



ACT Government Gazette

Gazetted Notices for the week beginning 18 September 2014

EXECUTIVE NOTICES

Chief Minister, Treasury and Economic Development

Contract Cessation

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

Russell Noud – Director Public Sector Industrial Relations (E714) – 18.09.2014

Engagements

Geoffrey Rutledge – Executive Director, Strategic Policy and Cabinet (E766) Section 72 of the Public Sector Management Act 1994

Russell Noud – Director Public Sector Industrial Relations (E714) Section 72 of the Public Sector Management Act 1994

Justice and Community Safety

Contract Cessation

Baden McMaster – Executive Director Security and Emergency Management Branch (E352) – 20.06.2014

Engagement

Alison Playford – Director-General (E902) Section 28 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Medical Services

Medical Services

Clare Holland House

Palliative Care Consultant

Staff Specialist or Senior Staff Specialist \$147,765 to \$199,231, Canberra (PN: 8593)

Gazetted: 19 September 2014

Closing Date: 16 October 2014

Calvary Hospital is seeking a qualified candidate for the role of Palliative Care Consultant. The successful applicant will be a fully qualified physician with considerable experience. Responsibilities will include: CLINICAL: Work within 19 bed inpatient hospice, Community Palliative Care Service, Palliative Care Outpatient Service, Hospital Consultancy Services at Canberra Hospital and Calvary. Capacity to rotate between positions at the discretion of Medical Director Palliative Care ACT. Work with cancer and non-cancer patient groups. Interest in developing collaborative interdisciplinary models of care for non-cancer patient groups, chronic disease groups and aged care. Provide clerical support and supervision for Nurse Practitioner(s) at Clare Holland House and Canberra Hospital and Aged Care Clinical Nurse Consultant at Clare Holland House as required TEACHING: Supervise and support Palliative Care ACT, Clinical Diploma Palliative Care trainees and Resident Medical Officer Staff on rotation. Participate in developing, review and implementing education programs for ANUMS, Intern/PMO teaching program at Canberra Hospital/Calvary, GP training programs and PEPA program. Participate in in-service Palliative Care education program. MANAGEMENT: Participate in Quality, Risk and Safety program. Undertake clinical audit and program review within various arms of service. Participate in various committees as appropriate and accreditation programs as required. RESEARCH: Develop, implement and participate in clinical research as appropriate. The position is available to start in June 2014. This role will include the possibility of an academic title.

Eligibility/Other Requirements: APHRA Registration

Contact Officer: Tonia Alexander (02) 6264 7129 tonia.alexander@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Obstetrics and Gynaecology

Obstetrics and Gynaecology Senior Registrar

Senior Registrar \$124,330, Canberra (PN: 7454)

Gazetted: 19 September 2014

Closing Date: 16 October 2014

Working as part of a multi-disciplinary team, apply medical knowledge and experience in the diagnosis, investigation and treatment of patients: Maintain close liaison with consultants regarding patient conditions: Maintain effective communication with patients and the relatives, hospital staff and medical colleagues: Ensure effective handover of patients requiring on-going care and monitoring at the end of each shift: Maintain medical records in accordance with hospital policy and requirements, including the accurate and timely production of discharge summaries. Work within personal levels of expertise and seek assistance as required: Assist in the supervision of interns and residents and provide opportunities for the extension of their clinical knowledge and skills: Ensure cost-effective use of hospital resources. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel.

Eligibility/Other Requirements: To be considered for this role you must: Be a fully registered medical practitioner with the APRHA, Have a minimum of three years post graduate experience relevant to the position of Obstetrics and Gynecology Registrar, You must have appropriate work rights.

Note: The position is available for the 2015 academic year, starting 2 February, 2015.

Contact Officer: Tonia Alexander (02) 6264 7129 tonia.alexander@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Perioperative

Clinical Nurse Scrub/Scout of General Surgery

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 8990)

Gazetted: 19 September 2014

Closing Date: 10 October 2014

Applications are sought to fill the position of Registered Nurse Level 2 Scrub/Scout of General Surgery. Calvary Health Care ACT Limited (Public Hospital). Successful applicants will be reporting to the Peri operative Floor Manager or their delegate.

Duties will include but are not limited to: Successful applicants will be reporting to the Peri operative Services Manager or their delegate. You will be selected for the role based on key selection criteria from the attached Level 2 position description. In addition duties will include but are not limited to: Liaising with general surgeons, reviewing RFA's in advance to facilitate effective running of the general lists e.g. All equipment is available and in working order. Liaising with team leader/perioperative manager communicating any specific needs for general including the sourcing of new equipment relating to general surgery. Liaising with medical companies to keep up to date with new products. Keeps all general equipment working by liaising with Biomed. Maintenance of preference cards for general surgeons. Presenting and developing business plans for new equipment for trial.

Eligibility/Other Requirements: Applications must address the selection criteria and must have relevant work rights.

