



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 23 April 2015**

## ***EXECUTIVE NOTICES***

### **Chief Minister, Treasury and Economic Development**

#### **Contract Cessation**

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

Susan Hall – Director, Corporate Management (E421) – 30.04.2015

#### **Engagement**

Susan Hall – Executive Director, Corporate (E790) Section 72 of the Public Sector Management Act 1994

#### **Variation – Transfer**

Glenn Bain – Executive Director, Procurement Projects (E667) Section 80A(1)(a) of the Public Sector Management Act 1994

### **Environment and Planning**

#### **Contract Cessation**

John Meyer – Executive Director, Construction and Client Services (E564) – 30.04.2015

### **Territory and Municipal Services**

#### **Engagement**

Daniel Childs – General Manager, Capital Linen Service (E394) Section 72 of the Public Sector Management Act 1994

## **VACANCIES**

### **Calvary Health Care ACT (Public)**

#### **Physiotherapist - PN7896**

**Health Professional Level 1-2 \$54,591 - \$79,912, Canberra (PN: 7896)**

Gazetted: 24 April 2015

Closing Date: 15 May 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Gemma Arnold (02) 6201 6780 [gemma.arnold@calvary-act.com.au](mailto:gemma.arnold@calvary-act.com.au)

#### **Physiotherapist**

**Health Professional Level 1-2 \$54,591 - \$79,912, Canberra (PN: 9067)**

Gazetted: 24 April 2015

Closing Date: 15 May 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Gemma Arnold (02) 6201 6780 [gemma.arnold@calvary-act.com.au](mailto:gemma.arnold@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](mailto:jobs@act.gov.au)**

#### **CIT Health, Community and Science**

#### **Children's Education and Care**

#### **Senior Educator**

#### **Teacher Level 2 \$94,697, Canberra (PN: 34932, several)**

Gazetted: 29 April 2015

Closing Date: 13 May 2015

Details: Canberra Institute of Technology Children's Education and Care program is seeking two qualified and motivated professionals to fill Teacher Level 2 positions which will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental/college goals. This role supports CIT's commitment to quality through contextual and innovative approaches to competency-based learning and assessment. This role involves the provision of advice and guidance to teaching staff in building capability in contemporary Vocational Education and Training (VET) sector practice. This includes leadership in course design, facilitating skill development, compliance, quality assurance and continuous improvement and evaluation and research.

Note: These are temporary positions available for a period of two years with the possibility of extension.

Temporary employment offered as a result of this advertisement may lead to permanent appointment under the "Public Sector Management Standards Section 53B – Appointment after Temporary Engagement – Canberra Institute of Technology – teaching offices.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning & Development (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Relevant higher level qualifications and professional registration in a field of Children's Education and Care is 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Leslie Ralph (02) 6207 4904 [leslie.ralph@cit.edu.au](mailto:leslie.ralph@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.

### **Capital Metro**

**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](mailto:jobs@act.gov.au)**

#### **Capital Metro**

#### **Governance and Operations**

#### **Executive and Administrative Assistant**

#### **Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 32551)**

Gazetted: 23 April 2015

Closing Date: 7 May 2015

Details: The Capital Metro Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Governance and Operations Branch is seeking an organised and highly motivated individual to provide executive and administrative support services to the branch. Duties include, but

are not limited to, the provision of executive, administrative and secretarial services to two executive staff, and the provision of corporate support tasks to support the Agency.

Note: This is a part-time position working 30 hours per week across five weekdays, i.e. Monday to Friday. Salary will be pro rata part-time.

Contact Officer: Nikki Pulford (02) 6205 5466 [nikki.pulford@act.gov.au](mailto:nikki.pulford@act.gov.au)

### **Chief Minister, Treasury and 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](mailto:jobs@act.gov.au)**

#### **Communications**

##### **Strategic Communications and Media**

##### **Senior Manager, Strategic Communications and Media**

##### **Senior Officer Grade A \$129,470, Canberra (PN: 11261)**

Gazetted: 23 April 2015

Closing Date: 7 May 2015

Details: A highly motivated and experienced communications professional is sought to lead the Strategic Communications and Media unit for the Chief Minister, Treasury and Economic Development Directorate. As the Senior Manager you will lead a team to provide strategic communications advice and implementation for the directorate, executives and ministerial offices. You will also be responsible for coordination of media and issues management, implementation of multi-channel communications campaigns (including digital, engagement, marketing and advertising), provision of media training to ACTPS executives, and will provide communications support in times of a Territory emergency.

Eligibility/Other Requirements: Relevant tertiary qualifications will be highly regarded, and/or appropriate experience as a graded Journalist or in Public Relations/Public Affairs, preferably in a government environment.

Contact Officer: Anita Perkins (02) 6205 0035 [anita.perkins@act.gov.au](mailto:anita.perkins@act.gov.au)

#### **Policy and Cabinet Division**

##### **Government Reform Group**

##### **Regulatory Reform Team**

##### **Manager**

##### **Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 33800)**

Gazetted: 29 April 2015

Closing Date: 15 May 2015

Details: The successful applicant will possess demonstrated, strong analytical abilities. Under limited supervision, provide high quality advice and recommendations on a diverse range of significant and strategic policy matters. Contribute to and lead a small team in the preparation of reports, briefings to Ministers, draft submissions to Cabinet, ministerial speeches, drafting instructions for legislation and replies to parliamentary questions and other correspondence. Represent the Directorate at meetings, interdepartmental committees, conferences and other forums.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field. Immediate knowledge or skills relating to areas of reform activity being undertaken by government, such as transportation, events, building and land planning and development.

