



ACT Government Gazette

Gazetted Notices for the week beginning 27 June 2013

Executive Notices

Commerce and Works

Engagements

Sarbjit Sidhu – Executive Director, Shared Services (E417) Section 72 of the Public Sector Management Act 1994

Jessica Ho – Director, Business Development, Information and Communication Technology, Shared Services (E484) Section 72 of the Public Sector Management Act 1994

Ross Burton – Director, Strategic Finance, Shared Services (E504) Section 72 of the Public Sector Management Act 1994

Community Services

Variation – Assignment

Francis Duggan – Director, Community Development, ACT Housing (E315) Section 80A(1)(b) of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Medical Administration

Research Governance Officer

Administrative Services Officer level 4 \$58,870-\$63,917, Canberra (PN: 7829)

Gazetted: 28 June 2013

Closing Date: 12 July 2013

Administrative Services Officer Class 4 \$58,870-63,917 (fulltime rate) PN 7829 Calvary Hospital Medical Administration is seeking a skilled and knowledgeable individual to fill the role of Research Governance Officer. The successful candidate will bring to this role: High level administrative skills and proven ability to work under limited direction; Relevant research ethics experience, particularly in a healthcare environment; Experience in organising meetings and supporting committees, including preparation and distribution of papers; Sound judgement and workload management skills, with a capacity to work with minimal direction and ability to meet deadlines; Demonstrable skills in dealing confidently and courteously with people at all levels; Demonstrated high level of experience in Microsoft Office suite (Word, Excel, PowerPoint) with excellent communication skills, both written and verbal; Ability to work as an effective member of a team in a high pressure, high volume work environment with problem-solving abilities of a high order; Working knowledge of National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Human Research and Procedures and the Australian Code for Responsible Conduct of Research. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. Applications close 12 July 2013. For further enquires please contact Tonia Alexander, Medical Services Manager on (02) 6264 7129. For selection documentation and further information about Calvary Health Care ACT visit our website at <http://www.calvary-act.com.au/career-vacancies.html>

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Tonia Alexander (02) 6201 7129 recruitment@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Enrolled Nurse Level 1.1 \$50,160-\$54,667, Canberra (PN: Various)

Gazetted: 27 June 2013

Closing Date: 19 July 2013

Calvary Health Care ACT includes a 250 bed public hospital in Bruce, North Canberra. Calvary is growing and improving services today to prepare for the services required by the growing population for tomorrow. Calvary Health Care ACT provides service through the following departments: Emergency Department, Intensive and Coronary Care Units, Medical and Surgical wards, perioperative services, palliative care, a maternity unit with a soon to be created Continuity of Midwifery Care Service, a Mental Health Unit, Rehabilitation care and outreach facilities and services.

This Transition Program supports the First Year Enrolled Nurse to provide nursing care in accordance with the ANMAC National Competency Standards under their scope of practice. First Year Enrolled Nurse performance is monitored and assessed throughout the year to facilitate further development, identifying professional development and career pathways with Preceptors, Clinical Development Nurses, Nurse Educators, Nurse Unit Managers and Learning and Development staff. The expectations of this full- or part-time, 12-month, position are outlined in the Position Description and reflected in the selection criteria. Once the program is complete there is an opportunity to apply for permanent positions where these vacancies exist at Calvary Health Care ACT. Applicants are expected to respond in writing and include the following: A cover letter, please indicate ward/area preferences for the Transition Program in your letter A current Curriculum Vitae An attached document that addresses the selection criteria (no more than 2 pages, 12pt Font, 1.5 spacing) Referees Two written referee reports need to be sent directly to Calvary Health Care ACT Human Resources Department (HR) at recruitment@calvary-act.com.au for the HR department to append to your application. The template for your referees is included below. Please do not ask Lecturers or Clinical Preceptors employed by the CIT/TAFE to support your application as a referee. The successful candidate will be employed on the basis of being able selection criteria found in the Position Description. All expressions of interest received will be held in confidence. Please lodge your expression of interest for this role online at <http://www.calvary-act.com.au/careers.html>

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Nathan Oliver (02) 6201 6931 recruitment@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Physiotherapy

Health Professional Officer Level 4

Health Professional Officer Level 4 \$89,786-\$119,426, Canberra (PN: P6654)

Gazetted: 27 June 2013

Closing Date: 11 July 2013

Staff Health and Injury Prevention (SHIP) Physiotherapist -Health Professional Officer 4 Department of Physiotherapy PN 6654, 36.75 hours per fortnight. The physiotherapy department is seeking a dynamic, engaging, skilled physiotherapist to join our team at Calvary Healthcare ACT in a permanent, part time capacity. Calvary Hospital is a fully accredited 250 bed public hospital located in the suburb of Bruce in North Canberra. This is an exciting opportunity for a suitably qualified and experienced physiotherapist. The successful applicant will have expertise in workplace safety, injury prevention and management, and work collaboration with the Calvary Work Health and Safety Team in the development, implementation and evaluation of injury prevention and management strategies, within a risk management framework.

Contact Officer: Annegret Ludwig (02) 6201 6194 recruitment@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Medical Imaging

Health Professional Level 4 Sonographer/Radiographer

Health Professional level 4 Sonographer/Radiographer \$89,786-\$96,809, Canberra (PN: 7567)

Gazetted: 27 June 2013

Closing Date: 22 August 2013

Health Professional 4 Sonographer Multiple Positions available. Successful applicants will be a fully qualified Sonographer with experience in General Sonography including Obstetrics, some Vascular and Musculo-skeletal Ultrasound. It will be advantageous to also have a qualification in Medical Diagnostic Radiography acceptable to the Australian Institute of Radiography. The focus will be on the delivery of a contemporary Ultrasound service within a busy hospital environment with an emphasis on highly developed clinical skills and evidence based patient care. The successful applicants will be part of a dedicated team with excellent communication skills and commitment to Professional Development and Mentoring of Trainee Sonographers.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Hamman Hijazi (02) 6201 6141 recruitment@calvary-act.com.au Applications can be forwarded to: recruitment@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

Centres

Fyshwick Trade Skills

Education Manager - Automotive/Metals

Teacher Band 2 \$104,449, Canberra (PN: 51893)

Gazetted: 27 June 2013

Closing Date: 16 July 2013

Details: Efficiently and effectively manage, administer and coordinate the activities of the delivery unit in accordance with Institute policy. Provide advice and proactive leadership across the delivery unit. Efficiently manage the finances of the unit in line with Institute budgets including Commercial and other. Manage both internal and external audits for the delivery unit. Assist Trade Skills Director to develop, review and evaluate all educational programs offered by the delivery unit and develop innovative and customised delivery models to meet industry needs. Schedule and chair industry validation assessment meetings.

