



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 31 July 2014**

## ***Executive Notices***

### **Education and Training**

#### **Contract Cessation**

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

Tracy Stewart – Director Planning and Performance (E474) – 02.08.2014

#### **Engagement**

Tracy Stewart – Director Planning and Performance (E474) Section 72 of the Public Sector Management Act 1994

### **Justice and Community Safety**

#### **Contract Cessation**

Note: The following Executive has been issued with a new contract which was gazetted on 17.07.2014. This notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Mary Toohey – Deputy Parliamentary Counsel (E126) – 02.08.2014

#### **Variation – Assignment**

Andrew Baker – Director, Support Services (E577) Section 80A(1)(b) of the Public Sector Management Act 1994

### **Territory and Municipal Services**

#### **Variation – Assignment**

Michael Trushell – Director, ACT NoWaste (E661) Section 80A(1)(b) of the Public Sector Management Act 1994

## **VACANCIES**

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

#### **Medical**

#### **Obstetrics and Gynaecology**

#### **Obstetrics and Gynaecology Consultant**

#### **Staff Specialist or VMO \$147,765 - \$199,231 (Full time rate), Canberra (PN: 2183)**

Gazetted: 04 August 2014

Closing Date: 25 August 2014

Details: The Obstetrics and Gynaecology Department is seeking a qualified candidate for the role of Obstetrics and Gynaecology Consultant. Responsibilities will include: Provide evidence-based care and management of a range of obstetrical and gynaecological patients; working as part of a multidisciplinary team, apply medical knowledge and experience in the diagnosis, investigation and treatment of patients; provide consultation to inpatients including service on the O and G after-hours on-call roster; as required, supervision of the outpatient obstetrical clinic and care for outpatients in the gynaecological clinic at Calvary Hospital; assist in the development and operations of the O and G Service based at Calvary Public Hospital; maintenance of an active quality improvement program in

Obstetrics and Gynaecology; maintenance of knowledge skills in the department; participation and presentation at local, national and international conferences; involvement in undergraduate and postgraduate teaching programs in O and G; contribute to the clinical governance of the Service by undertaking clinical audit, morbidity and mortality review and practicing evidence-based medicine.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria); a copy of their current resume; names and contact details (including a contact phone number) for two professional referees.

Note: Applications close 25 August 2014.

Please refer to the position description for further information or contact: Dr John Vinen Director of Medical Services (02) 6264 7129 [john.vinen@calvary-act.com.au](mailto:john.vinen@calvary-act.com.au) or Dr. John Hehir, Director of Training 0417 440 124.

Contact Officer: Dr John Vinen (02) 6264 7129 [john.vinen@calvary-act.com.au](mailto:john.vinen@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Ambulatory Care**

### **Administration**

#### **Ambulatory Care Administrative Services Officer Level 3**

#### **Administrative Services Officer Level 3 \$55,732 - \$59,980, Canberra (PN: 7980)**

Gazetted: 05 August 2014

Closing Date: 11 August 2014

Details: The Medical and Surgical Speciality Clinic team is seeking a highly organised, personable and motivated team member; duties would include the provision of clerical support to two Medical and Surgical Specialists at Calvary Health Care ACT; the successful applicant will need to have proven ability in the provision of high level administrative support in a hospital or medical environment; well developed interpersonal, written and oral communication skills, including the ability to liaise, consult and negotiate in particular with the Medical Specialist, patients, internal and external stakeholders is highly desirable.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees.

Note: Applications close: 11th August 2014. Please refer to the position description for further information or contact: Anne-Maree Jolly Ambulatory Care Co-ordinator (02) 6201 6881 [Anne-Maree.Jolly@calvary-act.com.au](mailto:Anne-Maree.Jolly@calvary-act.com.au)

Contact Officer: Anne-Maree Jolly (02) 6201 6881 [Anne-Maree.Jolly@calvary-act.com.au](mailto:Anne-Maree.Jolly@calvary-act.com.au) Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Pharmacy**

### **Intern Pharmacist**

#### **Health Professional Level 1 \$58,048, Canberra (PN: 8827)**

Gazetted: 04 August 2014

Closing Date: 25 August 2014

Details: An opportunity exists for a graduate pharmacist wanting to undertake their intern year in a public hospital; a twelve month public sector temporary contract will be offered to the successful applicant.

Eligibility/Other Requirements: An appropriate degree or diploma in Pharmacy or equivalent; enrolment in a recognised post-graduate training course; Australian citizenship or permanent residency status; applicants are expected to respond in writing and include the following: Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria); a copy of their current resume; names and contact details (including a contact phone number) for two professional referees.

Note: Applications close: 25th August 2014.

Please refer to the position description for further information or contact: Megan Arnold Lead Pharmacist (02) 6201 6266 [Megan.Arnold@calvary-act.com.au](mailto:Megan.Arnold@calvary-act.com.au)

Contact Officer: Megan Arnold (02) 6201 6266 [Megan.Arnold@calvary-act.com.au](mailto:Megan.Arnold@calvary-act.com.au) Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

**Canberra Institute of Technology**

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

**Health, Community and Science**

**Health Sciences**

**Teacher**

**Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51727)**

Gazetted: 06 August 2014

Closing Date: 20 August 2014

Details: The Department of Health Sciences is seeking applications for a Teacher Band 1 to teach in a dynamic health and education environment. It is an exciting opportunity to work with many health professionals and students in an authentic practice business.

Eligibility/Other Requirements: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE40110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: Bachelor's Degree in Health. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent).

Notes: This position is available for a period of two years with the possibility of extension up to five years.

Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011 - 2013.

Contact Officer: James Dunstan (02) 6207 3491 [james.dunstan@cit.edu.au](mailto:james.dunstan@cit.edu.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)**

**Office of the Head of Service**

**Executive Officer, Head of Service**

**Senior Officer Grade A \$127,557, Canberra (PN: 33966)**

Gazetted: 31 July 2014

Closing Date: 14 August 2014

Details: Chief Minister, Treasury and Economic Development Directorate (CMTED) are seeking applications from Senior Officers within the ACT Public Service (ACTPS) for the role of Executive Officer, Head of Service. Applicants should have well developed strategic, analytical and liaison skills, and a demonstrated capacity to manage multiple complex tasks with a high degree of independence.