Contact Officer: Deborah Dickinson (02) 6201 6892 debbie.dickinson@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Perioperative

Clinical Nurse Scrub/Scout of Ophthalmology

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 8399)

Gazetted: 19 September 2014

Closing Date: 10 October 2014

Applications are sought to fill the position of Registered Nurse Level 2 Scrub/Scout of Ophthalmology .Calvary Health Care ACT Limited (Public Hospital). Successful applicants will be reporting to the Peri operative Floor Manager or their delegate. Duties will include but are not limited to: Successful applicants will be reporting to the Peri operative Services Manager or their delegate. You will be selected for the role based on key selection criteria from the attached Level 2 position description. In addition duties will include but are not limited to: Liaising with ophthalmology surgeons, reviewing RFA's in advance to facilitate effective running of the ophthalmology lists e.g. All equipment is available and in working order. Liaising with team leader/perioperative manager communicating any specific needs for ophthalmology including the sourcing of new equipment relating to ophthalmology surgery. Liaising with medical companies to keep up to date with new products. Keeps all ophthalmology equipment working by liaising with Biomed. Maintenance of preference cards for ophthalmology surgeons. Presenting and developing business plans for new equipment for trial. Eligibility/Other Requirements: Applications must address the selection criteria and must have relevant work rights. Contact Officer: Deborah Dickinson (02) 6201 6892 debbie.dickinson@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

Finance

Finance

Corporate Services

Administrative Assistant Level 3

Administrative Assistant Level 3 \$55,732 to \$59,980, Canberra (PN: 7839)

Gazetted: 18 September 2014

Closing Date: 26 September 2014

Duties: Calvary Health Care ACT - Finance Department is seeking an enthusiastic individual to fill the position of Assistant Accountant. This is a temporary (6 Mths) full time position comes with great conditions including PBI benefits and is conveniently located in the Belconnen area.

Eligibility/Other Requirements: Must Address Selection Criteria

Note: For selection criteria and to apply for this position please visit our website www.calvary-act.com.au

Contact Officer: Rebecca Forrest (02) 6201 6108 rebecca.forrest@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Occupational Therapy

Health Care Assistant Level 3

Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 7633)

Gazetted: 19 September 2014

Closing Date: 17 October 2014

The Occupational Therapy Department at Calvary Hospital, Canberra is looking for an Occupational Therapy Assistant to join our supportive team to enrich the scope of Occupational Therapy services provided at the Older Person's Mental Health Inpatient Unit (OPMHIU) located on this campus. The successful Occupational Therapy Assistant will provide clinical support to the Senior Occupational Therapist working on OPMHIU, including implementation of 1:1 and group Occupational Therapy programs for older clients with a mental illness or dementia with behavioural and psychological symptoms. The Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff. A staff supervision program is in place and all staff complete an Annual Development Plan with their clinical supervisor. We offer a competitive salary, free uniforms, salary packaging, and free parking. If you are successful in your application, commencement dates are flexible.

Eligibility/Other Requirements: Applications must address the selection criteria. Must have relevant work rights.

Note: This is a part time position - 4hrs per day, Monday-Friday and is offered on permanent contract to a suitable applicant. A full Australian Driver's licence and Certificate IV in Allied Health Assistance are mandatory requirements to work in this role. The salary might change depending upon the approval of the new agreement

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Canberra Institute of Technology

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

Health, Community and Science

Animal Environment and Lab Science

Technical Officer

Technical Officer Level 2 \$54,981 - \$62,959, Canberra (PN: 16487)

Gazetted: 22 September 2014

Closing Date: 6 October 2014

Details: Applications are sought from potential candidates who have experience in pathology laboratories preferably, microbiology and histology. You must be able to demonstrate an ability to communicate effectively, liaise with a diverse team, show initiative, and maintain laboratory equipment and records.

Eligibility/Other Requirements: Appropriate Diploma/Advanced Diploma, or equivalent, and relevant experience appropriate to the duties of the position are mandatory.

Notes: This position will be offered as a fixed term contract for 5 years from 29 November 2014 to 28 November 2019. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A - Appointment after Temporary engagement - Canberra Institute of Technology - non-teaching offices.

Contact Officer: Anne Brown (02) 6207 4175 anne.brown@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**

Land Development and Corporate

Urban Renewal

Director, Urban Renewal

Executive Level 1.3 \$209,051 to \$219,976 depending on current superannuation arrangements, Canberra (PN: E333)

Gazetted: 24 September 2014

Closing Date: 1 October 2014

Details: The Director, Urban Renewal is responsible for building an inventory of urban renewal opportunities that optimises the Territory's social, environmental and economic return. The Director, Urban Renewal works collaboratively with the Minister, the LDA Board, the Chief Executive Officer, other Executives, and key government and non-government stakeholders in facilitating sustainable development. He/she will assist in ensuring the LDA operates as a customer focused entity in a professional manner that satisfies legislative requirements.

Eligibility/Other Requirements: Candidates for this position should be able to demonstrate leadership, highly developed strategic capability, policy development and inter-governmental relations. They should also have experience in dealing with policy, financial and people management issues. Experience in government, the wider community and business would be highly regarded.

Remuneration: The position attracts a remuneration package ranging from \$209,051 to \$219,976, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,083.

Contract: The successful applicant will be engaged under a performance based contract for a period of three months with the possibility of extension. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Please submit an EOI of no more than two pages detailing your experience and skills and using the Selection Criteria as a guide. Submit this and a current CV/resume to: dan.stewart@act.gov.au.
Contact Officer: Dan Stewart (02) 6205 7346 dan.stewart@act.gov.au

Office of the Director-General/Chief Executive Officer
Community Engagement and Media
Senior Communications Manager
Senior Officer Grade A \$127,557, Canberra (PN: 18984)

Gazetted: 23 September 2014

Closing Date: 8 October 2014

Details: The Economic Development portfolio, within the Chief Minister, Treasury and Economic Development Directorate, is seeking a Senior Communications Manager to provide leadership and direction to a small team responsible for providing community engagement and media services on behalf the Land Development Agency. The Senior Communications Manager will be responsible for ensuring the community is effectively informed and engaged in relation to the land release and development activities of the Land Development Agency. This will include facilitating, or supporting the facilitation of, community forums, 'drop in' events, and other engagement activities. The occupant of this position will have high level experience in journalism, communications, community engagement and/or public relations, as well as excellent oral and written communication skills, with strong liaison, negotiation and representational skills.