Note: This is a temporary vacancy commencing 1 July 2015 to 30 June 2016 with the possibility of extension.

Selection may be based on application and referee report(s) only.

Contact Officer: Brett Wilesmith (02) 6205 0202 [brett.wilesmith@act.gov.au](mailto:brett.wilesmith@act.gov.au)

#### **Land Development and Corporate**

##### **Public Housing Renewal Taskforce**

##### **Senior Project Manager**

##### **Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 35470)**

Gazetted: 24 April 2015

Closing Date: 8 May 2015

Details: The Public Housing Renewal Taskforce (Taskforce) is looking for a Senior Project Manager to assist with the delivery of an accelerated program of works. The successful candidate will provide high quality analysis and advice on land development projects in relation to the accelerated renewal program of public housing and work closely with other ACT Government directorates and agencies to support the ACT Government's urban renewal policy priority.

Note: This vacancy is temporary for up to three years.

Contact Officer: Cindy Cantamessa (02) 6205 8339 [cindy.cantamessa@act.gov.au](mailto:cindy.cantamessa@act.gov.au)

### **Shared Services**

#### **SSICT Operations**

#### **Storage and Backup Team**

#### **Storage and Backup Team Member**

#### **Senior Information Technology Officer Grade C \$94,653 - \$101,888, Canberra (PN: 14288)**

Gazetted: 23 April 2015

Closing Date: 7 May 2015

Details: Shared Services are seeking an appropriately skilled and experienced person to become a Storage and Backup Team Member. The successful applicant will be required to assist in the management, monitoring and maintenance of electronic data storage systems, data archive systems and data backup/retrieval for the ACT Whole Of Government (WhOG) environment.

Eligibility/Other Requirements: The successful applicant for this role will be required to obtain a Negative Vetting 1 (NV1) security clearance or be prepared to transfer an existing security clearance.

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\\_wvwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvwvp).

Contact Officer: Ash Rutledge (02) 6207 5293 [Ash.Rutledge@act.gov.au](mailto:Ash.Rutledge@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](mailto:jobs@act.gov.au)**

#### **Office for Children, Youth and Family Support**

#### **Child and Youth Protection Services**

#### **CYPS Operations**

#### **Senior Manager**

#### **Senior Officer Grade A \$129,470, Canberra (PN: 22829)**

Gazetted: 28 April 2015

Closing Date: 5 May 2015

Details: The Senior Manager is responsible for providing strong leadership and setting the strategic vision to ensure Child and Youth Protection Services (CYPS) has the capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients. CYPS Operations works directly with the community and provides trauma informed case management to children and young people in a statutory environment to keep them safe from harm, provide permanency planning and ensure improved outcomes.

Eligibility/Other Requirements: Desirable: Relevant tertiary qualifications. Experience working with children, young people and their carers or families. Program management experience at a senior level to achieve organisation outcomes. Current driver's licence.

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\\_wvwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvwvp).

Contact Officer: Shantha Siva (02) 6205 3875 [ISSProject@act.gov.au](mailto:ISSProject@act.gov.au)

**Office for Children, Youth and Family Support**

**Child and Youth Protection Services**

**CYPS Operations**

**Executive Support Manager**

**Health Professional Level 5 \$111,478 - \$125,497, Canberra (PN: 33035)**

Gazetted: 28 April 2015

Closing Date: 5 May 2015

Details: The Executive Support Manager role is responsible for supporting the Director, Child, Youth Protection Services Operations by leading the Executive Support Team. The Executive Support Manager will ensure CYPS legislative compliance, as well as coordinating CYPS response to scheduled and unscheduled external reviews and providing Ministerial and Executive correspondence, and/or advice in relation to sensitive CYPS client matters.

Eligibility/Other Requirements: Essential: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years' practice experience working with children, young people and their carers or families. Previous program management experience to achieve team outcomes. Current driver's licence.

Notes: Selection may be based on application and referee reports only. 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

**Office for Children, Youth and Family Support**

**Child and Youth Protection Services**

**CYPS Operations**

**Manager Operational Support**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 18686)**

Gazetted: 24 April 2015

Closing Date: 1 May 2015

Details: The Operational Support role is focussed on supporting Child and Youth Protection Services to deliver the best possible life outcomes for children and young people through the leadership of the Operational Support Teams and their provision of high quality support services.

Eligibility/Other Requirements: Essential: Experience and/or desire to work in a community services environment. Proficiency with Microsoft Office products and database systems. Current driver's licence. Desirable: Relevant tertiary qualifications desirable.

Note: Selection for this position may be based on written application and referee reports only. 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

**Office for Children, Youth and Family Support**

**Child and Youth Protection Services**

**CYPS Operations**

**Legal Officer**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 17395)**

Gazetted: 28 April 2015

Closing Date: 5 May 2015

Details: The Legal Officer is responsible for the provision of legal service delivery including the processing of cases, routine court matters, providing training for Case Managers on legal aspects of their role including preparation for Court.

Eligibility/Other Requirements: Essential: Experience and/or desire to work in a community services environment. Previous experience working in a legal office and/or currently studying Law. Desirable: Experience in the preparation of court documents and knowledge of the court and tribunal system and relevant procedures is desirable.