Eligibility/Other Requirements: Applicants must be existing permanent ACTPS Officers.

Note: This is a temporary position available until 30 June 2015, with possible extension.

Contact Officer: Sue Hall (02) 6207 0569 [sue.hall@act.gov.au](mailto:sue.hall@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)**

### **Housing and Community Services**

#### **Executive Director, Housing and Community Services**

**Executive Level 2.5 \$250,686 to \$264,053 depending on current superannuation arrangements, Canberra (PN: E270)**

Gazetted: 05 August 2014

Closing Date: 12 August 2014

Details: An opportunity exists to further develop your executive skills and experience the position of Executive Director, Housing and Community Services. The Executive Director drives change and manages public and community housing (tenants and houses) across the A.C.T. An opportunity exists at this exciting time to lead the business area. Crucial projects are the implementation of the Single Human Services Gateway; the redevelopment of public housing in North Canberra; accelerating the renewal of government housing; and growing social housing through new partnerships, innovation, intelligent design and alignment with Government priorities.

Notes: This is a temporary vacancy available from 1 September 2014 until 4 February 2015 with the possibility of extension.

Remuneration: The position attracts a remuneration package ranging from \$250,686 to \$264,053, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$205,649. The successful applicant will be engaged under a performance based contract. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly. Further information on the position can be obtained by contacting Natalie Howson on (02) 6205 5334.

How to Apply: If you would like to be considered for this opportunity please send a one page expression of interest and curriculum vitae to [Natalie.Howson@act.gov.au](mailto:Natalie.Howson@act.gov.au).

Applications should be sent directly to the contact officer.

Contact Officer: Natalie Howson (02) 6205 5334 [Natalie.Howson@act.gov.au](mailto:Natalie.Howson@act.gov.au)

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

#### **Business Support**

#### **Ministerial Liaison and Coordination Officer**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 00060)**

Gazetted: 01 August 2014

Closing Date: 8 August 2014

Details: The Office for Children, Youth and Family Support (OCYFS), is seeking to permanently fill the Ministerial Liaison and Coordination Officer position in Business Support. The successful applicant will require excellent coordination, writing and time management skills and experience within a government context. Duties involve: providing assistance with preparation and coordination of ministerial and executive correspondence, assembly of business and coordinated responses. The Ministerial Liaison and Coordination Officer reports directly to the Executive Officer, Business Support. The successful applicant must have a sound understanding of cabinet, ministerial, assembly and directorate coordination processes or demonstrated capacity to quickly understand these processes.

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

Contact Officer: Alison Grace (02) 6205 9206 [alison.grace@act.gov.au](mailto:alison.grace@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**

#### **Belconnen Network**

**University of Canberra Senior Secondary College, Lake Ginninderra**

**Executive Teacher - Mathematics**

**School Leader C \$104,319, Canberra (PN: 02011)**

Gazetted: 04 August 2014

Closing Date: 18 August 2014

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

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

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

Contact Officer: Martin Watson (02) 6205 7099 martin.watson@ed.act.edu.au

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

### **Education Strategy**

#### **Student Engagement**

#### **Student Wellbeing**

#### **Senior School Psychologist**

#### **School Leader C \$104,319, Canberra (PN: 38525)**

Gazetted: 04 August 2014

Closing Date: 18 August 2014

Details: Work as part of a multi-disciplinary team from an ecological perspective with responsibilities of working with students, families and schools to support students who are regularly suspended or have difficulties engaging in schooling.

Eligibility/Other Requirements: A minimum of three years full registration with the Psychology Board of Australia (or equivalent). Ability to provide supervision in line with the Psychology Board of Australia requirements. Please note that under the ACT Public Service Education and Training Directorate (Teaching Staff) Enterprise Agreement 2011-2014 Psychologists with three years registration and no teaching qualifications may apply for this position.

Notes: This is a temporary position available 15 September 2014 until 25 May 2015 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

This position is part of a Special Employment Agreement which attracts an additional \$8,000 per year on top of the salary range and teacher holiday conditions. Current drivers licence and use private vehicle required. School based conditions apply.

Contact Officer: Satish Singh (02) 6205 7619 satish.singh@act.gov.au

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

### **Office for Schools**

#### **Tuggeranong Network**

#### **Wanniassa School**

#### **Business Manager 3**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 31935)**

Gazetted: 01 August 2014

Closing Date: 8 August 2014

Details: Wanniassa School is seeking a highly motivated and experienced Business Manager. The successful applicant will manage the School finances, buildings, grounds and facilities, lead an administrative team in maintaining a high level of performance and support, co-ordinate contract management and provide high level support to the principal and the whole-school community, from Preschool to Year 10. The ideal candidate will have demonstrated high level management and be able to communicate effectively with colleagues, senior staff members and stakeholders ensuring that high quality customer service is delivered. The Business Manager will be responsible for providing high level of support to the principal and school board.

Eligibility/Other Requirements: This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment.

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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Your application should address the selection criteria outlining relevant skills and experience and include a current Curriculum Vitae and Coversheet. Please nominate at least two referees. Selection may be based on application and referee reports only.

Contact Officer: Karin Nagorcka (02) 6205 6200 [karin.nagorcka@ed.act.edu.au](mailto:karin.nagorcka@ed.act.edu.au)

## **Education Strategy**

### **Student Engagement**

#### **Finance Officer**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 12218)**

Gazetted: 04 August 2014

Closing Date: 11 August 2014

Details: Applications are sought from a client oriented staff member to join the Student Engagement branch as a Finance Officer. The successful applicant will be responsible for financial and budgetary procedures, including end-of-month processes, across a range of areas including Student Wellbeing and Disability Education. They will research and provide considered and sound financial advice to senior officers as required.

Eligibility/Other Requirements: Strong Excel and general IT skills, including previous experience with TM1 and ORACLE are necessary. General administration, good organisation and time management skills, as well as experience with travel bookings are desirable.

Notes: This is a temporary vacancy available 13 August 2014 until 28 October 2014 with the possibility of extension.

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

Applications should be sent to the contact officer.

