) 6205 6533 rikkie.klootwijk@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.

Education Strategy

Student Engagement

International Education Unit

Administrative Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 33972)

Gazetted: 26 May 2014

Closing Date: 2 June 2014

Details: The International Education Unit is seeking a highly motivated Administrative Officer. The successful applicant will be responsible for the Directorate's Summer School and Orientation Programs. As a member of a small team, the successful applicant will also be required to perform the following duties: coordinating, confirming and maintaining bookings associated with the Summer School and Orientation Program and participate fully in these events. Providing high level support and participation in these events and communicate effectively with relevant internal and external stakeholders both

verbally and in writing. The successful applicant will also provide administrative support within the International Education Unit that includes: maintaining a range of databases assisting with purchasing supplies and resources and preparation of simple written correspondence.

Notes: This is a temporary position available until 30 June 2015 with the possibility of extension or permanency from this process. 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: Nicole King (02) 6205 6998 nicole.king@act.gov.au

Environment and Sustainable Development

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

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

Environment

Policy

Water Policy

Project Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 22391)

Gazetted: 28 May 2014

Closing Date: 11 June 2014

Details: Suitably qualified and experienced applicants are sought for an exciting Project Management position as part of the Project Management Group for the ACT Basin Priority Project. The successful candidate will be part of a designated team which will deliver water quality improvements to Canberra's lakes and waterways as part of the Commonwealth Government's \$85 million funding to improve the long term water quality in the ACT and Murrumbidgee River System. The successful candidate will have demonstrated project management experience, be able to undertake high level community consultation and stakeholder engagement and have a sound understanding of the role and function of water quality infrastructure.

Eligibility/Other Requirements: Extensive project management experience and tertiary qualifications in a relevant discipline are highly desirable.

Notes: This is a temporary position available from 1 July 2014 until the 29 February 2016 with the possibility of extension.

Contact Officer: Gerard Coffey (02) 6207 2471 gerard.coffey@act.gov.au

Planning Delivery

Development Assessment

Impact Assessment

Senior Assessment Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 15477)

Gazetted: 26 May 2014

Closing Date: 2 June 2014

Details: A permanent position is available in the Impact Assessment Team, Environment and Sustainable Development (ESDD), to assist with development and environmental assessments, as well as to assist in progressing key Government priority projects and policies. The position will also involve helping in the development and implementation of environmental regulatory reform. Candidates should have proven written and oral communication skills, the ability to think strategically, ability to assist in the management of staff, and a sound understanding of environmental impact assessment processes,

including offsets. Candidates should also have well developed stakeholder management and liaison skills.

Eligibility/Other requirements: A qualification in Environmental Science, Planning or Law, as well as significant work experience in environmental regulation and government is highly desirable.

Notes: This process will also be used to establish a merit list, which may be used to fill permanent or temporary positions in the 12 months following finalisation of the recruitment process.

Contact Officer: Jonathan Teasdale (02) 6207 0316 jonathan.teasdale@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>

Population Health

Health Protection Service

Pharmaceutical Services

DAPIS Data Administrator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33923)

Gazetted 23 May 2014

Closing Date: 6 June 2014

Details: The Pharmaceutical Services Section of the Health Protection Service is seeking expressions of interest for suitable candidates to the temporary position of DAPIS Data Administrator. This successful candidate will manage and maintain the new Drug and Poisons Information System (DAPIS) during implementation, and draft policies and procedures for DAPIS information collection, data matching, alert and reporting processes.

Notes: This is a temporary position available June 2014 until December 2014. Candidate may be selected on written application and referee reports only.

How to Apply: 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: Michael Fitzsimons (02) 6205 0961 michael.fitzsimons@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Mental Health Clinical Services

Consultant Psychiatrists

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 17229, Several)

Gazetted: 29 May 2014

Closing Date: 5 June 2014

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

component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$292,953.

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

Note: There are permanent/temporary full time/part time positions available in Adult Mental Health Services. One temporary part-time position available in Child and Adolescent Mental Health Services.