Notes: Selection for this position may be based on application and referee reports only. 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

**Office for Children, Youth and Family Support**  
**Child and Youth Protection Services**  
**CYPS Practice and Performance**  
**Cultural Services Team Leader**  
**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 08118)**

Gazetted: 28 April 2015

Closing Date: 13 May 2015

Details: The Cultural Services Team Leader is focussed on supporting Child and Youth Protection Services (CYPS) to deliver the best possible life outcomes for a culturally diverse range of children and young people, and in particular for Aboriginal and Torres Strait Islander children and young people, underpinned by best practice culturally appropriate trauma informed case management. The position involves responsibility for oversight, management and direction of the day to day operations requiring cultural services across all of CYPS.

Eligibility/Other Requirements: Essential: Experience and/or desire to work in a Community Services environment. Proficiency in Aboriginal and Torres Strait Islander culture. Current driver's licence. Desirable: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

**Office for Children, Youth and Family Support**  
**Child and Youth Protection Services**  
**CYPS Operations**  
**Team leader**  
**Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 26673, several)**

Gazetted: 28 April 2015

Closing Date: 5 May 2015

Details: The Team Leader role is focussed on providing strong leadership to build an integrated multidisciplinary team that supports effective service delivery to meet our statutory obligations and deliver on our strategy of creating a continuum of care for our clients.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least 5 years experience in human service delivery. Current driver's licence.

Note: An order of merit will be created for filling temporary or permanent future positions at level within the next 12 months from this process. Selection for this position may be based on written application and referee reports only. 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

**Office for Children, Youth and Family Support**  
**Child and Youth Protection Services**  
**CYPS Practice and Performance**  
**Relationships Coordinator**  
**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34293)**

Gazetted: 28 April 2015

Closing Date: 5 May 2015

Details: The Relationships Coordinator role is focussed on strategies to ensure Child and Youth Protection Services has the capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients. The Relationship Coordinator has a significant role in managing community relationships through contract management and promoting continuous improvement of service delivery.

Eligibility/Other Requirements: Essential: At least five years demonstrated experience working with children, young people and their carers or families. Current driver's licence. Desirable: Relevant tertiary qualifications e.g. in Social Work, Psychology, Education or an allied health position (Speech Therapist, Occupational Therapist).

Notes: Selection may be based on application and referee reports only. 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

#### **Office for Children, Youth and Family Support**

##### **Child and Youth Protection Services**

##### **CYPS Operations**

##### **Senior Practitioner**

##### **Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 33998, several)**

Gazetted: 28 April 2015

Closing Date: 5 May 2015

Details: Senior Practitioner's are responsible for providing expert case practice advice and leadership, supporting and developing case workers in the integration of theory and practice while demonstrating expertise through case management.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or a related discipline. At least five years experience in the human services fields. Current driver's licence.

Notes: Selection maybe based on application and referee report(s) only. 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

#### **Office for Children, Youth and Family Support**

##### **Child and Youth Protection Services**

##### **CYPS Practice and Performance**

##### **Cultural Services Officer**

##### **Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 27137)**

Gazetted: 29 April 2015

Closing Date: 15 May 2015

Details: The Cultural Services Officer role is focused on supporting Child and Youth Protection Services to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander children and young people through culturally appropriate client service, underpinned by best practice culturally appropriate trauma informed case management.

Eligibility/Other Requirements: Proficiency in Aboriginal and Torres Strait Islander culture. Relevant tertiary qualifications preferred e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. Current driver's licence.

Note: An order of merit established from this process may be used to fill future permanent and temporary vacancies at level. Position may be filled from application and referee reports only. 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au



**Office for Children, Youth and Family Support  
Child and Youth Protection Services  
CYPS Practice and Performance  
IMS Project Officer**

**Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 18431)**

Gazetted: 28 April 2015

Closing Date: 12 May 2015

Details: The Integrated Management Systems Project Officer role is focussed on contributing to projects that support the operation, or continuous improvement, of Children Youth Practice Support (CYPS). This will be done primarily through managing and updating the CYPS Knowledge Portal through identifying gaps in policies and procedures and developing strategies and processes to improve CYPS practice and maintain legislative compliance. Eligibility/Other Requirements: Essential: Current driver's licence Desirable: Relevant tertiary qualifications in project management or related discipline.

Notes: An order of merit established from this process may be used to fill future permanent and temporary vacancies at level. Selection may be based on application and referee reports only. 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\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Shantha Siva (02) 6205 3875 shantha.siva@act.gov.au

**Housing and Community Services**

**Housing ACT**

**Gateway Services**

**Senior Gateway Officer**

**Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 26834)**

Gazetted: 24 April 2015

Closing Date: 1 May 2015

Details: The Gateway Services Team of Housing ACT is looking for a Senior Gateway Officer who will be responsible for assessing complex client needs, determining eligibility for housing, matching resources to needs, implementing and applying legislation, policies and business rules and delivering front-line client services including assisting people accessing the Central Access Point.

Eligibility/Other Requirements: Experience in using a range of IT business and office applications and a current driver's licence is essential. Relevant tertiary qualifications are desirable.

Notes: This is a temporary position available for six months with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Paul Bink (02) 6205 3878 paul.bink@act.gov.au

**Disability ACT**

**Direct Service Delivery**

**Business Support Unit**

**Administrative Assistant**

**Administrative Services Officer Class 2 \$49,927 - \$55,130, Canberra (PN: 15933)**

Gazetted: 29 April 2015

Closing Date: 6 May 2015

Details: Expressions of Interest are sought from enthusiastic and motivated candidates who are interested in working as part of the Business Support Unit. The position works within a small team that is responsible for provision of a wide range of administrative support functions and reports to the Office Manager.