Eligibility/Other Requirements: All Teacher Band 2 teachers are expected to hold: Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and Advanced Diploma in Adult Education (or equivalent). It is desirable that all Teacher Band 2 teachers hold a Bachelor degree in Education, Management or relevant industry specialisation; appropriate industry competencies demonstrated by qualifications in either Certificate III from the Metals Training Package or Certificate III from the Automotive Training Package. All Teacher Band 2 teachers are required to have relevant industry experience in one of the above industry disciplines.

Note: This is a temporary position available for 12 months commencing 5 August 2013.

Contact Officer: Brian Coates (02) 6207 4124 brian.coates@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.

Centres

Fyshwick Trade Centre

Education Manager

Teacher Band 2 \$104,449, Canberra (PN: 51894)

Gazetted: 27 June 2013

Closing Date: 16 July 2013

Details: Efficiently and effectively manage, administer and coordinate the activities of the delivery unit in accordance with Institute policy. Provide advice and proactive leadership across the delivery unit. Efficiently manage the finances of the unit in line with Institute budgets including Commercial and other. Manage both internal and external audits for the delivery unit. Assist Trade Skills Director to develop, review and evaluate all educational programs offered by the delivery unit and develop innovative and customised delivery models to meet industry needs. Schedule and Chair industry validation assessment meetings.

Eligibility/Other Requirements: All Teacher Band 2 Teachers are expected to hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent) and an Advanced Diploma in Adult Education (or equivalent). It is desirable that all Teacher Band 2 Teachers hold a minimum of a Bachelor Degree in Education, Management or relevant industry specialisation. Appropriate industry competencies demonstrated by the following qualifications: Certificate III in Systems Electrician; or Certificate III in Refrigeration and Air Conditioning Mandatory Industry Experience: All Teacher Band 2 Teachers are required to have relevant industry experience in one of the above industry disciplines.

Notes: This is a temporary position available from 5 August 2013 until 5 August 2014.

Contact Officer: Brian Coates (02) 6207 4124 brian.coates@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

Investment and Economics Division

Economics

Macro Economic Analysis Unit

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 43380)

Gazetted: 28 June 2013

Closing Date: 16 July 2013

Details: The successful applicant will have relevant tertiary qualifications with demonstrated experience in economics or a relevant field such as econometrics. You should demonstrate an extensive understanding of macroeconomics, strong analytical skills and the ability to define and work within clear conceptual frameworks. Prospective applicants should also possess strength in applied economic research.

Eligibility/Other Requirements: Degree qualified in Commerce, Economics or related field such as Econometrics.

Contact Officer: Brett Wilesmith (02) 6207 3949 brett.wilesmith@act.gov.au

Culture and Communications

Communications and Engagement

Manager Communications and Engagement

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 14971)

Gazetted: 03 July 2013

Closing Date: 10 July 2013

Details: The Communications and Engagement team is seeking expressions of interest to fill a short-term vacancy (with the possibility of extension) to manage the communications and community engagement activities of the Directorate.

Duties include the provision of strategic whole-of-government communications and community engagement advice and media support to the Chief Minister's office.

Eligibility/Other Requirements: Qualifications or experience in communications and public relations are highly desirable.

Note: This temporary position is available from 26 July 2013 until 25 January 2014 with the possibility of extension.

Contact Officer: Bruce Thompson (02) 6207 6457 bruce.thompson@act.gov.au

Commerce and Works

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

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

Shared Services

Shared Services ICT

Business Development

Collaboration Platform Specialist

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17220)

Gazetted: 27 June 2013

Closing Date: 4 July 2013

Details: Shared Services ICT is seeking a highly motivated individual with the skills and experience necessary to contribute to the management of the whole of government Microsoft SharePoint collaboration platform. The occupant of the position will work in a small team environment to provide strategic planning advice, support end users, and assist with the ongoing development of the SharePoint platform by undertaking requirements gathering, analysis and design, configuration and testing activities.

Eligibility/Other Requirements: Relevant tertiary/professional qualifications are desirable.

Contact Officer: Mark Mathieson (02) 6205 2335 mark.mathieson@act.gov.au

Shared Services

Shared Services ICT

Customer Relations

Reporting Officer

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 14336)

Gazetted: 28 June 2013

Closing Date: 5 July 2013

Details: To provide support and advice on the administration of Shared Services ICT business applications in an ITIL environment, focusing on reporting.

Eligibility/Other Requirements: Knowledge of one or more of the following technologies or tools: Enterprise Manager, Microsoft SQL Server and Reporting Services, SQL, MS Access, Excel, Crystal Reports, Oracle, VB, VBA, HTML, CSS, Java and XML, ASP would be advantageous. Possession of ITIL Foundation and Practitioners Certificates.

Notes: This is a temporary position available until 30 June 2014.

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

Shared Services

Human Resources

HR Information and Data

Team Leader File Management

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 17722)

Gazetted: 28 June 2013

Closing Date: 12 July 2013

Details: An opportunity exists at Records Services for the position of Team Leader File Management. As the Leader of the File Management team, you will be responsible for guiding three small teams in a number of records management functions. Knowledge of ACTPS legislation governing records management practices and experience with the TRIM database is desirable.

Eligibility/Other Requirements: Ability to work in a manual handling environment is mandatory. Ability to achieve a highly protected security clearance is mandatory.

Notes: This temporary position is available asap until 20 August 2013 with the possibility of extension.