Contact Officer: Chris Wilson (02) 6205 2697 chris.wilson@act.gov.au

Business, Tourism, Events and Sport
Investment

Investment Business Analyst
Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 33536)

Gazetted: 24 September 2014

Closing Date: 8 October 2014

Details: Your opportunity is to bring initiative and an eye for detail to this position, to achieve substantive results within a high priority ACT Government program. Your role will be to conduct and manage trade and investment related business research and economic analysis projects.

Eligibility/Other Requirements: Tertiary qualifications in International Business or a related discipline.

Contact Officer: Chris Horsburgh (02) 6205 3185 chris.horsburgh@act.gov.au

Shared Services ICT

Executive

Enterprise Architecture and Hybrid Cloud

Process Analyst

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

Gazetted: 22 September 2014

Closing Date: 29 September 2014

Details: This is a position whose primary responsibility is to manage the day to day operation of the Enterprise Architecture and Hybrid Cloud team. The candidate will organise and facilitate the Solutions Architecture approval gates and the Architecture Board. The candidate must demonstrate excellent oral and written communication skills including high level skills in MS Word and Excel.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Knowledge and experience in PRINCE2 and ITIL frameworks would be highly advantageous.

Notes: This is a temporary position available until 31 October 2015.

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

Shared Services ICT

Business Application Management

Health ICT

Technical Support Team Leader for the Clinical Portal

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 34457)

Gazetted: 24 September 2014

Closing Date: 9 October 2014

Details: We seek a committed person with ICT support experience and skills to manage delivery of ICT technical support to the ACT Health Clinical Portal. You will work closely with your ACT Health business counterpart, the Clinical Portal vendor and a range of ICT support teams to ensure operational stability of the Clinical Portal and you will manage the implementation of system upgrades and enhancements. You will lead a team of three support staff, have a good grounding in SQL and have strong experience in system support and maintenance.

Eligibility/Other Requirements: The possession of, or the ability to attain, a Protected Security Clearance is a requirement. Educational and professional qualifications checks may be undertaken prior to employment.

Notes: Selection may be based on application and referees report only.

Contact Officer: Kate Barber (02) 6207 7666 kate.barber@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

Service Strategy and Community Building

National Disability Insurance Scheme Taskforce

Director, National Disability Insurance Scheme Taskforce

Executive Level 1.3 \$209,051 to \$219,976 depending on current superannuation arrangements, Canberra (PN: E271)

Gazetted: 23 September 2014

Closing Date: 30 September 2014

Details: An exciting opportunity exists to further develop your executive and line management skills and experience in a high performing policy area. The ACT Government is committed to the implementation of the National Disability Insurance Scheme (NDIS) which is a major change to how governments and service providers work with people with a disability, their families and carers. The launch of the NDIS in the ACT will be phased over 2 years from July 2014. The ACT Government established the ACT NDIS Taskforce to oversee and implement the NDIS in the ACT. The Taskforce is a time limited initiative for the duration of the Trial in the ACT. It has responsibility for developing and implementing programs and initiatives to prepare the ACT for the NDIS, advise and monitor national design and policy and managing the implementation of the NDIS in the ACT across Government. The Taskforce is part of Service Strategy and Community Building in the Community Services Directorate, but works closely with Disability ACT. The Taskforce also works closely with the NDIS Expert Panel who advise the Taskforce and ACT Minister for Disability on aspects of implementation of the NDIS. The role and membership of the Expert Panel is currently under review to include broader advisory role for the National Disability Strategy. The successful candidate will demonstrate success in developing and implementing whole of government and community strategies to: prepare people with disability for choice and control under and NDIS; develop a robust local market; develop workforce capacity and capability; and a demonstrated ability in line with the ACT Government Executive Capabilities. The Executive Capabilities are available at www.cmd.act.gov.au/governance/public/publications.

Remuneration: The position attracts a remuneration package ranging from \$209,051 to \$219,976, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,083.

Contract: The successful applicant will be engaged under a performance based contract for the period 1 October 2014 to 2 January 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

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

Applications should be sent to the contact officer: maureen.sheehan@act.gov.au

Contact Officer: Maureen Sheehan (02) 6207 9031 maureen.sheehan@act.gov.au

Service Strategy and Community Building

People Management

Senior Workforce Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 09169)

Gazetted: 19 September 2014

Closing Date: 26 September 2014

Details: Workforce Management is seeking a motivated and client orientated Senior Officer to work as part of the Workforce Management team. The successful applicant will be responsible for undertaking research and analysis of the Directorate's workforce needs, including the establishment and maintenance of relevant internal recruitment, retention and talent management policies, consistent with ACT Government guidelines. As the occupant of this position is required to work with key senior executive staff, managers and other ACT Government agencies, they must possess communication skills of a high order.

Eligibility/Other Requirements: Relevant tertiary qualification in Human Resource Management and/or workforce planning is desirable.

Notes: This is a temporary position available until 30 June 2015.

Contact Officer: Paul Smith (02) 6205 2926 paulanthony.smith@act.gov.au

Service Strategy and Community Building

Service Reform and Governance

Organisational Governance

Freedom of Information Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 22620)

Gazetted: 22 September 2014

Closing Date: 6 October 2014

Details: Organisational Governance is looking for a high functioning Freedom of Information Officer who will coordinate and collate complex Freedom of Information matters. The position will also be required to assist and take on complex special projects as directed by the Senior Manager, Senior Director and Executive Director.