Eligibility/Other Requirements: A current driver's licence equivalent to ACT Drivers Licence, Class CA is desirable.

Note: This is a temporary position available for up to 3 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

How to apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Lynette Daly (02) 6207 1618 [lynette.daly@act.gov.au](mailto:lynette.daly@act.gov.au)

#### **Office for Children, Youth and Family Support**

##### **Child and Youth Protection Services**

##### **CYPS Operations**

##### **Principal Practitioner**

##### **Health Professional Level 5 \$111,478 - \$125,497, Canberra (PN: 33995)**

Gazetted: 28 April 2015

Closing Date: 5 May 2015

Details: The Principal Practitioner position is focussed on driving excellence in service delivery through a range of interventions including co-working on case management, strategically working to improve practice and through direct case management of complex and/or sensitive cases.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years experience in human services fields. Current driver's licence.

Notes: This is a temporary vacancy commencing 1 July 2015 and is available to 30 January 2016. Selection maybe based on application and referee report(s) only. 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Shantha Siva (02) 6205 3875 [ISSProject@act.gov.au](mailto:ISSProject@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](mailto:jobs@act.gov.au)**

#### **Office for Schools**

##### **North/Gungahlin Network**

##### **Gold Creek School**

##### **Head of Humanities Faculty**

##### **School Leader C \$104,319, Canberra (PN: 06933)**

Gazetted: 28 April 2015

Closing Date: 12 May 2015

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

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

Notes: 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Shannon Birch (02) 6205 1793 [shannon.birch@ed.act.edu.au](mailto:shannon.birch@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 and Weston Network**

## **Canberra College**

### **Business and Facilities Manager**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 32696)**

Gazetted: 29 April 2015

Closing Date: 13 May 2015

Details: Canberra College is seeking a highly experienced Officer for the position of Business and Facilities Manager. The successful candidate will be expected to manage a busy work environment with high level competing demands including but not limited to Human Resource, Finance, Risk and Compliance Management. The ideal candidate will have demonstrated high level management skills, ability to communicate effectively with colleagues, executive teams and major client groups and external stakeholders ensuring high quality customer service is delivered. The position is required to liaise with the Principal to ensure continuity in the delivery of key programs across the college. Participate as a member of the executive team, respond to and provide current, accurate and detailed reporting to both the Principal and College Board. Further duties include developing policies and procedures relating to facilities management, responsibility for the preparation of budgets, expenditure reviews, statements and; monitor estimates and financial returns. The Business and Facilities Manager has supervision responsibility for 25 Administrative Support Officers engaged in various designated roles. The successful candidate will be required to plan, direct and supervise their overall duties as well as assisting each with personal performance and professional development.

Eligibility/Other Requirements: This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

Notes: This is a temporary position available until 31 December 2015 with the possibility of extension and/or permanency from this process. Applicants are strongly encouraged to contact the Principal for further information regarding this position. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* 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\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: George Palavestra (02) 6142 3288 [george.palavestra@ed.act.edu.au](mailto:george.palavestra@ed.act.edu.au)

## **Health**

**Selection documentation for the following positions may be downloaded from**

**<http://www.health.act.gov.au/employment>.**

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

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Clinical Forensic Medicine Services**

##### **Career Medical Officer**

**Career Medical Officer Grade 2.4 \$164,210, Canberra (PN: 18668)**

Gazetted: 30 April 2015

Closing Date: 7 May 2015

The Position: The Clinical Forensic Medical Services seeks to employ a medical practitioner with post graduate forensic medical qualifications or a willingness to work towards gaining qualifications. Experience working on an afterhour's service roster providing general and sexual assault forensic medical services or sexual health would be an advantage. 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. Suitable applicants will possess qualifications as directed by the selection criteria as well as relevant experience.

Eligibility/Other Requirements: Registered with the Australian Health Care Professionals Registration Authority. Current Drivers Licence. Must be eligible to pass an AFP security clearance or the ability to maintain such (i.e. no

previous criminal history) Experience in providing forensic medical services and expert opinions are 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 on an afterhours roster (including weekends and public holidays).

Contact Officer: Anna Brkic (02) 6244 2185 [anna.brkic@act.gov.au](mailto:anna.brkic@act.gov.au) Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

## **Canberra Hospital and Health Services**

### **Population Health**

#### **Population Health Executive Officer**

#### **Specialist / Senior Specialist - Public Health**

#### **Specialist / Senior Specialist \$147,465 - \$181,976**

#### **Senior Specialist \$199,231, Canberra (PN: 33670)**

Gazetted: 30 April 2015

Closing Date: 14 May 2015

The Position: The Population Health Division is seeking the services of an enthusiastic Public Health Specialist for a period of twelve months commencing in July 2015. The successful applicant will be an experienced Specialist who will work with Divisional Officers to address a wide range of public health issues within the ACT. These issues include (but are not limited to) environmental health and food safety, regulation of medicines and therapeutic goods, communicable disease control, epidemiology, health promotion and policy. The successful applicant will be expected to assist the Chief Health Officer (CHO) in the execution of their duties and to act as CHO when necessary. 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 9.5% superannuation, ranges from \$242,052 - \$320,753 Eligibility/Other Requirements: Must be registered or eligible for registration as a medical practitioner with the Australian Health Practitioner Regulation Agency. Fellowship of the Australasian Faculty of Public Health Medicine or of the Royal Australasian College of Medical Administrators. Current driver's license. This position requires participation in an after-hours on-call roster. Contact Officer: Dr Ranil Appuhamy (02) 6205 8631 [ranil.appuhamy@act.gov.au](mailto:ranil.appuhamy@act.gov.au) Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