Contact Officer: Dr Peter Norrie (02) 6205 0687 peter.norrie@act.gov.au

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

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Medical Imaging

Radiologist

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

Senior Specialist \$199,231, Canberra (PN: 33967)

Gazetted: 29 May 2014

Closing Date: 19 June 2014

The Position: Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. It is expected that the applicants will have considerable experience and expertise in General radiology. Duties include provision of clinical services, participation in the on call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. Sub-speciality area of expertise is desirable. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085

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

Contact Officer: Dr Murali Guduguntla (02) 6244 2528 murali.guduguntla@act.gov.au

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

Canberra Hospital and Health Services

Women's, Youth and Children

Paediatrics

Paediatric Endocrinologist

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

Senior Specialist \$199,231, Canberra (PN: 16835)

Gazetted: 29 May 2014

Closing Date: 10 June 2014

The Position: Paediatrics at the Canberra Hospital (PatCH) has 48 inpatient beds, an active medical and surgical ambulatory day stay and clinical investigation unit, and a busy and growing outpatient department. It is the teaching hospital of the Australia National University (ANU) Medical School and offers Registrars training at basic and advanced levels for FRACP and annually hosts the RACP clinical

exam for paediatrics. The Hospital currently offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Nephrology, and Paediatric Endocrinology and Diabetes. ACT Health has a nationally recognised Child at Risk Health Unit on site and a Developmental Paediatric service in central Canberra. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085 Eligibility/Other Requirements: Mandatory: Registration as a medical specialist practitioner in the ACT. FRACP or an equivalent higher specialist qualification: "Higher Medical Qualifications" means medical qualifications obtained by an officer subsequent to graduation in medicine which are required by the Specialist Advisory Committee in Paediatric Endocrinology or in SAC General Paediatrics with Paediatric Endocrine interest with documented evidence of training and maintenance of skills in this area and/or such other postgraduate qualification which the ACT Health Service may from time to time choose to recognise for this purpose.

Note: Dr Jeffery Fletcher, - Clinical Director of Paediatrics, jeffery.fletcher@act.gov.au or Dr Tony Lafferty, - Senior Staff Specialist Paediatric Endocrinologist, tony.lafferty@act.gov.au. Both contacts may be reached on (02) 6174 7607.

Contact Officer: See Notes.

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Clinical Manager

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 16044)

Gazetted: 29 May 2014

Closing Date: 12 June 2014

Details: ACT Health, Mobile Intensive Treatment Team North. (MITT North) is seeking to fill a permanent vacancy for a Registered Nurse Level 2. The position requires you to have practical skills in clinical management and an ability to supervise staff. MITT North is a contemporary, recovery focused, community mental health service. Our consumers are those that are of either first presentation psychosis or those with complex needs. MITT North also provides home medication supervision (morning and evening) for mental health consumers within designated regions of Canberra. Located in the new Belconnen Community Health Centre, the team operates from 08:30 to 21:00 hours seven days a week. Nursing staff have ready access to professional development and are encouraged to actively participate in clinical supervision to support their ongoing learning and contribution as a valued member of the multidisciplinary team.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Tertiary qualification or equivalent in Mental Health Nursing is desirable. Current driver's licence is essential.

Note: This position involves shift work and working evenings and weekends. 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: Andy Hardwicke (02) 6205 0498

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Occupational Therapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 24850)

Gazetted: 29 May 2014

Closing Date: 05 June 2014

Details: An exciting opportunity exists for an experienced and enthusiastic occupational therapist to fulfil a temporary Senior Clinician position within the Rehabilitation and Aged Care Occupational Therapy team. This position will work either in an inpatient or community rehabilitation setting and have support from an experienced team of occupational therapists and supervision provided from Health Professional Level 4 Occupational Therapy Manager. Applicants must be able to demonstrate clinical experience in the rehabilitation and/or aged care practice areas.