Eligibility/Other Requirements: Interested officers should have a high level of attention to detail, the ability to interpret relevant legislation and high level experience in Freedom of Information matters.

Contact Officer: Jessica Gotovac (02) 6207 6547 jessica.gotovac@act.gov.au

Housing and Community Services

Housing ACT

Executive Support Unit

Liaison Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 12942)

Gazetted: 24 September 2014

Closing Date: 1 October 2014

Details: The Executive Support Unit is seeking a motivated person to undertake the role of Liaison Officer. The successful applicant will undertake a range of administrative activities that support the work of the Housing and Community Services Executive. The position occupant requires excellent interpersonal, administrative and coordination skills and experience using an electronic tracking system.

Eligibility/Other Requirements: A current driver's licence. An understanding of ACT Government business processes and familiarity with the TRIM correspondence tracking system would be an advantage.

Note: This is a temporary vacancy available asap to 30 January 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Sue McInnes (02) 6207 1396 sue.mcinnnes@act.gov.au

Service Strategy and Community Building

Service Reform and Governance

Organisational Governance

Records Officer

Administrative Services Officer Class 2 \$49,189 - \$54,315, Canberra (PN: 14156)

Gazetted: 22 September 2014

Closing Date: 29 September 2014

Details: The position provides a range of activities associated with the creation and management of client and administrative records for the Officer for Children, Youth and Family Support, Disability and Therapy ACT. The primary tasks include the creation and management of client files and the management of the electronic file management system.

Eligibility/Other Requirements: Driver's licence is essential. Knowledge of the TRIM system would be highly advantageous.

Notes: This is a temporary vacancy available asap to 2 December 2014.

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

Applications should be sent to the contact officer.

Contact Officer: Kevin Knudsen (02) 6205 4804 kevin.knudsen@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

Education Strategy

Student Engagement

Senior Manager

Senior Officer Grade A \$127,557, Canberra (PN: 33862)

Gazetted: 22 September 2014

Closing Date: 3 October 2014

Details: The National Disability Insurance Scheme (NDIS) Senior Manager is a temporary position that leads and manages the ACT Education and Training Directorate's coordinated, cross-government approach to supporting the ACT NDIS trial. The position will lead and promote understanding of and commitment to the NDIS within the ACT Education and Training Directorate and ensure integration with other relevant services including external and internal agencies, including the National Disability Insurance Agency (NDIA). The Senior Manager supports the Education and Training Directorate Executive and Senior Executive by providing timely high level advice in a dynamic environment. The successful applicant will demonstrate change management skills as well as extensive knowledge of evidence based and contemporary disability education practices.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in disability services in educational settings is desirable.

Notes: This is a temporary position available from 17 October 2014 until 30 June 2016, 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* will be required. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au.

Contact Officer: Beth Mitchell (02) 6205 7029 beth.mitchell@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: 00188)

Gazetted: 19 September 2014

Closing Date: 26 September 2014

Details: The Records Management Section is responsible for providing records management services to the ACT Education and Training Directorate. The Senior Records Management 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 desirable. This position involves physical activity and lifting.

Contact Officer: Robert Black (02) 6207 2387 robert.black@act.gov.au

Office for Schools

North and Gungahlin Network

Ngunnawal Primary School

Koori Preschool Assistant

School Assistant 2/3 \$41,826 - \$51,005, Canberra (PN: 34528)

Gazetted: 23 September 2014

Closing Date: 15 October 2014

Details: An exciting opportunity exists for a Koori Preschool Assistant to join the educational team at Ngunnawal Primary School. The successful applicant will be working as a member of a team to provide support to Aboriginal and Torres Strait Islander students. The successful applicant will work closely with and receive direction from the teacher in assisting with the management and learning of children in Ngunnawal Primary School's Koori Preschool program. As part of a team the assistant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions and any specialised medical requirements.

Eligibility/Other Requirements: This is an Aboriginal and Torres Strait Islander identified position. First Aid qualification, or willingness to undertake appropriate training would be desirable. From the start of 2014 all ACT public school preschool unit assistants will be required to have, or be working towards a minimum qualification requirement of a Certificate III in Children's Services or Certificate IV in Education Support.

Notes: This is a part-time position at 15:37 per week. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Kristine Stewart (02) 6205 8182 kristine.stewart@ed.act.edu.au

Health

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

Canberra Hospital and Health Services

Women's Youth and Children

Obstetrics and Gynaecology

**Professor of Obstetrics and Gynaecology, ANU Medical School and Senior Staff Specialist Department of Obstetrics and Gynaecology, Centenary Hospital for Women and Children Canberra Hospital and Health Services
Senior Specialist \$Negotiable, Canberra (PN: 20548)**

Gazetted: 25 September 2014

Closing Date: 31 October 2014

The ANU Medical School and ACT Health Directorate are seeking to appoint an outstanding candidate with a strong background in, and commitment to, clinical service, research and education in the specialty discipline of Obstetrics and Gynaecology.

As well as providing high-level academic leadership to the Australian National University within this discipline, you will provide senior medical advice and support to the ACT Health Directorate. You will foster links between related clinical services and the Medical School within the ACT and the region as well as lead and direct academic work within the clinical discipline of Obstetrics and Gynaecology in alignment with the strategic directions of the ANU Medical School, to increase research success and strengthen the educational program.

The ANU Medical School is part of Australia's premier research intensive university. It operates an innovative four-year graduate-entry program, with between 90 and 100 students each year. A major feature of the Medical School program is its rural and community focus.