## **Canberra Hospital and Health Services**

### **Women, Youth and Children**

#### **Women, Youth and Children Health Programs**

#### **Paediatrician**

#### **Staff Specialist Band 1-5 \$147,465 - \$181,976, Canberra (PN: 19596)**

Gazetted: 30 April 2015

Closing Date: 7 May 2015

The Position: An exciting opportunity has arisen for paediatricians with experience in the fields of developmental paediatrics, child behaviour and child protection, including forensic medical assessments to join the multidisciplinary team at the Child at Risk Health Unit (CARHU). CARHU provides specialist health services to children, young people and their families/carers who have been affected by abuse and/or neglect. The successful applicant will provide paediatric services from CARHU and the Canberra Hospital, may provide services at various community health centres, and will be required to participate on the after hours paediatric forensic roster. 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 9.5% superannuation, ranges from \$242,052 - \$294,520. Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Physicians or an

equivalent higher specialist qualification. Note: This position is a part time temporary position of 2 days per week for 9 months, commencing 29 June 2015. Contact Officer: Deborah Colliver or Dr Catherine Sansum (02) 6244 2712 (02) 6244 2712 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

**Strategy and Corporate**

**E-Health and Clinical Records**

**HD Funded Capital Projects**

**Change Manager**

**Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 35514)**

Gazetted: 30 April 2015

Closing Date: 7 May 2015

Details: The ACT Government Health Directorate is implementing a range of information and communication technology (ICT) initiatives with the aim of improving continuity of care and availability of information to support clinical decision making, by ensuring that the right information is available to members of the treating team, regardless of where healthcare services are delivered. These initiatives will support healthcare services into the future, facilitating: more efficient communication; faster access to information; better informed clinical decisions; and improved quality, safety and efficiency of care. An exciting opportunity exists for an organised and motivated person to take up this temporary position of Change Manager for the implementation of the Electronic Clinical Record (ECR) system for Mental Health Justice Health Alcohol and Drug Services (MHJHADS). The key responsibilities of this position will be to assist with coordination of project activities and documentation required to manage and implement integrated systems across the ACT Health. The successful applicant will work closely with the Project Manager to implement the new system.

Eligibility/Other Requirements: Experience with project management and/or change management preferably within an acute health care environment is highly desirable.

Notes: This is a temporary position available for a period of 18 months with possibility of extension. Selection for this process may be based on application and referee reports only.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Amber Shuhyta (02) 6205 9207

**Canberra Hospital and Health Services**

**Surgery, Oral Health and Imaging**

**Operating Room**

**Clinical Nurse Coordinator**

**Registered Nurse Level 3.2 \$107,764, Canberra (PN: 09998)**

Gazetted: 30 April 2015

Closing Date: 14 May 2015

Details: Perioperative Services at The Canberra Hospital is seeking a dynamic Registered Nurse to join our team as the Clinical Nurse Coordinator for the Post Anaesthetic Care Unit (PACU). This role provides a coordinated,

efficient use of human and physical resources to achieve a high standard of patient care. Our Perioperative unit consists of a DOSA admissions unit, 13 operating theatres covering a wide range of surgical specialties, Post Anaesthetic Care Unit and an Extended Day Surgery Unit.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Recent comprehensive clinical competency relevant to the position is highly desirable.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Kerri Reeves (02) 6244 2765

**Canberra Hospital and Health Services**

**Medicine**

**Chronic Disease**

**Senior Project Officer**

**Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 22279)**

Gazetted: 30 April 2015

Closing Date: 7 May 2015

Details: A part-time position for a Senior Project Officer is available within the Chronic Disease Management Unit (CDMU) for a period of three years. The position holder will work alongside the existing Senior Project Officer to lead and support chronic disease management improvement projects across ACT Health and its partner organisations. CDMU was established in 2010 to lead service development in chronic disease management. We are looking for an experienced allied health professional who can play a lead role in service development and evaluation. The role requires a high level of self direction, excellent communication skills and the ability to work flexibly within a multidisciplinary team. The position is based at 123 Carruthers St Curtin.

Eligibility/Other Requirements: A degree or diploma in a relevant allied health profession. Post graduate qualifications in a related field are highly desirable.

Notes: This is a temporary position for a period of three years. This is a part-time position at 18:22 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 and upload this as part of your application.

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Contact Officer: Claire Pearce (02) 6207 9290

### **Canberra Hospital and Health Services**

#### **Clinical Support Services**

#### **Allied Health Adviser**

#### **Clinical Educator Clinical Measurement Sciences**

#### **Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 28558)**

Gazetted: 30 April 2015

Closing Date: 14 May 2015

Details: An exciting opportunity exists to provide back fill for the Canberra Hospital and Health Service's Clinical Educator in Clinical Measurement Sciences and to join a small, dedicated, allied health clinical education team. The Clinical Measurement Sciences (CMS) in the ACT include the cardiac sciences, neurophysiology science, respiratory science, and sleep science. The CMS Clinical Educator position aims to help support the educational needs of staff in CMS areas and facilitate and support regular student placements to address current workforce issues. Other functions will include the support of interprofessional education and supervision programs, and assistance with clinical education promotional activities of the Allied Health Clinical Education Unit. This exciting role requires someone who is dynamic and has a passion for clinical education for both staff and students, has excellent interpersonal and communication skills, well developed organisational skills, with sound clinical knowledge and education experience.