Eligibility/Other Requirements: Recognised Occupational Therapy Degree or Diploma. Current Australian Health Practitioner Regulation Agency registration. Applicants must hold a current driver's licence.

Note: This is a temporary position available immediately until 31st August 2014 with the possibility of extension. Part-time applicants will also be considered. This position may be required to participate in overtime, on call, and/or rotation roster. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Michelle Bennett (02) 6244 3286 or 0408 695 174

Director General Reports

Population Health

Health Promotion

Project Officer, Social Marketing

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24191)

Gazetted: 29 May 2014

Closing Date: 12 June 2014

Details: A temporary position is available in the ACT Health Directorate's Health Improvement Branch. This position is responsible for developing, implementing and evaluating social marketing activities in partnership with key internal and external stakeholders. It would be suited to someone with relevant social marketing and/or marketing communications experience interested in working in a health promotion setting. Candidates with experience in digital marketing, along with high level communication skills, the ability to prioritise and meet deadlines whilst demonstrating accuracy and attention to detail will be highly regarded.

Eligibility/Other Requirements: A tertiary qualification or experience in social marketing, marketing communications, public health and/or related disciplines is desirable.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency from this process. Full time applicants are preferred, however part time may be considered. 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: Susie Leydon (02) 6205 1422

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 33930)

Gazetted: 29 May 2014

Closing Date: 5 June 2014

Details: The E-Health and Clinical Records Branch (EHCR) is a lively team of people. We work together to leverage technology in the facilitation of a safe, high quality, secure and sustainable health care service for the ACT. This position provides executive support to the Chief Information Officer, ACT Health. The ability to effectively prioritise work and meet deadlines is essential, as is a proactive enthusiasm and strong communicative skills. Working independently and as a team member, the successful applicant will provide administrative support across EHCR, building and maintaining professional relationships in this pioneering and collegiate team.

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: Barb De Costa (02) 6205 1768

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Registered Nurse

Registered Nurse Level 1 \$58,117 - \$77,634, Canberra (PN: 12626, several)

Gazetted: 29 May 2014

Closing Date: 5 June 2014

Details: Applications are invited from motivated and flexible Registered Nurses to join the dynamic Neurosurgical nursing team at Canberra Hospital. The Neurosurgery ward is a 29 bed unit, including a 6 bed staging unit, which caters for pre and post operative neurosurgical patients.

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

Note: There are several permanent and temporary positions available across the surgical ward areas at Canberra Hospital. Applicants are requested to submit their application in writing addressing the Selection Criteria and include a covering letter, current Curriculum Vitae and the names of two professional referees as documents to be uploaded. 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: Tania Lawrence (02) 6244 2632

Canberra Hospital and Health Services

Clinical Support Service

Biomedical Engineering

Biomedical Engineering Technician

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 33968)

Gazetted: 29 May 2014

Closing Date: 12 June 2014

Details: We are seeking an energetic, self motivated individual to fill the role of Biomedical Engineering Technician at The Canberra Hospital with current experience in the repair and maintenance of clinical equipment. This position reports to Biomedical Engineering Operations Manager for daily operations and for learning and professional development requirements. The position primarily involves participating in preventative maintenance and repairs of clinical equipment as part of the Operations Team.

Eligibility/Other Requirements: Associate Diploma or equivalent in a relevant Mechanical/Electronic/Biomedical Engineering Discipline and/or training/experience which in the opinion of the director enable you to perform the duties of the office. An approved Technical or Professional Engineering qualification or relevant training and experience.

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: Alan Ringland (02) 6244 3816

Canberra Hospital and Health Services

Clinical Support Service

Nursing Administration

Enrolled Nurse Level 1 - Operational Support

Enrolled Nurse Level 1 \$52,710 - \$56,316, Canberra (PN: 04154, several)

Gazetted: 29 May 2014

Closing Date: 5 June 2014

Details: Canberra Hospital is seeking Enrolled Nurses with experience in the areas of medical, surgical, mental health, paediatrics and/or oncology. Canberra Hospital offers a supportive orientation period of up to three months with ongoing training and education through the Staff Development Unit (SDU); Clinical Development Nurse (CDN) support and; rotating rosters.