The Professor of Obstetrics and Gynaecology will hold a Senior Staff Specialist appointment within the Women's Youth and Children's Division of the Canberra Hospital. The Division has a well-established complement of health professionals delivering first class health services from a brand new state of the art facility. The Professor of Obstetrics and Gynaecology will work closely with the Clinical Director O&G providing senior medical advice.

The Department of Obstetrics and Gynaecology at The Canberra Hospital provides tertiary level Obstetrics and gynaecological services to the ACT and surrounding regions. The Canberra Hospital has more than 3,400 births per year and is a Level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital Randwick.

The remuneration and conditions of this position will be commensurate with the ACT Medical Practitioner's Enterprise Agreement. The post is jointly accountable to the Dean of the ANU Medical School and the Executive Director, Women's Youth and Children's Division.

Note: Applications Close: 31 October 2014.

For a confidential discussion and to obtain the candidate information booklet and details on how to apply, please contact: ANU Search Michelle Bruce or Linda McKenzie T: +61 (2) 6125 8283 or +61 (2) 6125 3963 E:

ANU.Search@anu.edu.au.

Canberra Hospital and Health Services

Pathology

Pathology Administration

Principal Scientist

Health Professional Level 6 \$123,208, Canberra (PN: 28492)

Gazetted: 25 September 2014

Closing Date: 30 October 2014

Details: ACT Pathology is a Division of the Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. ACT Pathology providing a wide range of routine and specialised testing procedures in the disciplines of pathology including Haematology, Clinical Chemistry, Immunology, Haematology, Haemostasis, Transfusion Medicine, Microbiology, Histology, Cytology, Cytogenetics and Molecular pathology. ACT

Pathology operates two 24/7 - 365 laboratories the main GX laboratory located at Canberra Hospital and a branch laboratory located at Calvary Hospital.

Eligibility/Other Requirements: An appropriate degree in Science or equivalent qualification. Minimum ten years experience working in a Pathology diagnostic laboratory and a possession of a higher degree is desirable. Experience in coordinating activities traversing the sub-disciplines of Pathology would be an advantage. Demonstrated ability to provide guidance, leadership and mentoring to all ACT Pathology Chief Scientists in management, scientific knowledge, staffing matters, procurement, quality and education is essential.

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: Peter Collignon (02) 6174 7083

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

ROM Coordinator (ROM: RADAR, Geriatric Outpatients and Memory Assessment Clinic)

Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 18436)

Gazetted: 25 September 2014

Closing Date: 9 October 2014

Details: An opportunity exists for a dynamic experienced Registered Nurse with excellent communication, leadership and liaison skills to provide high level support and coordination of the RADAR, Geriatric Outpatients and Memory Assessment Services. The successful applicant will have experience in management of multi-disciplinary teams and be clinically competent in aged care nursing.

Eligibility/Other Requirements: Registered or eligible for registration as a General Nurse with the Australian Health Practitioner Regulation Agency. Holds a 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: Naree Stanton 0403 505 967 naree.stanton@act.gov.au

**Canberra Hospital and Health Services
Critical Care**

Demand Management

Patient Flow Manager

Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 23980)

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: Applications are sought from an enthusiastic and motivated individual for a permanent position as the Patient Flow Manager, Registered Nurse 3.1, in the Access Unit. This position provides assistance and support to all clinical areas to ensure safe and effective patient flow utilising innovative and safe proactive for clients at The Canberra Hospital (TCH).

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. It is desirable that the applicant holds or is progressing towards a tertiary level management qualification at Masters Level or equivalent.

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: Julie Wood 0423294387

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse

Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 23556)

Gazetted: 25 September 2014

Closing Date: 9 October 2014

Details: Mental Health Forensic Services is 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. It is also an expectation that you will contribute your expertise to the multi-disciplinary team, provide supervision to Registered Nurse Level 2 staff and support the Team Leader. You will be required to undertake professional development and supervision and participate in quality initiatives and contribute to the multi-disciplinary team processes.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence.

Note: Selection to this position may occur based on the written application and referee reports only. Please provide two written referee reports with your written application. 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: Ciaran Bird (02) 6205 1551

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services

Registered Nurse

Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 23086, expected vacancy)

Gazetted: 25 September 2014

Closing Date: 2 October 2014

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. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Tertiary qualifications in Mental Health Nursing. Demonstrated mental health clinical skills. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. 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, which should include two referee reports (addressing the Criteria). Selection may be based on application and referee reports only.

Contact Officer: John Acs (02) 6205 1338

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Operating Room

Patient Flow Coordinator Perioperative Services

Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 13948)

Gazetted: 25 September 2014

Closing Date: 9 October 2014

Details: Perioperative Services at the Canberra Hospital is seeking a dynamic Registered Nurse to join our team on a temporary basis as the Patient Flow Coordinator. This role is to facilitate the day to day patient flow throughout the Perioperative Unit in collaboration with the Perioperative Services Management Team. Our perioperative unit consists of a DOSA admissions unit, 13 operating theatres covering a wide range of surgical specialties, Post Anaesthetic Care Unit and an Extended Day Surgery Unit.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Hold or is working towards a tertiary level management qualification desirable.

Note: This is a temporary position available from 5 December 2014 until 28 January 2016. 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: Kerri Reeves (02) 6244 2765 or (02) 6244 3051

Canberra Hospital and Health Services

Critical Care

Demand Management

Clinical Development Nurse

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 19485)

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: Applications are invited from enthusiastic and motivated Registered Nurses with a broad level of clinical competence in Medical and Surgical nursing to undertake the exciting role of Clinical Development Nurse (CDN) in Surgical Assessment and Planning Unit (SAPU). The CDN will actively contribute to the professional development, learning and teaching of nurses/midwives in the workplace.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. It is desirable that the applicant holds or is working towards Certificate IV in Training and Assessment.