Eligibility/Other Requirements: The applicant is expected to have clinical experience in one of the CMS areas and a minimum qualification of a Bachelor degree in a relevant clinical measurement sciences field or an equivalent science degree with a strong clinical physiology component. The applicant must meet the eligibility criteria for membership in their relevant professional organisations. They must have a current driver's licence. Relevant education postgraduate qualification or currently working towards an education postgraduate qualification is highly desirable.

Note: The position is full-time however applicants wishing to work part-time (minimum three days a week) will be considered. Work outside core business hours may be required. This is a temporary vacancy available for 10 months commencing mid May 2015 with the possibility of extension. The position is based at the Canberra Hospital, though this is an ACT Health portfolio wide position. Applications must include two written referee reports, including one from a recent supervisor. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits.

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Contact Officer: Jennie Yaxley (02) 6174 7959 and Annette Carroll (02) 6174 7096 [jennie.yaxley@act.gov.au](mailto:jennie.yaxley@act.gov.au)

### **Canberra Hospital and Health Services**

#### **Medicine**

#### **Chronic Disease**

#### **Chronic Care Nurse**

#### **Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 18066)**

Gazetted: 30 April 2015

Closing Date: 14 May 2015

Details: The Chronic Care Program is looking for a dynamic and experienced Registered Nurse to join their multidisciplinary team. Services provided by the Chronic Care Program include Home Telemonitoring, Heart Failure, Chronic Obstructive Pulmonary Disease, Parkinson's Disease and Obesity Management. You should have excellent communication and interpersonal skills and a sound knowledge of issues and self management principles surrounding patients with a chronic disease. This is an exciting role within a vibrant team and includes provision of care coordination and complex case management for patients with chronic conditions and establishment of effective working relationships with GP's, specialists and other chronic disease management partners involved in the patient's care in and across all care environments including home, community, primary and acute settings.

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

Note: This is a permanent, full-time position working Monday-Friday. An order of merit will be created to fill future vacancies at level that may occur in the next 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Elizabeth Forbes (02) 6174 5289

### **Canberra Hospital and Health Services**

#### **Cancer, Ambulatory and Community Health Support**

#### **Ambulatory Care Outpatient**

#### **Outpatient Services Team Leader Ear Nose and Throat/Oral Maxillofacial Surgery Clinics**

#### **Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 17898)**

Gazetted: 30 April 2015

Closing Date: 14 May 2015

Details: Specialising in Ear Nose and Throat and Oral and Maxillofacial Surgery, as part of the Outpatient Services Clinical Support team the successful applicant for this Team Leader position will provide a coordinated approach to clinic management, as well as leadership and support to new and existing team members across multiple clinic locations at the Canberra Hospital. Services provided in the clinics include Medical and Surgical specialist led consultations, procedural and multidisciplinary assessment and planning clinics.

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

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Kellie Burke (02) 6244 4019

### **Canberra Hospital and Health Services**

#### **Deputy Director General Canberra Hospital and Health Services**

#### **Business Management and Efficiency Clinical**

#### **SNAP Assessment Officer**

#### **Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 17856, several)**

Gazetted: 30 April 2015

Closing Date: 7 May 2015

Details: This is an exciting opportunity to work with a newly established multi-disciplinary team and gain valuable experience in the collection of comprehensive sub-acute and non-acute patient assessments including Resource Utilisation Group Activities of Daily Living (RUG-ADLs), Functional Independence Measure (FIMs), Standardised Mini-Mental State Examination, Palliative Care Phases and Health of the Nation Outcome Scales (HoNOS65+). Expressions of interest are sought from Registered Nurses who are interested in filling several vacancies in the SNAP Assessment Team for a 12 month initial period. The team based model of service delivery will be reviewed and evaluated during this period.

Interested staff will be given specific training in each of the assessments relevant to the role. Options for full-time or part-time work as part of the Sub and Non-acute Patient (SNAP) Assessment Team will also be considered.

Subacute services play an integral role within the health care continuum, supporting patients to maximise their independence and functioning and, in doing so, minimise long-term health and community care needs. Subacute care focuses on the patient's functional status and quality of life with care provided through a multidisciplinary approach. This includes selection of eligible episodes and comprehensive assessment of patients to facilitate pathways from acute care.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Highly Desirable: Holds accreditation or trained in recognised clinical assessment tools such as Functional Independence Measure (FIM), Health of the Nation Outcome Scales (HoNOS65+), Resource Utilisation Group Activities of Daily Living (RUG-ADL), Standardised Mini-Mental State Examination (SMMSE), Palliative Care Phases.

Notes: These are temporary positions 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*.

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Contact Officer: Lesley Dickens (02) 6244 3075

### **Canberra Hospital and Health Services**

#### **Mental Health, Justice Health, Alcohol and Drug Services**

## **ACT Wide Mental Health Services**

### **Registered Nurse**

#### **Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 26400)**

Gazetted: 30 April 2015

Closing Date: 14 May 2015

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJHA&DS) is a contemporary evidence-based service providing high quality mental Health care that is guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide high standard clinical nursing skills and care to achieve positive outcomes for consumers, as well as shift leadership. The position involves providing direct clinical care and ongoing service delivery within a multidisciplinary rehabilitation mental health unit. This position works collaboratively with the Clinical Nurse Consultant and Team Leader to ensure optimum service delivery and best practice.