Contact Officer: Jeremy Smith (02) 6207 1195 jeremy.smith@act.gov.au

Business Services

Strategic Finance

Financial Services

Financial Systems Supervisor

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 02580)

Gazetted: 03 July 2013

Closing Date: 17 July 2013

Details: The Commerce and Works Directorate's Strategic Finance Branch has a permanent vacancy for an experienced Financial Systems Supervisor. This role could be responsible for supervising up to five staff. This position is responsible for ensuring that financial systems are available and suitably configured to meet various end user requirements.

Potential candidates who are technically adept (in accounting and IT), flexible, think laterally, can demonstrate significant and relevant finance systems knowledge, have well developed supervisory skills and who show consistently, attention to detail should apply for this role.

Eligibility/Other Requirements: Relevant industry experience and demonstrated experience working with an enterprise financial management information system is highly desirable (Oracle is currently used in the ACT Government). High level written and verbal communication and liaison skills that facilitate effective working partnerships with team members, managers and technical staff including project officers is essential to be successful in this role. A demonstrated ability to undertake complex account reconciliations would be highly regarded as will relevant tertiary qualifications and superior problem solving skills.

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

Shared Services

Strategic Finance

Supervisor Financial Services

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 14769)

Gazetted: 27 June 2013

Closing Date: 4 July 2013

Details: A permanent vacancy exists for a person with an extensive accounting background to join the Strategic Finance area of Shares Services. The successful applicant will undertake a hands on accounting role and will supervise a small transactional services team. Essential attributes will include a high focus on client service, highly developed analytical skills, demonstrable staff management experience and will also need to be a self starter, a team player, flexible and adaptable in order to be able to meet changing business conditions. Highly developed oral and written communication skills are essential in this role also as is significant experience in utilising an enterprise FMIS. Other duties may be required from time to time for other finance and administrative functions within the Commerce and Works Directorate.

Eligibility/Other Requirements: Relevant post secondary qualifications or progress towards attaining a Commerce or Accounting related qualification are desirable.

Contact Officer: Greg Tong (02) 6205 2947 greg.tong@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: 02 July 2013

Closing Date: 16 July 2013

Details: The Commerce and Works Strategic Finance branch has a permanent 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.

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

Business Services

Strategic Finance

Financial Services

Financial Systems Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 14433)

Gazetted: 03 July 2013

Closing Date: 17 July 2013

Details: The Commerce and Works Directorate's Strategic Finance Branch has a permanent vacancy for an experienced Financial Systems Support Officer to fill a vacancy in the Financial Services Team. This position is responsible for undertaking finance work using primarily Oracle. The position services the Shared Services Procurement area which provides Infrastructure and Goods and Services procurement services to ACT Government Directorates.

Eligibility/Other Requirements: Demonstrated experience working with a financial management information system, preferably Oracle Government Financials would be highly desirable. High level written and verbal communication and liaison skills that facilitate effective working partnerships with team members and stakeholders such as project officers are essential requirements. Significant experience in general accounting including in financial accounting and reconciliations is also essential.

Contact Officer: Darren Leseberg (02) 6207 6845 darren.leseberg@act.gov.au

Shared Services

Human Resources

HR Information and Data

Team Coordinator File Management

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 12796)

Gazetted: 28 June 2013

Closing Date: 12 July 2013

Details: An opportunity exists at Records Services for the position of Team Coordinator File Management. As the Coordinator of the File Management Team, you will be responsible for assisting the Team Supervisor and Team Leader in a number of records management functions. The successful applicant will possess strong supervision and leadership skills, excellent customer service skills, a friendly and personably nature and a willingness to train and assist team members in records management functions.

Eligibility/Other Requirements: Ability to work in a manual handling environment is mandatory. Ability to achieve a Baseline security clearance is mandatory. Knowledge of ACTPS legislation governing records management practices and experience with the TRIM database is desirable.

Notes: This is a temporary position available for up to six months with the possibility of permanency from this process.

Contact Officer: Jeremy Smith (02) 6207 1195 jeremy.smith@act.gov.au

Community Services

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

Policy and Organisational Services

Governance Advocacy and Community Policy

Ageing

Manager, Participation Office

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 01946)

Gazetted: 01 July 2013

Closing Date: 15 July 2013

Details: This position will lead, develop and implement policies, programs and projects as a Manager in the Participation Office as it relates to clients of the Community Services Directorate and in particular multicultural, women and seniors.

Contact Officer: Nic Manikis (02) 6205 0522 nic.manikis@act.gov.au

Policy and Organisational Services

Community Policy

Community Sector Reform

Project Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31313)

Gazetted: 28 June 2013

Closing Date: 5 July 2013

Details: The Community Sector Reform Program is looking for a skilled and dynamic Project Officer capable of making a difference to the community sector in the ACT. The successful applicant will work in a small team charged with community sector reform in an environment of sectoral change at both the National and the ACT level. Working closely with the sector in the ACT and with a number of Australian Government and ACT Government agencies, applicants will need to show flexibility, initiative and a breadth of achievement in delivering real change.

Notes: This temporary vacancy is available from 15 July 2013 to 30 June 2014.

Contact Officer: Robert Gotts (02) 6207 6197 robert.gotts@act.gov.au

Office Children, Youth Family Service

Youth Services

Bimberi Youth Justice Centre

Narrabundah House Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 09101)

Gazetted: 03 July 2013

Closing Date: 23 July 2013

Details: Bimberi Youth Justice Centre is seeking applications for the position of Narrabundah House Manager. The manager using an evidence-based approach, will manage and lead a team of Youth Workers to provide residential based programs and supervision to Aboriginal and Torres Strait Islander young people 15 to 18 years of age residing voluntarily on community based orders. This position will be required to develop and maintain high level productive working relationships with key stakeholders. This position will be responsible for the initial establishment of the House, including responsibility for establishment of program management, relationship management and key partnerships

with government, non-government and community. This position will also be responsible for undertaking a six month review of the effectiveness of the program. This position is in line with the recommendations of the Youth Justice Blueprint.

Eligibility/Other Requirements: Current driver's licence. Senior First Aid Certificate. Demonstrated experience in a management role developing or delivering youth custodial or residential services. Qualifications in the behavioural sciences, social work or related disciplines highly desirable.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. Aboriginal and Torres Strait Islander People are encouraged to apply.