Note: This is a temporary part-time position at 28 hours per week for a period of 10 months until 28 August 2015. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Sarah Majeed (02) 6174 5716

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Maternal and Child Health Nurse

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 22672, several)

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: ACT Health currently has several positions available for suitably qualified Nurses and Midwives who aspire to work in the community as a Maternal and Child Health (MACH) Nurse/Child and Family Health Nurse. This is an excellent opportunity to join a professional nursing team who work in partnership with families and children, from birth to five years, in the Canberra community.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse with The Australian Health Practitioner Regulation Agency (AHPRA). Post graduate qualifications in Maternal, Child and Family Health. Hold a current driver's licence. Qualifications in midwifery or paediatrics are highly desirable.

Note: The MACH service is provided Monday to Friday. Full-time or part-time hours are negotiable. 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: Louise Murphy (02) 6205 1827

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Justice Health Services**

Psychologist/Social Worker/Occupational Therapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 25987)

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: This position is ideal for a clinician interested in joining a dynamic team that provides multi-disciplinary assessment and treatment with a recovery focus, for consumers who are at risk of becoming involved in the criminal justice system. The Service provides mental health care across the lifespan and in a range of settings, including custodial environments. The successful applicant will be highly skilled in providing mental health assessment and treatment, and will show a strong commitment to principles of recovery and collaboration. They will demonstrate excellent communication skills (both written and verbal) and be able to work within relevant legislation. This senior position is supported by a multi-disciplinary team of Psychologists, Social Workers, Nurses, Consultant Psychiatrists and Psychiatric Registrars.

Eligibility/Other Requirements: Tertiary qualifications in Psychology or Social Work or Occupational Therapy and current unconditional registration with the Australian Health Practitioner Regulation Agency or eligibility for membership with 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. Experience in forensic mental health is highly desirable but not essential.

Notes: This is a full-time permanent position. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. On-call duties on a Saturday and Sunday may be required pursuant to a roster system. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded along with a current CV and contact details for two referees.

Contact Officer: Ciaran Bird (02) 6205 1551

**Canberra Hospital and Health Services
Surgery and Oral Health and Imaging
Dental Health Program**

Dental Therapist/Oral Health Therapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 26601)

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: Health Directorate is seeking a qualified Dental/Oral Health Therapist to provide Dental Services to eligible clients of the ACT. The successful applicant will also undertake health promotion activities, quality improvement activities and supervision of undergraduate students, HP1, HP2 and support staff.

Eligibility/Other Requirements: Must hold an appropriate tertiary qualification and have unconditional registration as a Dental Therapist/Oral Health Therapist with Australian Health Practitioner Regulation Agency (AHPRA). Applicants must have a minimum of three years clinical experience as a Dental Therapist/Oral Health Therapist in the public dental sector. Must hold a radiation license with the ACT Health Radiation Council.

Note: This is a temporary position available part-time at 22:03 hours per week, for a six month period with the possibility of extension. Selection may be based on application and referee reports only and may not require interview. 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: Patricia Mason or Amanda Blyton (02) 6205 1088

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

Seating Therapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20622)

Gazetted: 25 September 2014

Closing Date: 9 October 2014

Details: The Specialised Wheelchair and Posture Seating (SWAPS) Service is seeking an autonomous clinician, suitably qualified to work as a seating therapist for clients with complex seating and wheelchair needs. SWAPS provide assessment, advice, prescription and review of specialised wheelchairs and/or seating. The successful candidate will need to work closely with clients, carers, primary treating therapist, technicians of the Clinical Technology Workshop and suppliers. They will need to be able to arrange the appropriate trial of wheelchair and seating products, and also coordinate the fabrication, modification and customisation of wheelchairs and seating systems. Please refer to the duty statement and selection criteria for full information on the position. For initial enquiries, please contact as per contact details below. For further information, and to submit applications, please access the Current Vacancies in the Employment section of the ACT Health website at www.health.act.gov.au

Eligibility/Other Requirements: Tertiary qualification or equivalent in Occupational Therapy, Physiotherapy, or other relevant discipline. Current registration with the Australian Health Practitioner Regulation Agency. 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: Barbara Bolton (02) 6207 0414

Strategy and Corporate

E-Health and Clinical Records

GP Website

GP Website System Administrator

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 33183)

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: E-Health and Clinical Records are recruiting permanently to the GP HealthNet System Administrator. The role as the GP HealthNet System Administrator involves working in a team environment, where your responsibility is to continue to engage with staff within ACT Health, General Practitioners and the website vendor to ensure the ongoing management of the website's content. Other aspects of the role include coordinating the ongoing development and enhancements to the website and providing support for the end users.

Notes: This is a part-time position available at 18:22 hours per week, Monday to Friday (days negotiable), regular business hours. Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the selection criteria and contact details of at least two referees and current curriculum vitae. Selection may be based on application and referee reports only. 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: Kerri McGufficke (02) 6174 5141

Director General Reports

Financial Management

Revenue and Financial Support

Admission's Office Supervisor

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 27345)

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: The position provides high-level support and supervision of the Cashiers Office, Admission Administration and Patient Accounts teams and is required to have a high level of skills in the management of a team, time management, data integrity and communication. The successful applicant will be required to communicate, negotiate and liaise with a range of internal and external stakeholders including, but not limited to patients, insurance companies, solicitors,

employers and debtors about outstanding invoices. They will also be required to screen incoming phone calls and correspondence, support the Admissions Administration Manager and provide administration assistance as necessary. They will also require experience or an ability to learn, hospital information systems, admission and billing systems and a sound understanding of the private health insurance billing processes is desirable. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand private health insurance and previous experience in the use of hospital based IT system such as ACTPAS.