Eligibility/Other Requirements: Registered or eligible to register with the Australian Health Practitioner Regulation Agency (AHPRA). More than 12 months experience in the mental health field. Current driver's licence. Previous experience working in a Rehabilitation setting is highly desirable.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Gai McKibbin (02) 6205 1222

## **Canberra Hospital and Health Services**

### **Cancer, Ambulatory and Community Health Support**

#### **Canberra Region Cancer Centre Operational Management**

##### **CRCC Volunteer Coordinator**

#### **Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 22530)**

Gazetted: 30 April 2015

Closing Date: 7 May 2015

Details: Cancer, Ambulatory and Community Health Support (CACHS) are seeking an enthusiastic person with experience in managing vibrant and expanding volunteer programs. The successful applicant will have proven skills in developing and managing a volunteer program and also demonstrated people management skills to maintain sustainable programs which serve to enhance the experience for patients and families/carers. This position is responsible to further develop the vibrant and extensive volunteer program within the CACHS with primary focus on activities within the Canberra Region Cancer Centre (CRCC). The role will look to ensure the inclusion of current volunteers and expand opportunities for increasing volunteer services. This role involves the coordination, training and support of the existing volunteers within the program to ensure best utilisation and outcomes for our volunteers, will link to the Canberra Hospital and Health Services volunteer program and will develop and reflect services specific to the needs of the people accessing cancer treatment and services.

Eligibility/Other Requirements: Experience in managing and expanding an existing volunteer program would be an advantage.

Note: This is a permanent part-time position at 18:22 hours per week commencing June 2015.

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 and upload this as part of your application.

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Contact Officer: Narelle Aldridge (02) 6174 8536

**Canberra Hospital and Health Services**

**Deputy Director General Canberra Hospital and Health Services**

**Consumer Feedback Team**

**Consumer Feedback and Engagement Coordinator**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 04570)**

Gazetted: 30 April 2015

Closing Date: 7 May 2015

Details: The Office of the Deputy Director-General, Canberra Hospital and Health Services (CHHS) are seeking someone with excellent customer service and high level written and oral communication skills for the position of Consumer Feedback and Engagement Coordinator. This position will work to the Business Manager, Office of the Deputy Director-General and with other Consumer Feedback Coordinators to investigate and respond to feedback on ACT Health services, in consultation with relevant divisions. Please refer to the attached duty statement and selection criteria for full information on the position.

Notes: This is a temporary position available for a period of 12 months.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Joanna Redmond (02) 6244 2169

**Canberra Hospital and Health Services**

**Medicine**

**Chronic Disease**

**Research and Project Officer**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 17069)**

Gazetted: 30 April 2015

Closing Date: 7 May 2015

Details: A temporary full-time, 12 month position for a Project Officer is available within the Chronic Disease Management Unit (CDMU) from late June 2015. CDMU is located at 123 Carruthers Street, Curtin and is a multidisciplinary team, established in 2010 to lead service development in chronic disease management. We are looking for a suitably experienced and organised administrator to join the CDMU for this period. The successful applicant must have excellent communication skills and the ability to work flexibly within a multidisciplinary team. This position may also be suitable for a health professional looking to expand their CV.

Eligibility/Other Requirements: Relevant tertiary qualifications in a field relating to health or project management is desirable and/or equivalent knowledge skills and experience.

Notes: This is a temporary position available until July 2016.

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

**About our great city, Canberra, Australia's National Capital:**

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

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Contact Officer: Tanelle Raines (02) 6205 3545 or Claire Pearce (02) 6207 9290

**Canberra Hospital and Health Services**

**Medicine**

**Medicine Units**

**Diabetes Dietitian**

**Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 18142)**

Gazetted: 30 April 2015

Closing Date: 7 May 2015

Details: The ACT Health Diabetes Service has a vacancy and is looking for a suitably qualified and experienced Health Professional to fill this position. The vacancy is a temporary full time position for nine months commencing May 2015. The successful applicant will work within a multidisciplinary team providing diabetes nutrition services across tertiary and primary care centres. The position provides a range of nutrition services including dietary assessment, care planning, counselling and the planning and delivery of education programs to staff and client groups.

Eligibility/Other requirements: Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent.

Eligible for membership of the Dietitians Association of Australia and eligible for APD Status. A minimum of two years post-graduate experience. Holds a current driver's licence. The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary full-time position for nine months commencing May 2015.

This position may be required to participate in an overtime, on call, and/or rotation roster.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application, as well as your CV and contact names of two referees.

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Contact Officer: Trish Ryan (02) 6174 5310

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

**Disability Counsellor**

**Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 33979)**

Gazetted: 30 April 2015

Closing Date: 7 May 2015

Details: An exciting opportunity exists within the Rehabilitation, Aged and Community Care (RACC) division for a suitably qualified and experienced health professional to fill the role of Disability Counsellor in our Rehabilitation programs. Rehabilitation is a therapeutic process aimed at maximising recovery and independence after illness or injury. The Disability Counsellor will be working with clients of rehabilitation (and when appropriate, their family/carers) who would benefit from the provision of appropriate therapeutic counselling. The Disability Counsellor works as part of a multidisciplinary team, providing a service to clients of the RACC Rehabilitation programs as they make the transition through various stages in the rehabilitation process. This position will report to the Manager/Senior Psychologist for Line Management and will receive appropriate professional/clinical supervision. It is strongly encouraged to speak to the contact officer prior to lodging your application.