Contact Officer: Krystal Eppelstun-Lee (02) 6205 6758 [krystal.eppelstun@act.gov.au](mailto:krystal.eppelstun@act.gov.au)

## **Organisational Integrity**

### **Information and Knowledge Services**

#### **Records Management**

#### **Senior Records Management Officer**

#### **Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 12216)**

Gazetted: 04 August 2014

Closing Date: 11 August 2014

Details: The Records Management Section is responsible for providing records management services to the ACT Education and Training Directorate. The Records Officer will help coordinate the daily operations of the Records Management Section and carry out effective operational records management services including creating files, lodging file returns and providing sound advice to customers on records management issues. The occupant of this position will also have proven administrative skills, the ability to prioritise and manage workloads in a busy team environment and apply high level customer service and communication skills.

Eligibility/Other Requirements: Tertiary qualifications in Information and Records Management or a related discipline would be desirable. This position involves physical activity and lifting.

Notes: This temporary vacancy is available 8 September 2014 until December 2014 with the possibility of extension.

How to Apply: Expressions of interest are sought from potential candidates who will provide a two page response against selection criteria, a current curriculum vitae and a referee report. Candidate may be assessed on application and referee reports only.

Applications should be sent to the contact officer.

Contact Officer: Kerry Hebden (02) 6207 2387 [kerry.hebden@act.gov.au](mailto:kerry.hebden@act.gov.au)

## Environment and Planning

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)

### **Sustainability and Climate Change Sustainability and Government Senior Manager**

**Senior Officer Grade A \$127,557, Canberra (PN: 30613)**

Gazetted: 05 August 2014

Closing Date: 12 August 2014

Details: A temporary vacancy exists for management of a diverse and dynamic program and community information branch focussing on sustainability and climate change mitigation and adaptation outcomes across both the government and wider community.

Eligibility/Other Requirements: Demonstrated experience and success in program delivery and design is an advantage.

Notes: This position is a temporary vacancy available asap until December 2014 with the possibility of being extended up to six months. The successful applicant may be selected based on application only.

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

Applications should be sent to the contact officer.

Contact Officer: Alan Traves (02) 6207 5589 [alan.traves@act.gov.au](mailto:alan.traves@act.gov.au)

## Health

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

### **Director General Reports Office of the Director General Communications**

**Senior Manager, Communications and Marketing**

**Senior Officer Grade A \$127,557, Canberra (PN: 42286)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: ACT Health is seeking an enthusiastic, experienced and qualified person to be the Senior Manager, Communications and Marketing. This position is responsible for providing high level, strategic and timely advice to the Director-General and Health Directorate Executives on media, marketing and communications issues. The Communications and Marketing Unit plays a critical role in promoting the services of ACT Health to maximise the community's understanding of the health care system. It provides advice on communication strategies and assists with publications, consultation and information campaigns. The successful applicant will possess high level communication and interpersonal skills with a proven ability to manage relationships with the media and internal and external stakeholders.

Eligibility/Other Requirements: Relevant tertiary qualifications or equivalent, highly desirable. Sound knowledge of high level communication issues and policy in the ACT is desirable. The successful occupant of the position needs good judgement, flexibility and resilience and needs the ability to manage a dynamic team, sometimes under stressful and demanding conditions.

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: Dr Peggy Brown (02) 6205 0823



**Director General Reports**

**Population Health**

**Health Protection Services**

**Manager Environmental Health Operations**

**Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 23787)**

Gazetted: 07 August 2014

Closing Date: 21 August 2014

Details: The Health Protection Service, of ACT Health's Population Health Division is seeking a suitably qualified Allied Health Professional for the role of Manager, Environmental Health Operations. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control, and analytical services. The position reports directly to the Director Environmental Health, and will provide strategic and operational oversight of HPS Environmental Health Operations team. These services have a strong regulatory and educational focus on food and environmental safety.

Eligibility/Other Requirements: Degree in Applied Science (Environmental Health) or equivalent. Current driver's licence.

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

Contact Officer: John Woollard (02) 6205 1722

**Strategy and Corporate**

**E-Health and Clinical Records**

**Recurring Supplies and Maintenance Section**

**Renal Electronic Medical Records (EMR) System Administrator**

**Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 34377)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: This exciting and challenging position is available for a suitably qualified registered nurse with recent renal experience for the permanent position of Renal Electronic Medical Records (EMR) System Administrator.

Eligibility/Other Requirements: Current driver's licence and experience in working in an acute health facility is desirable. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Note: Hours are Monday to Friday business hours with weekends and public holidays off. 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: Sarah Norton (02) 6205 1757

**Strategy and Corporate**

**Performance Information**

**Business Intelligence Corporate**

**Senior Costing Officer – Health Costing**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34192)**

Gazetted: 07 August 2014

Closing Date: 21 August 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Senior Data and Costing Officer, Business Intelligence Unit. The Business Intelligence Unit is a new unit which will have the responsibility for producing information on the performance of ACT Health Services for the Minister for Health, Senior Managers, Clinicians and the public. In this branch a great opportunity exists for a permanent full-time Senior Data and Costing Officer with experience data processing and data analysis. This position is part of a small team that is responsible for Activity Based Funding (ABF), health cost and Casemix reporting, as well as analysis related to various national and state initiatives and agreements - for the ACT Health Directorate. The successful applicant will be able to demonstrate the ability to work in a dedicated small team, have excellent

formal communication skills, strong interpersonal skills, and will have the ability to extract, translate and load - as well as report and analyse- data in a formal data reporting setting.

Eligibility/Other Requirements: Graduate level qualifications in Business/Finance, Information Technology, Systems Development and/or Data reporting, with a focus on (but not necessarily experience in) health data systems 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: Andrew Bailey (02) 6207 2129

### **Director General Reports**

#### **Population Health**

#### **Health Protection Services**

#### **Surveillance Coordinator**

#### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 11282)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: This position is responsible for the provision of high level epidemiological advice and assistance to staff on the surveillance and management of notifiable conditions. The applicant will be required to monitor communicable disease trends, analyse disease investigation results and provide reports as required. The ideal applicant will have practical experience in Epidemiology, knowledge of current public health guidelines on communicable disease control, strong communication skills and a sound track record in program management. Excellent interpersonal and negotiation skills are essential.