Contact Officer: Greg Corben (02) 6207 3384 greg.corben@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Care and Protection Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 33702)

Gazetted: 02 July 2013

Closing Date: 31 December 2013

Details: We are seeking applicants to assist in the delivery of quality services to children and families in line with the statutory responsibilities outlined in the *Children and Young People Act 2008*. You will assist in the delivery of culturally appropriate casework and referral services to children and families.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions require at least one year's experience working with children, youth and/or families in a social work/case management role. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* will be required. Driver's licence essential.

Notes: Various positions are available, both permanent and temporary. The advertised positions are recurring vacancies. Applications will be assessed as they are received in line with a merit process. Only complete applications will be considered. Suitable applicants will be placed on a merit list and will be contacted as vacancies arise. The merit list will be maintained for 12 months with permanent and temporary positions offered over this period. Applications should be sent to cpsrecruitment@act.gov.au.

Contact Officer: Glenn McLeod (02) 6205 5389 glenn.mcleod@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Care and Protection Worker

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 03347)

Gazetted: 02 July 2013

Closing Date: 31 December 2013

Details: We are seeking applicants to assist in the delivery of quality services to children and families in line with the statutory responsibilities outlined in the *Children and Young People Act 2008*. You will assist in the delivery of culturally appropriate casework and referral services to children and families.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions require at least one year's experience working with children, youth and/or families in a social work/case management role. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* will be required. Driver's licence essential.

Notes: Various positions are available, both permanent and temporary. The advertised positions are recurring vacancies. Applications will be assessed as they are received in line with a merit process. Only complete applications will be considered. Suitable applicants will be placed on a merit list and will be contacted as vacancies arise. The merit list will be maintained for 12 months with permanent and temporary positions offered over this period. Applications should be sent to cpsrecruitment@act.gov.au.

Contact Officer: Glenn McLeod (02) 6205 5389 glenn.mcleod@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

Capital Metro

Project Board Chair and Project Director

Generic \$1, Canberra (PN: Ref. No. 1B-06783)

Gazetted: 28 June 2013

Closing Date: 12 July 2013

Details: Significant Infrastructure Project in the Nation's Capital

Senior Executives

Large and Complex Project Development

Generous Remuneration Package

Apply your first-hand experience in delivery of large and complex infrastructure projects to drive the first phase of Canberra's Light Rail vision for its sustainable transport system – the Capital Metro project. By 2016, you will have shaped, procured and delivered this light rail project to the point of construction commencement.

Project Board Chair

With no requirement to relocate to Canberra, you will be an exceptional communicator, well credentialed and be held in high regard for your leadership style and experience in the delivery of high profile infrastructure projects. As a key public face of this project, you will also be vital in leveraging partnerships to secure sustainable outcomes. Ref. No. 1B/06783.

Project Director

Located in Canberra, you will play the pivotal role of enabling the vision for light rail in Canberra. You will be known for your ability to successfully mobilise and lead multi-disciplinary project teams, and possess a strong track record in delivering similar complex projects on time and within budget. Relevant qualifications, experience in the management of complex projects and contractual negotiations, and exceptional communication skills are essential to this role. Ref. No. 1B/06782.

For more information on the Capital Metro Project, please visit transport.act.gov.au and follow the file path, Policy and Projects > Transport Planning Studies > Capital Metro.

Please apply, quoting the relevant reference number, online at au.hudson.com

Contact Officer: Claire Sullivan (02) 6229 1507 au.hudson.com

Economic Development, Policy and Governance

Ministerial, Cabinet and Policy

Economic Development Policy

Policy Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 01786, expected vacancy)

Gazetted: 02 July 2013

Closing Date: 16 July 2013

Details: Applications are sought from effective and enthusiastic policy officers interested in contributing to the development of policy for the ACT Government. The successful candidate will have opportunities to work on a range of important and interesting issues related to economic development and housing affordability in the ACT. The role involves a broad range of duties from research to co-ordination and preparation of advice. Research skills and an analytical mind are highly desirable, as is familiarity with basic economic and financial concepts.

Contact Officer: Andrew Mehrton (02) 6205 8507 andrew.mehrton@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

North/Gungahlin Network

Campbell High School

Executive Teacher - Science and MAZE

School Leader C \$100,271, Canberra (PN: 02577)

Gazetted: 28 June 2013

Closing Date: 25 July 2013

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.

Contact Officer: Heather Paterson (02) 6205 6344 heather.paterson@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.

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

Surgery and Oral Health

Dental Region Program

Clinical Director

Dentist Level 4 \$132,269, Canberra (PN: 28384)

Gazetted: 04 July 2013

Closing Date: 18 July 2013

Details: The ACT Dental Health Program is seeking a committed, dynamic and innovative person for the position of Clinical Director. The successful applicant will have extensive dental knowledge and skills, experience in supervision, a high level of professional leadership and have a comprehensive understanding of a public sector oral health service. The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra.

Eligibility/Other Requirements: Prescribed Qualifications - Possession of a recognised Degree in Dental Surgery or Bachelor in Dental Science. Eligible for unconditional registration with Australian Health Practitioners Regulation Agency (AHPRA). Considerable experience in and knowledge of current dental procedures and the ability to supervise clinical staff. Knowledge and understanding of Occupational Health and Safety and Equity and Diversity principles and

practices. Relevant postgraduate qualifications. Considerable experience in and knowledge of current dental procedures and the ability to supervise clinical staff is highly desirable

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: Loretta Bettiens (02) 6205 1088

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director of Nursing

Safe Practice and Environment Coordinator

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 26568, expected vacancy)

Gazetted: 04 July 2013

Closing Date: 18 July 2013

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) are seeking a suitably qualified person to fill the position of Safe Practice and Environment Coordinator. MHJHADS is a contemporary, evidence based service which provides high quality healthcare in a safe working environment. It is expected that in this position you will be able to plan, manage and evaluate work health and safety systems and be able to demonstrate a commitment to quality improvement to ensure that safe and effective care is delivered to consumers of MHJHADS.