Eligibility/Other Requirements: Experience or an ability to learn, hospital patient information systems, admission and billing systems and a sound understanding of the private health insurance billing processes is desirable.

Note: This is a temporary position available until March 2015. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must submit an expression of interest, along with a current CV, a referee report from your current supervisor and prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jason McNamara (02) 6244 3670

Canberra Hospital and Health Services
Deputy Director General Canberra Hospital and Health Services
Executive Director of Medical Services
Web Developer

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 19660)

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: The Library and Multimedia Services is seeking a skilled person to fill the role of Web/Multimedia Developer. The successful candidate will be involved in developing and designing health web sites and clinical applications. Experience in creative graphic design services such as posters, banners and publications 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: Saroj Bhatia (02) 6244 2588

Strategy and Corporate
People Strategy and Services
Employment Services, Canberra Hospital and Health Services
Recruitment Officer

Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 25153, expected vacancy)

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: People Strategy and Services is looking for an enthusiastic and customer focussed person to join the Employment Services team. Our busy and energetic recruitment team provides an important service to ACT Health staff managers and prospective employees to support the ongoing delivery of quality patient care. The successful applicant will be conscientious, have an eye for detail, and be a quick learner. We use the Taleo recruitment system, and candidates should be confident and proficient communicators via both phone and email.

Notes: Selection may be based on written 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. Employees of ACT Health have available to them salary packaging with fringe benefits, a 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. In addition, the Health Directorate provides employees the use of tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.

Contact Officer: Stella Barnes (02) 6205 9075

Canberra Hospital and Health Services

Clinical Support Services

Acute Support Service

Social Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 19192)

Gazetted: 25 September 2014

Closing Date: 9 October 2014

Details: The Canberra Hospital and Health Services is looking for highly motivated and proactive Social Workers interested in working in a fast paced and challenging acute hospital setting. Social Workers work in multidisciplinary and Social Work teams to provide service to adult, maternity and paediatric inpatient and outpatient clinical areas. You will be encouraged to participate in quality improvement activities; training, supervision, professional development activities, post graduate education programs and rotate areas of clinical responsibility. Support is available from a large group of Social Workers working in the acute setting.

Eligibility/Other Requirements: A degree in Social Work with eligibility for membership of the Australian Association of Social Workers is essential. Previous hospital experience is desirable but not essential.

Note: This is a permanent part-time position at 21 hours per week available. 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. These positions may be required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Madeline Clark (02) 6244 2155

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Enrolled Nurse

Enrolled Nurse Level 1 \$53,501 - \$57,161, Canberra (PN: 26513)

Gazetted: 25 September 2014

Closing Date: 9 October 2014

Details: A temporary vacancy exists for an Enrolled Nurse Level 1 with Mobile Intensive Treatment Team (MITT) North, Mental Health, Justice Health Alcohol and Drug Services. Duties include; assist in the provision of nursing care for mental health consumers in their homes. This will require delivery and supervision of medications, transport of consumers to appointments and activities that foster the consumers recovery. Also participate with clinical managers in the recovery process involving care, planning and education of consumers.

The Mobile Intensive Treatment Team North is a community based mental health service that provides care, treatment and support for those consumers experiencing a first presentation psychosis and those with complex needs. The work is in a recovery framework that involves the consumer, their family and/or carer, GP and Community Agencies. MITT North operates seven days per week from the new Belconnen Community Health Centre.

Eligibility/Other Requirements: Registered as an enrolled nurse (Medication endorsed) with the Australian Health Practitioners Regulation Agency. Current driver's licence is essential.

Note: This is a temporary position available until 28 July 2015. This is a shift work position, Morning shift 8:30 to 17:00 or Evening shift 12:30 to 21:00 (Majority of shifts are in the evenings) 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: Kristine Taylor (02) 6205 0513

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**

Executive

Executive Officer

Senior Officer Grade A/Senior Officer Grade B \$109,831 - \$127,557, Canberra (PN: 18582)

Gazetted: 18 September 2014

Closing Date: 26 September 2014

Details: An opportunity exists for a suitably experienced officer to work as the Executive Officer to the JACS Director-General for a period commencing 2 October 2014 to 14 November 2014 inclusive. The role of the Executive Officer is to provide high-level executive support to the Director-General in her leadership role to the ACT Justice and Community Safety portfolio, including: Provide strategic and procedural advice on Directorate and Government issues; Proactively identify upcoming issues requiring the Director-General's attention; Support to the Director-General with addressing priorities; Liaise at the highest levels on behalf of the Director-General, including the Ministers Offices, other Directors-General and their agencies and Directorate executives and their units; and Undertake research and analysis, and prepare and/or coordinate simple and complex briefings and correspondence. The successful applicant should have a good knowledge of the functions of the Directorate and an understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes.

Demonstrated organisational abilities, attention to detail and commitment to working as part of a small team are also important attributes for undertaking the role. This would be an excellent opportunity for the right applicant, and the position would be offered at either SOG B or A level, depending on the current level and experience of the successful applicant.

Note: This is a temporary position available from 02 October 2014 to 14 November 2014.

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

Applications should be sent to the contact officer.