Eligibility/Other Requirements: Tertiary qualifications in Epidemiology, with experience in surveillance and management of communicable diseases, statistical analysis and reporting of data. Suitably experienced applicants without epidemiological qualifications may be considered.

Note: This is a part-time temporary position available at 22 hours per week until March 2015, with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Rebecca Hundy (02) 6205 2052

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

#### **Rehabilitation, Aged and Community Care**

#### **Aged Care**

#### **Registered Nurse Level 2 - Sub-Acute Geriatric Unit**

#### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: Various)**

Gazetted: 07 August 2014

Closing Date: 21 August 2014

Details: Rehabilitation, Aged and Community Care (RACC) are offering an exciting opportunity for motivated and experienced Registered Nurses, passionate about care of the elderly, to join RACC's newly created Sub-Acute Geriatric Unit in an advanced nursing care and leadership role. Applicants will need to have excellent communication, multi-tasking and leadership skills with significant clinical experience in gerontology nursing in the acute and sub acute hospital settings.

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

Note: Several positions are available. Full-time and part-time hours will be considered, with all positions involving working a 24/7 rotating roster including weekends and nightshift. 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: Marianne Bellew 0432 131 084

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

**Residential Aged Care Liaison Nurse  
Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 04832)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: Rehabilitation, Aged and Community Care (RACC) is seeking an experienced Registered Nurse to join the Aged Care team on a permanent basis as the Residential Aged Care Liaison Nurse (RACLN). The position offered is fulltime but a shorter working week may be considered. This is a unique opportunity for a Registered Nurse to participate in the challenging but very rewarding RACLN role focused on assisting Canberra Hospital based patients to access residential care as well as supporting the Aged Care Assessment team with comprehensive aged care assessments.

Eligibility/Other Requirements: Mandatory: Holds current nurses registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds a current driver's licence. Desirable: Formal qualification in Gerontology or working towards the same.

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: Athalene Rosborough (02) 6205 1194

**Canberra Hospital and Health Services  
Pathology**

**Cytogenetics**

**Health Professional - Cytogenetics**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 26298)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: The Cytogenetics Department provides a diagnostic prenatal, postnatal and oncology service to The Canberra Hospital and surrounding region. We are looking for an experienced Cytogeneticist to join our multi-disciplinary team. This vacancy is for a permanent full-time position. This position has a supervisory role under the leadership of the Chief Scientist. It is anticipated that the successful applicant will perform a leadership role within the team.

Eligibility/Other Requirements: Bachelor degree in Science from a tertiary institution and a minimum of five years relevant experience in a Cytogenetics laboratory. Membership of Human Genetics Society of Australasia MHGSA is desirable.

Note: A relocation allowance maybe available for interstate applicants; however this is subject to approval from the Executive Director of Pathology. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Fiona Webb (02) 6244 3449

**Director General Reports**

**Population Health**

**Health Promotion**

**Digital Marketing Specialist**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 24191)**

Gazetted: 07 August 2014

Closing Date: 21 August 2014

Details: A three month temporary position is available in the ACT Health Directorate's Health Improvement Branch. This position is responsible for developing, publishing and managing a range of digital and online marketing communications to support health improvement initiatives in partnership with key internal project teams and external stakeholders. It would be suited to someone with relevant digital marketing communications experience interested in working in a health setting. Candidates with experience working in government, along

with high level communication skills, the ability to prioritise and meet deadlines whilst demonstrating accuracy and attention to detail will be highly regarded.

Eligibility/Other Requirements: A tertiary qualification or experience in marketing communications is desirable.

Notes: This is a temporary position available for a period of three months with the possibility of extension. Salary is negotiable, dependent on qualifications and experience. Full-time applicants are preferred, however part-time may be considered. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Susie Leydon (02) 6205 1422

**Strategy and Corporate**

**Performance Information**

**Business Intelligence Corporate**

**Data and Costing Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 34199)**

Gazetted: 07 August 2014

Closing Date: 21 August 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Data and Costing Officer, Business Intelligence Unit. The Business Intelligence Unit is a new unit which will have the responsibility for producing information on the performance of ACT Health services for the Minister for Health, senior managers, clinicians and the public. In this branch a great opportunity exists for a permanent full-time Data and Costing Officer with experience in data processing and data analysis. This position is part of a small team that is responsible for Activity Based Funding (ABF), Health cost and Casemix reporting as well as analysis related to various national and state initiatives and agreements - for the ACT Health Directorate. The successful applicant will be able to demonstrate the ability to work in a dedicated small team, have excellent communication skills, strong interpersonal skills, and will have the ability to extract, translate and load - as well a report and analyse - data in a formal data reporting setting.

Eligibility/Other Requirements: Graduate level qualifications in Business/Finance, Information Technology, Information Systems, Systems Analysis and/or Data reporting, with a focus on (but not necessarily experience in) health data systems are desirable. Accounting principles to Certificate level would be highly regarded.

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: Andrew Bailey (02) 6207 2129

**Strategy and Corporate**

**Business and Infrastructure**

**Infrastructure Support**

**Quality, Compliance and Projects Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 33897)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: ACT Health's Business and Infrastructure is seeking a Quality, Compliance and Projects Officer to ensure the operational activities of the Domestic and Environmental Services (D&ES) Unit meet relevant Health Directorate legislations, policies, standards and guidelines. D&ES manages contracted services including cleaning, waste, pest control, hygiene, grounds and linen.

Eligibility/Other Requirements: Recognised qualifications in quality, safety and project management and/or relevant experience in a large and complex corporate environment, preferably Health related, are desirable.

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

Contact Officer: Ralph Bradbury (02) 6174 7993

**Canberra Hospital and Health Services**

**Medicine**

## **Infectious Diseases**

### **Departmental Office Manager**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 17508)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: Expressions of interest is sought for an enthusiastic and professional individual to temporarily fill the position of Departmental Office Manager within the Department of Infectious Diseases, Division of Medicine. This is a great opportunity to develop your skills in a busy office environment. The Departmental Office Manager is required to manage the coordination and facilitation of the Department of Infectious Disease by providing administration support to its inpatient and outpatient services. Applicants will need to be professional and have excellent communication, organisational and time management skills while adhering to ACT Health confidentiality policies and procedures. The applicant must have the ability to liaise effectively with staff at all levels.