Notes: This is a permanent part-time position available at 25:45 hours per week. This position will report to the Director of Nursing MHJHADS. 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: Rebecca Halsey (02) 6205 5134

Canberra Hospital and Health Services

Medicine

Medical

Medical Education Support Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 25144)

Gazetted: 04 July 2013

Closing Date: 11 July 2013

Details: The ACT Health Directorate vision is "Your health our priority", and our values are: care; excellence; collaboration; and integrity. We seek to demonstrate these values in the dealings with our consumers, partners, community and each other, and by doing so, aim to provide the best possible healthcare and health related services throughout all areas of the ACT Health Directorate and Canberra region. The ACT Health Directorate objectives are grouped under the following key performance areas: consumer experience; sustainability; hospital and related care; prevention; social inclusion and indigenous health; community based health; and aged care. As the Medical Support Officer (MSO) for the Division of Medicine you will be required to manage the coordination and facilitation of the Junior Medical Officers within the Division of Medicine focusing on education and training programs. This position reports directly to the Director of Physician Training.

Eligibility/Other Requirements: Possession of tertiary qualifications or equivalent in an education, health or related discipline is highly desirable.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Candidates are invited to submit an application against the selection criteria to a maximum of one page per criteria. Candidates are also required to submit a current CV and the contact details of two current referees. The successful applicant may be based on selection criteria, CV and referee reports only.

Contact Officer: Daniel Ingram (02) 6244 2063

Canberra Hospital and Health Services

Medicine

Pharmacy

Lead Pharmacist, Production Services

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 26209)

Gazetted: 04 July 2013

Closing Date: 31 July 2013

Details: Fast-track your career with a Lead Pharmacist position at The Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Pharmacy Department employs a dynamic, talented team of over 70 staff, including approximately 45 full-time Pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised production services, investigational drug support, medicines information, medication safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. An exciting opportunity exists for the position of Lead Pharmacist Production Services. This is a permanent full-time position that will be responsible for providing leadership and coordination for all pharmacy services to the production services within Canberra Hospital, including the chemotherapy production unit, the aseptic production unit, extemporaneous compounding, and prepacks. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to production services. It is expected that this position will have a 50% work load working within one of the pharmacy production units, with the other listed duties making up the remaining 50%. Part-time / job share arrangement will be considered.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive specialist clinical pharmacy experience deemed equivalent.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment.

Contact Officer: Natalie Page (02) 6244 2121

Strategy and Corporate

Policy and Government Relations

Chronic and Primary Health Policy Unit

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 03647)

Gazetted: 04 July 2013

Closing Date: 11 July 2013

Details: An opportunity is available for an appropriately skilled officer to work in a small highly motivated team responsible in part, for strategic policy, planning and purchasing for chronic conditions and palliative care in the ACT. We are seeking a Policy Officer with strong written and oral communication skills to work with a range of key stakeholders to assist in the progression of chronic condition and palliative care policy and programs. This role will also be responsible for the management of a number of related service funding agreements with non-government organisations with the assistance of an Administrative Services Officer Class 6 Officer. The ability to provide secretariat and other support to strategic meetings and forums is essential, as is the capacity to assist in the preparation of complex briefs and reports for senior management, Executives and the Minister for Health. The successful applicant will need well-developed strategic policy and analytical skills; be able to exercise sound judgement and priority setting;

be skilled in managing a range of tasks concurrently; have excellent communication and negotiation skills; and a strong capacity to liaise effectively with a range of internal and external clients.

Eligibility/Other Requirements: Relevant qualifications, demonstrated understanding and experience in the areas of chronic condition management and palliative care are desirable.

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

Contact Officer: Joan Scott (02) 6205 1217

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community and Older Person
Clinical Manager**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20881)

Gazetted: 04 July 2013

Closing Date: 11 July 2013

Details: The City Mental Health team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi-disciplinary team, to provide assessment and clinical management of consumers with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. At this level, the applicant is expected to fulfil the role of a Senior Clinician in support of the Team Leader, providing clinical leadership and supervision for Level 1/2 staff and students. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Note: This is a temporary position available for 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. Please submit a current copy of your Resume and two professional referee contacts as well as a brief response as to your abilities to perform the duties described in the attached duty statement.

Contact Officer: John Acs (02) 6205 1338 john.acs@act.gov.au

**Strategy and Corporate
Service and Capital Planning
Finance and Administration Officer
Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 29803)**

Gazetted: 04 July 2013

Closing Date: 11 July 2013

Details: The Service and Capital Planning (S&CP) branch is responsible for the development and implementation of Whole of Government plans as they relate to the Health Directorate, the Health Directorate Corporate Plan, and Territory wide Strategic Health and Clinical Service Plans. (S&CP) is also responsible for the management and project direction of the Health Infrastructure Program (HIP), including planning, coordination, management and implementation. The branch is looking for a self motivated, initiative driven Finance and Administration Officer to join the team.

Note: This is a temporary position available for twelve months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application

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

Contact Officer: Sam Morgan (02) 6205 5149

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Nuclear Medicine Technologist/Scientist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 28989, expected vacancy)

Gazetted: 04 July 2013

Closing Date: 18 July 2013

Details: The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Nuclear Medicine Department has an expected vacancy in early August and is seeking a qualified Nuclear Medicine Technologist/Scientist. The successful applicant will have a strong interest in applying learned knowledge and skills and promoting a high standard of care as part of a professional team. Those interested in commencing a PDY are also encouraged to apply as opportunity may exist to back-fill. The section has four gamma cameras, two with dual head capabilities and one with SPECT/CT. The Department offers a comprehensive range of diagnostic and therapeutic procedures including paediatric, oncology and cardiac studies making the work both challenging and rewarding. Opportunity for training and work in PET will be provided.

Eligibility/Other Requirements: Bachelor of Medical Radiation Science (Nuclear Medicine) or recognised equivalent. Registration with the Medical Radiation Practice Board of Australia. Radiation licence issued from the ACT Health Protection Service.