Eligibility/Other Requirements: Registered or is eligible for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency.

Note: Various temporary positions are available for periods of up to 12 months. Applicants are requested to submit their application in writing addressing the Selection Criteria and include a covering letter, current Curriculum Vitae and the names of two professional referees as documents to be uploaded. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Jenny Hegarty (02) 6244 2915

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Front Reception Clerk

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 21049)

Gazetted: 29 May 2014

Closing Date: 5 June 2014

Details: Under general direction provide reception and clerical services to patients attending the section. As required, make appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action.

Eligibility/Other Requirements: Knowledge of medical terminology would be an advantage. Current driver's licence.

Note: This is a temporary position for a period of approximately 3 months. An order of merit will be formed from this selection process and may be utilised to fill any full-time temporary or casual positions (at level), which may occur within the following 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. 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.

Contact Officer: Jeannie Dumbrell (02) 6244 2159

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Clinical School

Receptionist

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 18457)

Gazetted: 29 May 2014

Closing Date: 5 June 2014

Details: The ANU Medical School is seeking an enthusiastic self-starter to perform the role of Receptionist at its Canberra Hospital Campus.

Note: This is a temporary position available until March 2015, with the possibility of permanency. The preferred start date is 1 July 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: Lyndall Thorn (02) 6244 3600

Justice and Community Safety

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

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

ACT Emergency Services Agency

Support Services

ACT Ambulance Service

Support Services Team Leader

Ambulance Manager Level 2 \$111,231 - \$117,150, Canberra (PN: 23861)

Gazetted: 27 May 2014

Closing Date: 10 June 2014

Details: The Support Services Team Leader is the senior member of the Support Services Team reporting to the General Manager (Support Services). This is an exciting and challenging role ensuring the operational readiness of the ACT Ambulance Service is maintained in a response ready state. The successful candidate will be an innovative problem solver with the ability to work effectively in a challenging environment. The position may require on call duties and some shift work.

Eligibility/Other Requirements: Mandatory: Current ACT C driver's licence or interstate equivalent, Diploma of Paramedical Science (Ambulance) or equivalent, current authority to practice at Paramedic level with a minimum of three years experience practicing at Paramedic level or above. Desirable: Cert IV in Frontline Management (or equivalent qualification), Incident and Emergency Management Qualifications, Work Place Health and Safety/Risk Management Qualifications.

Notes: This is a temporary position available for a period of six to 12 months with a possibility of permanency. Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory. The position is entitled to salary packaging with a fringe benefits tax-free threshold up to \$9095.00.

Contact Officer: Marnie Edwards (02) 6205 0669 marnie.edwards@act.gov.au

ACT Electoral Commission

Deputy Electoral Commissioner

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 01862)

Gazetted: 28 May 2014

Closing Date: 11 June 2014

Details: The ACT Electoral Commission is seeking an experienced, motivated and dedicated person to fill the role of Deputy Electoral Commissioner. The successful applicant will assist the Electoral Commissioner in leading and managing a small team to provide high quality electoral services to the ACT community and a wide range of clients to ensure fair and open elections and referendums for the ACT Legislative Assembly. This role will assist with management of all aspects of election functions, electoral political party registration, election funding, expenditure and financial disclosure, electoral enrolment,

education, information and advice, electoral boundaries, managing complex projects and formulating strategic policies and procedures for the Commission. The successful applicant will be expected to act as the Commissioner as required.

Eligibility/Other Requirements: Comprehensive knowledge of or experience in electoral legislation and electoral administration would be an advantage. Tertiary qualifications in political science, public administration or law would be an advantage. Contract management qualifications would also be an advantage.

Notes: This is a temporary position available until 31 December 2014 with the possibility of extension or permanent filling from this process. Selection may be based on application and referee reports only. Please provide contact details of two referees.