Eligibility/Other Requirements: Knowledge of medical terminology is desirable.

Note: This is a temporary position available for six months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on application, CV and referee reports only. Contact Officer: Daniel Ingram (02) 6244 2063

## **Canberra Hospital and Health Services**

### **Rehabilitation, Aged and Community Care**

#### **Aged Care**

#### **Registered Nurse Level 1 - Sub-Acute Geriatric Unit**

#### **Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: Various)**

Gazetted: 07 August 2014

Closing Date: 21 August 2014

Details: Rehabilitation, Aged and Community Care (RACC) are offering the opportunity for motivated and experienced Registered Nurses to join a newly created Sub-Acute Geriatric Unit. Applicants should have well-developed interpersonal skills, an ability to work collaboratively within a multidisciplinary team and be passionate about caring for the elderly. Successful applicants will have the opportunity to further develop their skills in a geriatric environment by participating in work rotations across RACC's acute and sub-acute geriatric units.

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

Note: Several positions are available. Full-time and part-time hours will be considered, with all positions involving working a 24/7 rotating roster including weekends and nightshift. 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: Marianne Bellew 0432 131 084

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Gastroenterology**

#### **Registered Nurse Level 1 - Medical Gastroenterology**

#### **Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: Various)**

Gazetted: 07 August 2014

Closing Date: 21 August 2014

Details: An exciting opportunity exists for dynamic, motivated Registered Nurses with experience in Gastroenterological Nursing and or acute general medicine to join the new Medical Gastroenterology Ward 9A.

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

Notes: Several positions are available. Full-time and part-time hours will be considered. 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: Cathy Clift (02) 6244 2265

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Adult Mental Health Services**  
**Health Professional 2**  
**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 22128)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

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

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Current driver's licence.

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

Contact Officer: Kalvinder Bains (02) 6205 1488

**Canberra Hospital and Health Services**  
**Rehabilitation, Aged and Community Care**  
**Rehabilitation Allied Health**  
**Social Worker**  
**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 23674)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: Rehabilitation, Aged Care and Community Care (RACC) is a vibrant Division within ACT Health providing multidisciplinary care across a range of hospital and community settings. Our services incorporate the ACT Health values of care, excellence, collaboration and integrity. Applications are invited from qualified Social Workers for a full time permanent Health Professional Level 2 position. Our Rehabilitation and Aged Care social work services are located across hospital inpatient and community outpatient service areas. The successful applicant will provide a social work service initially to the inpatient acute care of the elderly services but there may be requirements to provide services to other areas according to clinical demands. There is scope for this position to rotate into other multi-disciplinary team service areas, such as inpatient or community based rehabilitation within the Division.

Eligibility/Other Requirements: A degree or diploma in Social Work, eligibility for membership of the Australian Association of Social Workers, Working with Vulnerable People registration, current drivers' licence.

Note: This is a full-time vacancy. Social Workers with clinical experience are encouraged to apply. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Robyn McCormack (02) 6244 4159 [robyn.mccormack@act.gov.au](mailto:robyn.mccormack@act.gov.au)

**Canberra Hospital and Health Services**  
**Rehabilitation, Aged and Community Care**  
**Aged Care**  
**Enrolled Nurse Level 1 - Sub-Acute Geriatric Unit**  
**Enrolled Nurse Level 1 \$53,501 - \$57,161, Canberra (PN: Various)**

Gazetted: 07 August 2014

Closing Date: 21 August 2014

Details: Rehabilitation, Aged and Community Care (RACC) are offering the opportunity for motivated and experienced enrolled nurses to join a newly created sub-acute geriatric unit. Applicants should have well-

developed interpersonal skills, an ability to work collaboratively within a multidisciplinary team and be passionate about caring for the elderly. Successful applicants will have the opportunity to further develop their skills in a geriatric environment by participating in work rotations across RACC's acute and sub-acute geriatric units.

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

Note: Several positions are available. Full-time and part-time hours will be considered, with all positions involving working a 24/7 rotating roster including weekends and nightshift. 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: Marianne Bellew 0432 131 084

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

#### **Medicine**

#### **Gastroenterology**

#### **Enrolled Nurse Level 1 - Medical Gastroenterology**

#### **Enrolled Nurse Level 1 \$53,501 - \$57,161, Canberra (PN: 12291, several)**

Gazetted: 07 August 2014

Closing Date: 21 August 2014

Details: An exciting opportunity exists for motivated and enthusiastic Enrolled Nurses to join the dynamic team on the new Medical Gastroenterology Ward 9A.

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

Note: Several positions are available. Full-time and part-time hours will be considered. 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: Cathy Clift (02) 6244 2265

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

#### **Medicine**

#### **Medicine Units**

#### **Clinical Neurophysiology Scientist New Graduate**

#### **Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 33888)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: An opportunity exists for a dynamic individual with a Bachelor of Biomedical Science, Clinical Physiology or Bachelor of Medical Science (Clinical Investigation) to train in the Allied Health specialty of Clinical Neurophysiology. The successful individual will be provided with the practical and theoretical skills to perform tests such as Electroencephalograms, Nerve Conduction Studies and Evoked Potentials on a range of ages from neonates to the elderly in a supportive and nurturing environment. Supervision will be provided by an experienced Neurophysiology Scientist until adequate skills are developed.

Eligibility/Other Requirements: Bachelor of Biomedical Science (Clinical Physiology) or Bachelor of Medical Science (Clinical Investigation) containing Neurophysiology unit(s) - or equivalent.

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

Contact Officer: Angela Borbelj (02) 6244 4577

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

#### **Pathology**

#### **Customer Services**

#### **Technical Officer Pathology**

#### **Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: C08296, several)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: ACT Pathology is a Department of the Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region with the main laboratory located at Canberra and branch laboratory located at Calvary Hospitals. The Collection Services area of Customer Services is responsible for all specimen collections both on site (via the wards) and off site (through community collection centres) and domiciliary services of ACT Pathology. The successful applicant/s will be required to collect venous samples and collect other Pathology Specimens from patients for ACT Pathology.