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

Contact Officer: Sharon Mosley (02) 6244 2439

Canberra Hospital and Health Services

Medicine

Pharmacy

Pharmacist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 10952)

Gazetted: 04 July 2013

Closing Date:

Details: The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 full-time Pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised manufacturing services, investigational drug support, drug information, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team of 35 Pharmacists, and are currently recruiting to a variety of permanent and temporary HP2 Pharmacist positions. Duties include provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team, and provision of pharmacy services from the dispensary, sterile and chemotherapy production, and medicines information services on a rotational basis. We are also looking for Pharmacists with an interest in eHealth for a number of projects commencing mid to late 2013. Pharmacists employed in permanent or temporary Pharmacist positions will subsequently be considered for these roles. Please indicate your interest in future eHealth projects in your application. For employees

in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment.

Eligibility/Other Requirements: Pharmacists outside Australia may be considered for these positions. Contact the Australian Pharmacy Council and the Pharmacy Board of Australia to enquire about your eligibility for Registration. A summary of the Assessment and Registration process for Overseas trained pharmacists in Australia can be found on the APC website [http://pharmacycouncil.org.au/content/assets/files/Examination_Guides/Flowchart - 2012.02.08.pdf](http://pharmacycouncil.org.au/content/assets/files/Examination_Guides/Flowchart_-_2012.02.08.pdf).

Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: This is a temporary position available for a period of six months. 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: Natalie Bula (02) 6244 2118 natalie.bula@act.gov.au

Canberra Hospital and Health Services

Pathology

Specimen Reception

Result Enquiries Supervisor

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 22922)

Gazetted: 04 July 2013

Closing Date: 11 July 2013

Details: ACT Pathology is a department of The Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. The Result Enquiries section of Specimen Reception is responsible for the coordination of result line services to internal and external clients. The successful applicant will be required to coordinate, supervise and train staff on site and externally in result provision using the Kestral Pathology Laboratory System, attend to correspondence and other patient enquiries while providing high quality customer service.

Eligibility/Other Requirements: Sound communication skills and the ability to work effectively as part of a small team are essential. An ability to use Microsoft Office applications and relevant experience in a Pathology Reception area would be highly regarded. To facilitate the short listing and selection process an application must include a statement of claims against the Selection Criteria, Curriculum Vitae and written referee reports.

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

Contact Officer: Jenny Edmestone (02) 6244 3992

Canberra Hospital and Health Services

Capital Region Cancer Service

Medical Oncology

Administration Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 20244)

Gazetted: 04 July 2013

Closing Date: 11 July 2013

Details: Applications are sought from dynamic and motivated persons interested in the permanent position of Medical Oncology Administration Support in the division of Capital Region Cancer Service. The position provides administrative and general office support to the Medical Oncology unit with duties including bookings, taking telephone calls, filing and data entry. Applicants will need to have excellent communication, organisational and time management skills with the ability to liaise effectively with staff at all levels.

Note: The successful applicant would be required to work Monday to Friday with an 8:30am start time. To complete your application you must prepare responses to the Selection Criteria as a document and two referee reports, to be uploaded and included with your application.

Contact Officer: Laura Slater (02) 6174 7035 laura.slater@act.gov.au

Canberra Hospital and Health Services

Operational Support

Support Services

Technical Officer, Central Equipment Service

Technical Officer Level 2 \$52,078 - \$59,939, Canberra (PN: 31072, several)

Gazetted: 04 July 2013

Closing Date: 11 July 2013

Details: Applications are invited from self-motivated, organised people looking for a challenging and rewarding role within the Central Equipment Store (CES). If you enjoy working with a team dedicated to providing a quality clinical support service this may be the role for you. This service is responsible for the cataloguing, storage and distribution of selected clinical equipment across the hospital campus, particularly in relation to the new B Braun IV infusion devices, bariatric equipment and pressure relieving air mattresses. The Technical Officer's (TO's) will play a major part in the cleaning, distribution and rotation of clinical equipment to all clinical areas, ensuring the maintenance of infection control principles.

Eligibility/Other Requirements: Training or experience in supply and minor equipment maintenance. A sound appreciation of the provision of Operational Support services within the Health Directorate. Possess experience in the supply and management of equipment, preferably in a hospital setting.

Notes: The TO's will report directly to the Department Manager and will participate on a Monday to Friday rotation roster as the department is opened from 7am – 8:21 pm. Applicants must address the selection criteria, attach a current Curriculum Vitae and provide the names of two recent referees. Selection may be based on application and referee reports only which should address the Selection Criteria. 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: Neil Howlett (02) 6174 7171

Canberra Hospital and Health Services

Capital Region Cancer Services

Cancer Nursing

Nurse

Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 27283, several)

Gazetted: 04 July 2013

Closing Date: 11 July 2013

Details: Applications are invited from committed, motivated, and enthusiastic part time and full time Enrolled Nurses to work within a team environment. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed.

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

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

Contact Officer: Denise Breust (02) 6244 2881

Canberra Hospital and Health Services

Medicine

Clinical

Enrolled Nurse

Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 27327)

Gazetted: 04 July 2013

Closing Date: 11 July 2013

Details: Interest is being sought for a Level 1 Enrolled Nurse to fill a dynamic and rewarding position within Ward 7A, working a full-time or part-time rotating roster. This is an acute medical area that offers challenges and opportunity. The clinical unit provides a supportive, nurturing and learning environment to enable EN's to deliver high quality care to acutely unwell patients with neurological and infectious disease conditions. We value and encourage innovation. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed.

Eligibility/Other Requirements: Registered or eligible to register as a Nurse with AHPRA.

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: Brett Jones (02) 6244 2535

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Pharmacy Storeman

Health Service Officer Level 3 \$42,160 - \$43,599, Canberra (PN: 31653, several)

Gazetted: 04 July 2013

Closing Date: 18 July 2013

Details: A full-time permanent position is available in the Pharmacy Department at The Canberra Hospital for a Pharmacy Storeperson. Duties include receipt of pharmaceutical products into the pharmacy, delivery of pharmaceuticals throughout the hospital, packing of requisitions and clerical duties.

Eligibility/Other Requirements: Experience working in a hospital environment desirable. The successful applicant will require excellent attention to detail and a reasonable level of fitness, including the ability to walk long distances and to lift up to 16kg.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal, accommodation and entertainment. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Your application should include a cover letter, a current CV, statement on how you meet each selection criteria and contact details for two referees.