Contact Officer: Phil Green (02) 6205 0236 phillip.green@act.gov.au

ACT Corrective Services

Community Based Corrections

Probation and Parole

Team Leader

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 43413)

Gazetted: 22 May 2014

Closing Date: 11 June 2014

Details: ACT Corrective Services is pleased to offer an opportunity for a committed professional to join Community Corrections as a Probation and Parole Team Leader. A career in Probation and Parole is unlike any other in the public service and is seriously challenging and genuinely rewarding. You will be required to lead and manage teams of probation and parole officers, providing mentoring, guidance and training on correctional issues such as understanding, assessment and management of high risk violence, domestic violence, sexual offender and victim issues. In addition to managing your own caseload of high-risk offenders, you will be required to supervise the development, implementation and monitoring of case management plans that address offending behaviour and reduce the potential for reoffending. You will also be required to ensure the provision of high quality written and verbal advice to Courts and releasing authorities. To be successful in this role, you will be able to demonstrate capacity to compose and edit complex written material. You will also be able to demonstrate high level analytical and organisational skills. Additionally, you will possess a demonstrable capacity to adapt your skills and knowledge to new and challenging situations. A capacity to lead and work as part of a team and meet critical deadlines is essential. Similarly, a capacity to nurture high level relationships with internal and external stakeholders is vital. Whilst experience working with offenders and relevant tertiary qualifications are highly desirable, we are interested in hearing from professionals from a variety of backgrounds. This position is located in Canberra. The ACT Government provides excellent benefits and conditions that reflect the efforts of the energetic and committed people who work behind the scenes to make Canberra one of the most liveable cities in the world. The ACT Government prides itself on a flexible working environment so you can achieve true work-life balance. If you are from interstate and interested in these Canberra-based roles, please visit www.canberrayourfuture.com.au for more information about the benefits of living in the nation's capital.

Eligibility/Other Requirements: Shortlisted candidates will be required to undertake psychological aptitude testing as part of the assessment process. Candidates who progress from the psychological aptitude testing stage of the assessment process will be invited to participate in workplace scenarios designed to reflect some of the challenges that can arise in the workplace. For the final stage of the assessment process, candidates will be invited to interview. A Certificate IV in Correctional Practice (Community) or the ability to complete this qualification within 12 months is required. Additionally, candidates will be required to undergo a criminal history check. A current driver's licence is essential.

Note: This position is being readvertised, previous applicants need not reapply. 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: Janet-Lee Hibberd (02) 6207 9202 janet-lee.hibberd@act.gov.au

Corporate

People and Workplace Strategy

Strategic Human Resources

Senior HR Advisor

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 42712)

Gazetted: 27 May 2014

Closing Date: 6 June 2014

Details: Justice and Community Safety (JACS) People and Workplace Strategy is seeking an experienced person to fill the role of Senior HR Advisor. The suitable person will assist the Executive Director and Manager by undertaking a range of both complex and strategic human resources activities relating to Strategic Human Resources, Employee/Industrial relations, Policy development and Change management. They will implement and evaluate changes to human resource policies, practices, systems and processes with the department, provide high-level advice to JACS stakeholders and clients in accordance with relevant legislation, develop and maintain links with other areas of the department. They must also research and prepare submissions, reports and correspondence in relation to a range of issues and also assist other staff in the Unit to ensure the objectives of People and Workplace Strategy are achieved.

Eligibility/Other Requirements: Tertiary qualifications in relevant field are desirable however not essential. Experience in related field is highly desirable.

Notes: This temporary position is initially available for a period of six months with the possibility of permanent filling from this process.