Eligibility/Other Requirements: The successful applicant/s need to hold a current driver's licence and possess a Certificate III in Pathology Collection or other approved qualification and/or at least three years recent experience in venepuncture.

Notes: These are casual positions to fill Saturday morning shifts, depending on successful applicant/s availability there maybe some weekday work available at times. The successful applicant/s will need to be available initially some weekdays for training and completion of competencies. The successful applicant/s will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Melinda Bower (02) 6244 2934

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

**Assistant in Nursing - Sub-Acute Geriatric Unit**

**Assistant in Nursing \$45,381 - \$46,917, Canberra (PN: Various)**

Gazetted: 07 August 2014

Closing Date: 21 August 2014

Details: ACT Health Rehabilitation Aged and Community Care (RACC) invite applications from enthusiastic, motivated and suitably qualified applicants to work as Assistants in Nursing in the newly created Sub-Acute Geriatric unit at The Canberra Hospital. This exciting opportunity involves working under the direction of Registered Nurses in a team based environment, assisting patients with activities of daily living and caring for patients on a 1:1 basis. Successful applicants will be given the opportunity to further develop their skills in a geriatric environment through professional development, training and participating in work rotations across RACC's acute and sub-acute care of the elderly units.

Eligibility/Other Requirements: Certificate III in Health Services Assistance or recognised equivalent such as working towards a Diploma or Bachelor of Nursing.

Note: Several positions are available. Full-time and part-time hours will be considered, with all positions involving working a 24/7 rotating roster including weekends and nightshift. 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: Marianne Bellew 0432 131 084

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

**ACT Law Courts and Tribunal Administration**

**Corporate and Strategic Services**

**Sheriff's Office | Security | Facilities Management**

**Sheriff's Office Supervisor**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 43653)**



Gazetted: 05 August 2014

Closing Date: 19 August 2014

Details: Expressions of Interest are sought for the Position of Sheriff's Office Supervisor (ASO4) within the ACT Law Courts and Tribunal Administration. Applications should address the Selection Criteria which states: Provide court registry and information services and supervision of staff; Deliver and monitor client services; Use effective workplace communication strategies and compose workplace documents; Gather and analyse information; Comply with legislation in the Public Sector and lastly work effectively with diversity, uphold the values and principles of the Public Service and contribute to workplace safety.

Eligibility/Other Requirements: Knowledge of, or ability to quickly gain an understanding of, the ACT Law Courts and Tribunal functions would be an advantage. A current Driver's Licence Class C is essential. Desirable criteria: Previous experience within a Law Courts environment will be well regarded. Supervision of staff is a requirement of this role.

Notes: This is a temporary vacancy available asap until 2 January 2015. An order of merit may be determined from this process for further anticipated vacancies. Applications or inquiries regarding the position should be addressed to the nominated contact officer.

How to Apply: Applications should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees (one being a current supervisor) and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Danny Peraic (02) 6207 1139 danny.peraic@act.gov.au

### **Territory and Municipal Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Directorate Service**

#### **Operational Support**

#### **Asset Acceptance**

#### **Operations Manager**

#### **Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 15159)**

Gazetted: 31 July 2014

Closing Date: 14 August 2014

Details: Asset Acceptance needs a dynamic and highly motivated manager to join a team of qualified and professional engineers to contribute to the management of the assessment and acceptance of Municipal infrastructure assets on behalf of the ACT Government. The successful applicant will need to exhibit a track record in Civil and Systems engineering works as they apply to development infrastructure, an understanding of the requirements of ACT Standards, Specifications, Codes and extensive experience in managing the operational activities of an engineering section and contribute in a professional and competent manner.

Eligibility/Other Requirements: Degree in Highway/Traffic/Civil Engineering with eligibility to be approved by the Institution of Engineers Australia or Equivalent. Current driver's licence.

Notes: This is a temporary position available to 30 June 2015 with the possibility of extension and/or permanency from this process. This position is being re-advertised and previous applicants need not reapply.

Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@act.gov.au

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

#### **Parks and City Services**

#### **Libraries ACT**

#### **ACT Heritage Library**

#### **Manager, ACT Heritage Library**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34405)**

Gazetted: 05 August 2014

Closing Date: 12 August 2014

Details: The successful applicant will manage the development and promotion of the ACT Heritage Library, a special library and collecting archive that is part of Libraries ACT, in an increasingly digital environment. Responsibilities include planning, implementing and evaluating heritage library services to the community, and relationship-building and collaboration with community organisations and state and territory libraries.

Eligibility/Other Requirements: Eligibility for professional membership of the Australian Society of Archivists or Australian Library and Information Association is a requirement. Recognised professional qualifications or experience in the management of private and organised records or local studies would be an advantage. Willingness to work on occasional weekends and evenings as required. Willingness to travel interstate and internationally on occasions.

Contact Officer: Vanessa Little (02) 6207 6695 [vanessa.little@act.gov.au](mailto:vanessa.little@act.gov.au)

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

## **Parks and City Services**

### **Libraries ACT**

#### **Public Libraries**

#### **Business Operations Manager, South Region**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34372)**

Gazetted: 31 July 2014

Closing Date: 14 August 2014

Details: Our dynamic and changing library service needs someone who has excellent leadership and communication skills. They will manage library staff and operations; community engagement activities; public awareness programs and will be able to demonstrate high levels of competency in staff management, service delivery, relationship management, planning and continuous improvement.

Eligibility/Other Requirements: Recognised tertiary qualifications. Proven management in a service environment is essential. Previous experience must include staff supervision.

Notes: Libraries ACT operates across seven days a week and applicants will be required to work on weekends.

Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Vanessa Little (02) 6207 6695 [vanessa.little@act.gov.au](mailto:vanessa.little@act.gov.au)

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

## **Business and Enterprise Development**

### **ACT NOWaste**

#### **Contracts**

#### **Contract Inspector**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 32479)**

Gazetted: 31 July 2014

Closing Date: 7 August 2014

Details: The candidate has to have demonstrated knowledge and experience in contract management and administration including contractor performance monitoring. In addition, it is expected that the candidate will conduct field investigations, prepare technical reports and liaise with contractors on a daily bases.