Contact Officer: Natalie Bula (02) 6244 2118

Justice and Community Safety

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

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

ACT Corrective Services

Workforce Development and Training Unit

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 32236)

Gazetted: 01 July 2013

Closing Date: 15 July 2013

Details: Under broad direction of the Executive Director, ACT Corrective Services and in collaboration with the Executive team: Manage both the budget and resources of the Unit to ensure the agency meets its strategic and operational goals while identifying, monitoring and managing business unit risk. Contribute to the agency's HR strategy and workforce planning activities including operational planning. Oversee all agency recruitment, apprenticeship, trainee and graduate program activities. Oversee all agency HR administrative activities including workforce tracking and contract management. In conjunction with the JACSD People and Workplace Strategy Unit provide timely and accurate advice in relation to Industrial Relations, legislation and enterprise agreement matters. Manage the agency's Registered Training Organisation (RTO) status and the procurement and quality of specialist external training programs and services. Identify development and implement training and professional development activities in line with operational and strategic goals. Oversee the quality and continuous improvement programs for all training and professional development activities including the Entry-level Training Program, Custodial Mandatory Training and Community Corrections Team Leader program.

Eligibility/Other Requirements: Relevant tertiary qualifications in one or more of the areas of Human Resources, Learning and Development, Management or similar would be an advantage. The successful candidate will be required to undergo a criminal record check. Eligible applicants may be required to maintain a current working with vulnerable people check.

Notes: This position is temporary available for six months.

Contact Officer: Al Martin (02) 6205 1844 al.martin@act.gov.au

ACT Law Courts and Tribunal

Registry

Coroners Unit

Unit Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 00538)

Gazetted: 28 June 2013

Closing Date: 12 July 2013

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced and enthusiastic person to undertake the role of Unit Manager in the Coroners Unit, a new position which will manage the work of the Coroner's Court including the Forensic Medicine Centre. The successful applicant must be able to effectively manage people and resources, develop and implement policy and procedures and work with a range of stakeholders to achieve quality outcomes. Responsibilities will involve working with other Unit Managers to manage staff and workflows, case management, liaising with clients and exercising the statutory appointment of Deputy Registrar as required.

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

Contact Officer: Cath Fallon (02) 6205 0609 cath.fallon@act.gov.au

ACT Law Courts and Tribunal

Registry

Court Services

Unit Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32121, expected vacancy)

Gazetted: 27 June 2013

Closing Date: 11 July 2013

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced and enthusiastic person to undertake the role of Unit Manager in the Court Services Unit, which manages the timely hearing of matters in both the Magistrates and Supreme Court jurisdictions. The successful applicant will manage the work of the Unit. They must be able to effectively manage people and resources, and work with a range of stakeholders to achieve quality outcomes. Responsibilities will involve working with other Unit Managers to manage staff and workflows, case management, liaising with clients and exercising the statutory appointment of Deputy Registrar as required.

Notes: This position was previously advertised as a temporary vacancy, with the possibility of permanency. Previous applicants will be considered and need not re-apply. This is a generic position and successful applicants may be placed in any vacant Unit Manager position and could be rotated through the business unit.

Contact Officer: Cath Fallon (02) 6205 0609 cath.fallon@act.gov.au

ACT Corrective Services

Workforce Development and Training

Administration Support Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 46233)

Gazetted: 01 July 2013

Closing Date: 15 July 2013

Details: The Workforce Development and Training Unit (WDTU) is seeking a highly motivated, organised and energetic team player who has the capacity to adapt quickly to a new work environment. This temporary vacancy offers an exciting opportunity to further develop your knowledge and understanding of ACT Corrective Services and its Registered Training Organisation. The Administrative Services Officer under direction of the Manager, Training Assurance and Planning will: assist with the co-ordination and scheduling of training courses; administer the ordering of stores and resources for training; provide quality client service; responding to general enquiries; drafting basic correspondence; data entry and undertaking less complex research and correspondence.

Eligibility/Other Requirements: An unencumbered drivers licence is essential. Knowledge of the record keeping and audit requirements of a Registered Training Organisation or the capacity to quickly gain that knowledge would be an advantage.

Notes: This temporary position is available asap for three months, with the possibility of extension. Please send applications to: actcs.wdtu@act.gov.au.

Contact Officer: Melanie Rogers (02) 6205 5458 mel.rogers@act.gov.au

ACT Government Solicitor

Executive

Office Assistant

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 32519)

Gazetted: 01 July 2013

Closing Date: 8 July 2013

Details: ACT Government Solicitor (ACTGS) is seeking the services of an Office Assistant to provide general administrative support within the Executive section. The Office Assistant has an integral role as the first point of contact for the ACTGS in the provision of efficient and effective customer service. Under general direction the successful applicant will be responsible for the management of the telephone switchboard, maintain and order office stationery, maintain and monitor the performance of office machines and equipment, undertake deliveries to the Courts, undertake accurate data entry, provide administrative support to the Executive team and undertake other administrative duties as directed.

Eligibility/Other Requirements: Excellent communication skills are essential. Well developed keyboard skills with accurate data entry ability and knowledge of computer applications is desired. Previous experience in switchboard operation is preferred.

Note: This temporary position is available July 2013 until November 2013.

Contact Officer: Courtney Black (02) 6205 3492 courtney.black@act.gov.au

Independent Competition and Regulatory Commission

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

**Legal, Regulatory and Consumer Affairs Advisor
Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 10830)**

Gazetted: 02 July 2013

Closing Date: 15 July 2013

Details: The Independent Competition and Regulatory Commission (ICRC) is looking for a dedicated, motivated and high performing Legal, Regulatory and Consumer Affairs Advisor to join its small high calibre team to provide expert advice to the Commission.

Eligibility/Other Requirements: Minimum Bachelor's degree in Law and Economics or Commerce, advanced degree in Law, a current Australian jurisdiction practising certificate (or immediately eligible to obtain one), experience in Utility Regulation, Employment Law and General Law. To obtain the selection criteria, please contact the contact officer.

Notes: Minimum of five years legal experience is a must.