Qualifications/Other Requirements: Degree or diploma in relevant health discipline and full registration, or eligibility for full registration with the appropriate registration board/or eligibility for membership of the Australian Association of Social Workers. Membership with a peak National body for Counsellors/Psychotherapists (e.g., ACA; PACFA) is preferred (for relevant disciplines). Current driver's licence.

Note: 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 and upload this as part of your application.

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Contact Officer: Sean Hambrook (02) 6244 2772

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

**Administrative Support Officer**

**Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 16498)**

Gazetted: 30 April 2015

Closing Date: 7 May 2015

Details: Applications are sought from dynamic and motivated persons interested in a part-time position providing Administration Support in the Division of Rehabilitation, Aged and Community Care at the Village Creek Centre. This role involves supporting the Administration and Equipment Services teams with office duties including referral entry, taking telephone calls and bookings, filing and data entry. Applicants will need to have excellent interpersonal and communication skills and the ability to prioritise workloads. A high level of knowledge and

demonstrated ability in the use of health based IT systems including ACTPAS would be an advantage. The successful applicant will report directly to the Village Creek Administration Team Leader and will be required to work Saturday and Sunday 8:00am – 12pm and 2 hours during the week (day/time negotiable).

Note: This is a part-time position at 10 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 and upload this as part of your application.

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Contact Officer: Rachael Naumovski (02) 6244 2767

## **APPOINTMENTS**

### **Chief Minister, Treasury and Economic Development**

**Senior Officer Grade C \$94,653 - \$101,888**

Lannon Joseph Harley 839-55469, Section 68(1), 20 April 2015

**Senior Officer Grade C \$94,653 - \$101,888**

Brodie Nicholls 846-85595, Section 68(1), 15 April 2015

**Senior Officer Grade C \$94,653 - \$101,888**

Tracey Pulli 821-24946, Section 68(1), 22 April 2015

### **Director of Public Prosecutions**

**Prosecutor Grade 1 \$68,204 - \$77,358**

Katrina Ellen Marson 836-03324, Section 68(1), 21 April 2015

**Prosecutor Grade 1 \$68,204 - \$77,358**

Tanya Skvortsova 846-85122, Section 68(1), 21 April 2015

**Prosecutor Grade 1 \$68,204 - \$77,358**

David Christopher Swan 844-03201, Section 68(1), 21 April 2015

### **Education and Training**

**School Leader C \$104,319**

Brendan Mark Briggs 835-40917, Section 68(1), 28 April 2015

**School Leader C \$104,319**

Andrew Ganderton 843-46366, Section 68(1), 28 April 2015

### **Health**

#### **Health Professional Level 4 \$94,653 - \$101,888**

Joanna Margaret Cole 846-85659, Section 68(1), 28 April 2015

#### **Registered Nurse Level 2 \$83,146 - \$88,125**

Sally-Anne Hoddy 846-86395, Section 68(1), 28 April 2015

#### **Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)**

Simon Phillip Lim 843-91060, Section 68(1), 20 April 2015

#### **Senior Officer Grade B \$111,478 - \$125,497**

Jennifer McFarlane 834-54293, Section 68(1), 23 April 2015

#### **Health Professional Level 2 \$58,212 - \$79,912**

Faouzi Nouri-Girones 839-27943, Section 68(1), 23 April 2015

#### **Registered Nurse Level 1 \$59,874 - \$79,980**

Elizabeth Victor 825-50101, Section 68(1), 30 April 2015

#### **Health Professional Level 2 \$58,212 - \$79,912**

James Volk 846-85202, Section 68(1), 5 May 2015

### **Justice and Community Safety**

#### **Administrative Services Officer Class 5 \$69,797 - \$73,881**

Sarah Jackson 517-33060, Section 68(1), 28 April 2015

## ***PROMOTIONS***

### **Chief Minister, Treasury and Economic Development**

#### **Revenue Management**

#### **Policy, Legislation and Objections**

#### **Maryanne Radic: 774-25437**

From: Administrative Services Officer Class 6 \$75,209 - \$86,075

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$94,653 - \$101,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 13569) (Gazetted 30 April 2015)

### **Community Services**

#### **Housing and Community Services**

#### **Asset Management**

#### **Business Development**

#### **Megan Blair: 748-54519**

From: Administrative Services Officer Class 6 \$75,209 - \$86,075

Community Services

To: Senior Officer Grade B \$111,478 - \$125,497  
Community Services, Canberra (PN. 10053) (Gazetted 16 February 2015)

**Environment and Planning**

**Planning Delivery**

**Territory Plan**

**Christopher Thompson: 827-1000**

From: Administrative Services Officer Class 5 \$69,797 - \$73,881

Environment and Planning Directorate

To: Administrative Services Officer Class 6 \$75,209 - \$86,075

Environment and Planning, Canberra (PN. 35300) (Gazetted 12 March 2015)

**Health**

**Canberra Hospital and Health Services**

**Leila Herco: 820-95882**

From: Registered Nurse Level 1 \$59,874 - \$79,980

Health

To: Registered Nurse Level 2 \$83,146 - \$88,125

Health, Canberra (PN. 29190) (Gazetted 5 March 2015)