Eligibility/Other Requirements: Current driver's licence.

Note: This is temporary position available for six months with the possibility of extension.

Contact Officer: Deirdre Badcoe (02) 6205 0355 [deirdre.badcoe@act.gov.au](mailto:deirdre.badcoe@act.gov.au)

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

## **Parks and City Services**

### **Parks and Conservation**

#### **Partnerships Planning and Biosecurity**

#### **Biodiversity Project Officer- Reserve Condition Assessment and Monitoring**

**Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 42111)**

Gazetted: 06 August 2014

Closing Date: 13 August 2014

Details: Parks and Conservation Service (PCS) is seeking expressions of interest from suitably qualified and experienced applicants to temporarily fill the position of Biodiversity Project Officer - Reserve Condition Assessment and Monitoring, within Parks and Conservation Service. The position is based at the Conservation Planning and Research Unit of the Environment and Planning Directorate. Over the last six months a thorough review and gap analysis of current reserve monitoring programs has been undertaken. It recommended the implementation of a framework that will guide the development of a reserve-wide condition monitoring program. This program will aim to provide a structured scientifically-driven approach to reserve condition monitoring and ensure that meaningful, consistent monitoring data is collected by staff and volunteers in a coordinated manner. The framework requires monitoring plans to be developed for eight broad ecological community monitoring units representative of the ACT reserve network. The successful applicant will focus on implementing these recommendations by developing 'pilot' monitoring plans for two of these ecological community monitoring units - lowland native grasslands and river corridors and wetlands.

Eligibility/Other Requirements: Demonstrated knowledge and experience in natural and cultural resource management; Demonstrated technical ability to plan and conduct flora and fauna surveys, including project design, data collection, analysis and report write-up; Demonstrated knowledge of the ecology of the ACT.

Note: This position will be filled from written application and referee reports. This is a temporary position for a period of 11 months with the possibility of extension for a further two years. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Stephen Hughes (02) 6207 2508 [stephen.hughes@act.gov.au](mailto:stephen.hughes@act.gov.au)

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

**Parks and City Services**

**Libraries ACT**

**Home Library Service**

**Home Library Service Support**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 34404)**

Gazetted: 05 August 2014

Closing Date: 19 August 2014

Details: Libraries ACT is seeking someone to join our Home Library Service team and assist in the provision of materials to house bound members of the community. The successful applicant would undertake library support tasks such as book selection, rostering and liaison with members, volunteers and aged care facilities. We are looking for a strong team player who has initiative and can prioritise a busy workload.

Eligibility/Other Requirements: Recognised qualifications in Library and Information studies or a related discipline (as defined by ALIA) would be an advantage or relevant work experience in an environment such as retail or hospitality. Willingness to consider undertaking further education in Library and Information studies. Current full driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Notes: Good physical fitness and stamina, and the ability and willingness to undertake physical and repetitive tasks requiring pushing, lifting and bending, and being on your feet for long periods. Libraries ACT operate seven days a week and so this position requires working weekday and weekend shifts at any Libraries ACT location. Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Melina Gannon (02) 6207 5721 [melina.gannon@act.gov.au](mailto:melina.gannon@act.gov.au)

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

## **APPOINTMENTS**

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

**Administrative Services Officer Class 5 \$68,766 - \$72,789**

Jennifer Esme Collins 836-12634, Section 68(1), 2 August 2014

**Senior Officer Grade A \$127,557**

Petra Crowe 759-88797, Section 68(1), 31 July 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Puneet Kaur 844-02655, Section 68(1), 18 August 2014

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

Vignesvari Sivasubramanian 844-01556, Section 68(1), 4 August 2014

**Administrative Services Officer Class 4 \$61,874 - \$66,997**

Josie Plane 844-02006, Section 68(1), 4 August 2014

### **Environment and Planning**

**Senior Officer Grade B \$109,831 - \$123,642**

Rebecca Smith 835-94018, Section 68(1), 31 July 2014

### **Health**

**Registered Nurse Level 1 \$58,989 - \$78,799**

Justin Allan 836-12335, Section 68(1), 4 August 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Maria Avellaneda 828-66771, Section 68(1), 5 August 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Alpha Bah 836-12351, Section 68(1), 4 August 2014

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

Emily Burgess 843-88937, Section 68(1), 4 August 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Melanie Callaghan 836-10735, Section 68(1), 4 August 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

April Fedy Campos 834-44415, Section 68(1), 28 July 2014

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

Teri Carmody 842-88493, Section 68(1), 1 August 2014

**Administrative Services Officer Class 4 \$61,874 - \$66,997**

Brigid Cassells 341-38083, Section 68(1), 4 August 2014

**Enrolled Nurse Level 1 \$53,501 - \$57,161**

Christine Collier 836-09398, Section 68(1), 4 August 2014

**Enrolled Nurse Level 1 \$53,501 - \$57,161**

Michelle Elizabeth Connor 836-09400, Section 68(1), 4 August 2014

**Enrolled Nurse Level 1 \$53,501 - \$57,161**

Jack Benjamin Daly 836-09419, Section 68(1), 4 August 2014

**Enrolled Nurse Level 1 \$53,501 - \$57,161**

Amy Duberal 836-09427, Section 68(1), 4 August 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Sara Eldridge 836-12407, Section 68(1), 4 August 2014

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

Matthew Fennell 838-51571, Section 68(1), 11 August 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Gladys Habuya Kamale 836-12423, Section 68(1), 4 August 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Lurong Li 844-02620, Section 68(1), 14 August 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Qinkun Liao 836-08328, Section 68(1), 4 August 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Karen Morley 836-08854, Section 68(1), 4 August 2014

**Enrolled Nurse Level 1 \$53,501 - \$57,161**

Dianne Murphy 836-02452, Section 68(1), 4 August 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Simone Norrie 836-08790, Section 68(1), 4 August 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Tennille Rayner 836-10006, Section 68(1), 4 August 2014