Contact Officer: Dierdre Burgess (02) 6205 0799 icrc@act.gov.au

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

There were no vacancies this week for Capital Metro

APPOINTMENTS

Commerce and Works

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

Jamie Reid 820-70634, Section 68(1), 28 June 2013

Community Services

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

Paul Gordon 835-81305, Section 68(1), 1 July 2013

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

Emma Grady 836-02794, Section 68(1), 27 June 2013

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

Elizabeth Ryan 835-92514, Section 68(1), 27 June 2013

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

Nicole Smith 827-49372, Section 68(1), 27 June 2013

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

Bethany Wagg 834-52490, Section 68(1), 1 July 2013

Economic Development

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

Sarah Conlan 835-70980, Section 68(1), 1 July 2013

Education and Training

Information Technology Officer Class 1 \$57,004 - \$65,178

Alexander Tandy 827-22890, Section 68(1), 22 May 2013

Environment and Sustainable Development

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

Kris Johnston 835-63350, Section 68(1), 1 July 2013

Health

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

Tristan Checkley 834-52116, Section 68(1), 4 July 2013

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

Shayna Cloos 836-02911, Section 68(1), 1 July 2013

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

Joanna Harrex 836-02903, Section 68(1), 1 July 2013

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

Editha Lambeth 836-02890, Section 68(1), 1 July 2013

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

Jessica Lasker 838-52662, Section 68(1), 1 July 2013

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

Catherine McDonald 836-03981, Section 68(1), 1 July 2013

Radiation Therapist Grade 2 \$56,797 - \$79,302

Cynthia Nobrega 836-03201, Section 68(1), 1 July 2013

Enrolled Nurse Level 1 \$50,160 - \$53,766

Tosan Otokuefor 836-04159, Section 68(1), 4 July 2013

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

Lindsay Ottaway 838-52742, Section 68(1), 26 June 2013

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

Rebecca Ralph 836-01564, Section 68(1), 1 July 2013

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

Rommel Regala 836-01919, Section 68(1), 1 July 2013

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

Fedila Reshid 836-02882, Section 68(1), 1 July 2013

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

Joshua Scaysbrook 836-56880, Section 68(1), 29 July 2013

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

Melissa Wightman 838-51889, Section 68(1), 4 July 2013

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

Alison Wong 836-02866, Section 68(1), 1 July 2013

Enrolled Nurse Level 1 \$50,160 - \$53,766

Belinda Woodward 836-04298, Section 68(1), 27 June 2013

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

Romil Jain: 82956339, Section 68(1), 1 July 2013

Dentist Level 1–5, \$64,864-\$119,426

Han Yu: 8229326, Section 68(1), 27 June 2013

Justice and Community Safety

General Service Officer Level 8 \$56,611 - \$59,939

Graeme William Maloney 827-60539, Section 68(1), 25 June 2013

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

Anna Musitano 835-81559, Section 68(1), 28 June 2013

General Service Officer Level 8 \$56,611 - \$59,939

Ian William Reid 835-90308, Section 68(1), 25 June 2013

Office of the Legislative Assembly

Administrative Service Officer 6 \$70,913 - \$81,460 Public Affairs Officer, PN: 605

Fiona Matz, 0702, Section 68(1), 11 June 2013

Administrative Service Officer 6 \$70,913 - \$81,460 Records and Information Manager, PN: 513

Kathleen Giles, 0670, Section 68(1), 20 June 2013

Territory and Municipal Services

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

Anna Firsova 836-03105, Section 68(1), 4 July 2013

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

Elliot Fraval 836-04183, Section 68(1), 8 July 2013

TRANSFERS

Community Services

Catherine Jeanette May WELCH: 027-48426

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

Community Services

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

Community Services, Canberra (PN. 25168) (Gazetted 24 April 2013)

Health

Marcia Beere: 839-25163

From: Senior Officer Grade C \$89,786 - \$96,809
Calvary Health Care ACT (Public)
To: Senior Officer Grade C \$89,786 - \$96,809
Health, Canberra (PN. 10821) (Gazetted 7 July 2012)

PROMOTIONS

Canberra Institute of Technology

Centres

Central Support Centre

Rachael Clarke: 820-79487

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 54025) (Gazetted 20 January 2000)

This promotion is to a non-advertised vacancy and is made in accordance with Section 71 of the Public Sector Management Standards.

Commerce and Works

Corporate and Governance

Communications

Helen Meek: 711-16756

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 01747) (Gazetted 14 May 2013)

Community Services

Housing and Community Services

Housing ACT

Housing Initiatives

Jessica Michelle Baker: 833-47076

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

Health

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

Community Services, Canberra (PN. 27083) (Gazetted 22 June 2012)

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

Education and Training

Office for Schools

South/Weston Network

Telopea Park School

Leeanne Kay Hernandez: 761-24878

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

Education and Training

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

Education and Training, Canberra (PN. 21620) (Gazetted 22 May 2013)

Strategy and Coordination

Information, Communications and Governance

Liaison Unit

Rebecca Hughes: 785-50539

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

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

Education and Training, Canberra (PN. 02339) (Gazetted 30 May 2013)

Corporate Services

Finance and Corporate Support

Financial Services

Peter Podnar: 772-19270

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. 32204) (Gazetted 2 May 2013)

Health

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

CC - Nursing

Deirdre Barter: 820-97554

From: Registered Nurse Level 3.1 \$89,834 - \$93,531

Health

To: †Registered Nurse Level 4.1 \$101,556

Health, Canberra (PN. 28537) (Gazetted 26 July 2013)

Canberra Hospital and Health Services

Marina Buchanan-Grey: 813-1848

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

Health

To: †Registered Nurse Level 5.5 \$138,572

Health, Canberra (PN. 15569) (Gazetted 6 June 2013)

Canberra Hospital and Health Services

Capital Region Cancer Services

Alison Morris: 820-85422

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

Health

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

Health, Canberra (PN. 14080) (Gazetted 9 May 2013)

Canberra Hospital and Health Services

Capital Region Cancer Services

Nicola Stevens: 821-58804

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

Health

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

Health, Canberra (PN. 27015) (Gazetted 9 May 2013)