Contact Officer: Liz Beattie (02) 6205 3995 liz.beattie@act.gov.au

ACT Corrective Services

Community Based Corrections

Probation and Parole

Probation and Parole Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 11558, several)

Gazetted: 22 May 2014

Closing Date: 11 June 2014

Details: ACT Corrective Services is seeking committed professionals from a variety of backgrounds to join Community Corrections as Probation and Parole Officers (PPO). A career as a PPO is unlike any other in the Public Service and is seriously challenging and genuinely rewarding. In collaboration with offenders, you will be required to develop, implement and monitor case management plans that address offending behaviour and reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs or interventions that address identified individual needs. Additionally, you will be required to provide written and verbal reports to the Courts, releasing authorities and other bodies in relation to offender management, risk assessment and intervention. To be successful in this role, you will be able to demonstrate capacity to compose and edit complex written material. You will also be able to demonstrate high level analytical and organisational skills. Additionally, you will possess a demonstrable capacity to adapt your skills and knowledge to new and challenging situations. A capacity to work as part of a team and meet critical deadlines is essential. Whilst experience working with offenders and relevant tertiary qualifications are highly desirable, we are interested in hearing from professionals from a variety of backgrounds. These positions are located in Canberra. The ACT Government provides excellent benefits and conditions that reflect the efforts of the energetic and committed people who

work behind the scenes to make Canberra one of the most liveable cities in the world. The ACT Government prides itself on a flexible working environment so you can achieve true work-life balance. If you are from interstate and interested in these Canberra-based roles, please visit www.canberrayourfuture.com.au for more information about the benefits of living in the nation's capital.

Eligibility/Other Requirements: Shortlisted candidates will be required to undertake psychological aptitude testing as part of the assessment process. Candidates who progress from the psychological aptitude testing stage of the assessment process will be invited to participate in workplace scenarios designed to reflect some of the challenges that can arise in the workplace. For the final stage of the assessment process, candidates will be invited to interview. A Certificate IV in Correctional Practice (Community) or the ability to complete this qualification within 12 months is required. Additionally, candidates will be required to undergo a criminal history check. A current driver's licence is essential.

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: Janet-Lee Hibberd (02) 6207 9202 janet-lee.hibberd@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

Parks and City Services

National Parks and Catchments

Parks and Conservation Service

Area Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14956)

Gazetted: 22 May 2014

Closing Date: 5 June 2014

Details: The Parks and Conservation Service (PCS) is a Branch within the Parks and City Services Division and is responsible for the planning and management of parks and reserves and the public domain. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and maintains the look of the city and its environs. As Area Manager we are seeking a highly motivated self-driven senior professional officer to provide direction and coordination in implementing a range of natural and cultural resource management policies and programs, asset protection and landscape refurbishment activities within the National Parks and Catchment Region of PCS.

Eligibility/Other Requirements: Relevant Tertiary qualifications in Natural and Cultural Resource Management/Park Management; or proven and extensive land management experience.

Notes: Selection may be based on written application and referee reports only.

Contact Officer: Brett McNamara (02) 6207 2904 brett.mcnamara@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

Parks and Conservation

Parks, Reserves and Rural Lands

Ranger In Charge

Technical Officer Level 4 \$70,913 - \$81,460 plus applicable weekend shift penalties, rostered overtime and superannuation, Canberra (PN: 13530)

Gazetted: 23 May 2014

Closing Date: 5 June 2014

Details: The ACT Parks and Conservation Service (PCS) is seeking dynamic and experienced candidates keen to contribute to conservation land management in the ACT. PCS is responsible for land management in a diverse range of situations, from urban reserves through to remote wilderness national parks. The Ranger In Charge is responsible for the supervision of staff in the coordination and delivery of a broad range of conservation and land management programs. The position is outcome focused and liaises closely with the District Management Team in ensuring the efficient delivery of a coordinated program of works, adhering to the development of operational works and risk management plans.

Eligibility/Other Requirements: Relevant Tertiary qualifications in Natural and Cultural Resource Management/Park Management highly desirable. Willingness to undertake incident management duties, work a shift roster where applicable, work at any location throughout the reserve estate, wear a uniform. Manual driver's licence essential.