**Administrative Services Officer Class 2/3 \$49,189 - \$59,980**

Catherine Samara-Wickrama 838-51854, Section 68(1), 4 August 2014

**Administrative Services Officer Class 2 \$49,189 - \$54,315**

Nicole Shaw 840-49660, Section 68(1), 30 July 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Jessica Sorensen 836-12458, Section 68(1), 4 August 2014

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

Ashleigh Stamatis 842-88442, Section 68(1), 1 August 2014

**Enrolled Nurse Level 1 \$53,501 - \$57,161**

Patricia Taylor 833-47199, Section 68(1), 4 August 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Hayden Turnbull 836-10049, Section 68(1), 4 August 2014

**Enrolled Nurse Level 1 \$53,501 - \$57,161**

Janelle Williamson 836-09486, Section 68(1), 4 August 2014

**Justice and Community Safety**

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Peta McMillan 836-03690, Section 68(1), 1 August 2014

**Territory and Municipal Services**

**Senior Officer Grade B \$109,831 - \$123,642**

Stephen Basher 836-04124, Section 68(1), 6 August 2014

**Senior Officer Grade C \$93,254 - \$100,382**

Scott Saddler 844-02559, Section 68(1), 18 August 2014

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

Hariharan Sivasankaran 844-02022, Section 68(1), 4 August 2014

***TRANSFERS***

**Health**

**Fiona Gorrel: 795-53037**

From: Registered Nurse Level 2 \$81,918 - \$86,823

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 22276) (Gazetted 3 July 2014)

**Rachel Scott: 839-25454**

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

Health

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

Health, Canberra (PN. 21509) (Gazetted 12 June 2014)

**Lili Zhu: 756-34390**

From: Registered Nurse Level 2 \$85,189

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 19487) (Gazetted 12 June 2014)

***PROMOTIONS***

**Chief Minister, Treasury and Economic Development**

**Business Enterprise Division**

**ACT Property Group**

**Property Projects and Services**

**Darran Quade: 832-84335**

From: Senior Officer Grade B \$109,831 - \$123,642

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$127,557

Chief Minister, Treasury and Economic Development, Canberra (PN. 33746) (Gazetted 22 January 2014)

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.

## **Community Services**

### **Housing and Community Services**

#### **Housing ACT**

#### **Gateway Services**

**Thomas William Maling: 836-09005**

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Community Services

To: †Administrative Services Officer Class 5 \$68,766 - \$72,789

Community Services, Canberra (PN. 26834) (Gazetted 18 June 2014)

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**

#### **Belconnen Network**

#### **Southern Cross Early Childhood School**

**Emma Jane Davidson: 787-61803**

From: School Leader C \$104,319

Education and Training Directorate

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 25798) (Gazetted 13 June 2014)

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.

## **Environment and Planning**

### **Policy**

#### **Nature Conservation Policy**

#### **Natural Environment**

**Serena Therese Farrelly: 827-26912**

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

Environment and Planning

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Environment and Planning, Canberra (PN. 13981) (Gazetted 18 June 2014)

### **Regulation and Services**

#### **Construction Services**

#### **Utilities, Land and Lease Regulation**

**Jonathan Swale: 821-14481**

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Environment and Planning

To: †Administrative Services Officer Class 6 \$74,098 - \$84,803

Environment and Planning, Canberra (PN. 20061) (Gazetted 19 March 2014)

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

## Health

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

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

#### **Women's and Babies**

#### **Wendy Alder: 836-00684**

From: Registered Nurse Level 2 \$81,918 - \$86,823

Health

To: †Registered Nurse Level 3.2 \$106,172

Health, Canberra (PN. 22394) (Gazetted 10 July 2014)

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

#### **Ellen Ayling: 825-48255**

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

Health

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

Health, Canberra (PN. 11969) (Gazetted 12 September 2013)

### **Director General Reports**

#### **Amy Hicks: 786-53677**

From: Registered Nurse Level 2 \$81,918 - \$86,823

Health

To: †Registered Nurse Level 3.2 \$106,172

Health, Canberra (PN. 18963) (Gazetted 18 April 2014)

### **Director General Reports**

#### **Population Health**

#### **Health Protection Services**

#### **Kathleen McKinnon: 828-66659**

From: Administrative Services Officer Class 2 \$49,189 - \$54,315

Health

To: Administrative Services Officer Class 3 \$55,732 - \$59,980

Health, Canberra (PN. 29467) (Gazetted 26 June 2014)

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

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

#### **Community Health Support**

#### **Branka Milanovic: 839-27556**

From: Dental Assistant - Unqualified \$38,579

Health

To: Administrative Services Officer Class 2/3 \$49,189 - \$59,980

Health, Canberra (PN. 24486) (Gazetted 22 May 2014)

## Justice and Community Safety

### **ACT Electoral Commission**

#### **Oanh Nguyen: 713-72864**

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Justice and Community Safety

To: †Senior Officer Grade C \$93,254 - \$100,382

Justice and Community Safety, Canberra (PN. 43029)

This promotion is to a non-advertised vacancy and is made in accordance with *Section 31(2) of the Electoral Act 1992 and Section 25 of the Public Sector Management Act 1992.*



**ACT Electoral Commission**

**Rohan Spence: 774-77632**

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Justice and Community Safety

To: †Senior Officer Grade C \$93,254 - \$100,382

Justice and Community Safety, Canberra (PN. 01866)

This promotion is to a non-advertised vacancy and is made in accordance with *Section 31(2) of the Electoral Act 1992 and Section 25 of the Public Sector Management Act 1992.*

**Territory and Municipal Services**

**Parks and City Services**

**Parks and Conservation Service**

**Fire, Forests and Roads**

**Simon Bretherton: 711-70437**

From: Technical Officer Level 2 \$52,078 - \$59,939

Territory and Municipal Services

To: †Technical Officer Level 4 \$70,913 - \$81,460

Territory and Municipal Services, Canberra (PN. 11663) (Gazetted 11 July 2014)

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.

***CORRIGENDA***

**Office of the Legislative Assembly**

**Governance and Communications**

**Melody Carr: 00668**

Promotion notified in gazette of 10 July 2014. Incorrect promotion salary published. Correct salary is \$109,831 to \$123,642.