Notes: Suitable candidates will be placed on a Order of Merit list which will be used to fill permanent, short and long term temporary vacancies at level. This Register is valid for a twelve month period.

Contact Officer: Brett McNamara (02) 6207 2904 brett.mcnamara@act.gov.au

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

APPOINTMENTS

Canberra Institute of Technology

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

Kerry Rayner 827-13273, Section 68(1), 20 May 2014

Commerce and Works

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

Aneela De Soysa 836-08600, Section 68(1), 26 May 2014

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

Corin Leanne Murphy 844-00553, Section 68(1), 30 June 2014

Education and Training

School Assistant 2 \$39,431 - \$43,728

Kim Bland 843-27237, Section 68(1), 27 May 2014

School Assistant 2 \$39,431 - \$43,728

Judiann Hohnke 835-79213, Section 68(1), 22 May 2014

School Assistant 2 \$39,431 - \$43,728

Stacie Johnstone 835-31607, Section 68(1), 22 May 2014

Health

Registered Nurse Level 1 \$58,117 - \$77,634

Allwyn Antony 834-51543, Section 68(1), 5 June 2014

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

Kim Hansen 839-27361, Section 68(1), 30 May 2014

Dental Assistant - Unqualified \$38,579

Branka Milanovic 839-27556, Section 68(1), 1 August 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Cassandra Noble 842-88733, Section 68(1), 22 May 2014

Justice and Community Safety

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

Adam MacLeod 844-00713, Section 68(1), 26 May 2014

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

Nithya Sambasivam 836-11877, Section 68(1), 26 May 2014

Territory and Municipal Services

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

Kate Bailey 844-00422, Section 68(1), 25 May 2014

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

Bernadette Bowman 844-00529, Section 68(1), 22 May 2014

Bus Operator \$67,171

John Tuckwell 140-800, Section 68(1), 17 May 2014

PROMOTIONS

Education and Training

Operational Integrity

Performance and Planning

Performance and Systems

Kenneth Gordon: 820-86978

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

Education and Training

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

Education and Training, Canberra (PN. 17364) (Gazetted 21 January 2014)

Environment and Sustainable Development

Planning Delivery

Merit Assessment

Dominic Bede Riches: 799-99733

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 03098) (Gazetted 11 March 2014)

Health

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Prasanth Divakar: 816-81783

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. 29123) (Gazetted 27 March 2014)

Canberra Hospital and Health Services

Medicine

Clinical

Neetha Jose: 827-50859

From: Registered Nurse Level 1 \$58,117 - \$77,634

Health

To: Registered Nurse Level 2 \$80,707 - \$85,540

Health, Canberra (PN. 10518) (Gazetted 3 September 2013)

Director General Reports

Population Health

Health Protection Services

Ahalya Krishinan: 821-10392

From: Registered Nurse Level 1 \$58,117 - \$77,634

Health

To: Registered Nurse Level 2 \$80,707 - \$85,540

Health, Canberra (PN. 04831) (Gazetted 20 March 2014)

Canberra Hospital and Health Services

Medicine

Katherine Macpherson: 835-94317

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. 23650) (Gazetted 8 May 2014)

Canberra Hospital and Health Services

Operational Support

Support Services

Matthew O'Toole: 831-21878

From: Health Service Officer Level 3 \$42,160 - \$43,599
Health
To: Health Service Officer Level 4 \$43,599 - \$45,346
Health, Canberra (PN. 20576) (Gazetted 13 February 2014)

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care**

Claire White: 821-22844

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. 04556) (Gazetted 27 March 2014)

**Canberra Hospital and Health Services
Surgery and Oral Health**

Oro-Facial Maxillary

Dylan Hyam, 813-16962

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

To: †Senior Staff Specialist \$199,231
Health, Canberra (PN. 12864)

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

Territory and Municipal Services

Directorate Services

Governance

Security and Risk

Satinder Sahota: 817-44131

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

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

Territory and Municipal Services, Canberra (PN. 19748) (Gazetted 3 October 2013)