Contact Officer: Lil Hays (02) 6207 0552 lil.hays@act.gov.au

Corporate

People and Workplace Strategy

Kronos System Administrator

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34533)

Gazetted: 24 September 2014

Closing Date: 10 October 2014

Details: Justice and Community Safety (JACS) People and Workplace Strategy is seeking applications from experienced, highly collaborative change and project managers to undertake a new role as System Administrator of the Kronos Workforce Central application. The successful candidate should have experience in payroll or HR systems and will be responsible for: creating a sustainable central policy and governance framework; administering user access; liaising extensively with JACS business units that utilise Kronos and other Directorates to deliver business efficiencies; establishing processes for implementing system and process changes; and preparing and delivering training/guidance material for users.

Notes: This is a temporary position available until 30 June 2015 with the possibility of extension or permanent filling.

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

ACT Corrective Services

Business Policy and Coordination

Policy

Senior Policy Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 43743, several)

Gazetted: 23 September 2014

Closing Date: 3 October 2014

Details: ACT Corrective Services is a high profile area of ACT Government activity dealing with interesting and challenging issues. The Policy and Government Unit has interaction with operational areas and the Government on a daily basis. Senior Policy Officers are responsible for the provision of well researched and timely advice to the Minister, as well as ACT Corrective Services and Justice and Community Safety executives regarding correctional practice, and other relevant issues. The successful applicant should have a good knowledge of the functions of the ACT Government and be able to write to a high standard (e.g. briefs, papers, speeches, and correspondence). The successful applicant should also possess well developed organisational skills, a demonstrated ability to turn work around quickly and be willing to work as part of a team.

Notes: These are temporary positions available for up to 12 months.

Contact Officer: Gail Robertson (02) 6207 9973 gail.robertson@act.gov.au

ACT Law Courts and Tribunal

Registry Operations

Court Services

Technology Support Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 12976)

Gazetted: 22 September 2014

Closing Date: 6 October 2014

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced and qualified person to undertake the role of Technology Support Officer. The Court Services Section provides in-court support including assistance with audio-visual equipment to facilitate court proceedings. The successful applicant will be responsible for managing the video-recording system for the Sexual Assault Reform Program (SARP), as well as for other proceedings requiring video conferencing or teleconferencing facilities, in accordance with legislative requirements. The Technology Support Officer is responsible for the operation, testing, maintenance of audio-visual equipment and training for other staff in its operation, as well as editing court recordings as required.

Notes: This position is a temporary vacancy available for a period of six months, with the possibility of extension. The occupant of this position may be required to access and view material of a sensitive nature.

Contact Officer: Kim McClatchey (02) 6205 4938 kim.mcclatchey@act.gov.au

ACT Corrective Services

Workforce Development and Training Unit

Business Support

Business Support Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 43039)

Gazetted: 23 September 2014

Closing Date: 30 September 2014

Details: An exciting opportunity has arisen within ACT Corrective Services for a committed professional seeking to advance their career in Human Resources and recruitment. Reporting directly to the Business Support Team Leader and working with colleagues in the Workforce Development and Training Unit, the Business Support Officer provides efficient and effective administrative assistance in the context of workforce planning and development across all ACT Corrective Services business areas, including Custodial Operations and Community Corrections. In collaboration with your colleagues, you will assist with recruitment processes, including permanent and temporary recruitment to individual positions and large scale bulk recruitment of custodial and community corrections officers. In some instances you will be required to manage these processes. Additionally, you will be required to develop and maintain personnel systems and records, support the coordination of WHS matters (including the implementation of Riskman and related accident and incident reporting) and administer requests for personnel records. You will also be required to liaise with internal and external stakeholders. To be successful in this role, you will be able to demonstrate capacity to carry out high level administrative tasks. You will also be able to demonstrate high level organisational skills. Additionally, you will possess a demonstrable capacity to adapt your skills and knowledge to new and challenging

situations. A capacity to work as part of a team and meet critical deadlines is essential. Whilst HR and/or recruitment experience along with relevant tertiary qualifications (completed or in progress) are highly desirable, we are interested in hearing from passionate, committed professionals who take pride in their work and who know what it takes to make a genuine contribution to improving HR and recruitment practice in the public service. This position is located in Canberra. The ACT Government provides excellent benefits and conditions that reflect the efforts of the energetic and committed people who work behind the scenes to make Canberra one of the most liveable cities in the world. The ACT Government prides itself on a flexible working environment so you can achieve true work-life balance. If you are from interstate and interested in this Canberra-based role, please visit www.canberrayourfuture.com.au for more information about the benefits of living in the nation's capital.

Eligibility/Other Requirements: Shortlisted candidates will be invited to interview. Shortlisted candidates will complete a written assessment directly prior to the face to face interview. Eligible candidates will be required to undergo a criminal history check. A current driver's licence is essential.

Notes: Applicants are required to submit: A one page hand written statement detailing why they would like the job and why they think they would be good at the job; No more than four pages addressing the five Selection Criteria; A current resume; The names and contact details of two referees and a copy of their driver's licence. One of the referees must be a current supervisor (candidates who are not currently working may use an immediate past supervisor).

Contact Officer: Jeremy Boland (02) 6205 1314 jeremy.boland@act.gov.au

Transport and Infrastructure

Office of Regulatory Services

Business Support and Training

Training Supervisor

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 01870)

Gazetted: 19 September 2014

Closing Date: 26 September 2014

Details: Under the general direction of the Business Support and Training Manager: Assure quality in the design, development, preparation and delivery of training courses in relation to the procedures, policies and legislation of the Road Transport Authority (RTA) and the rego.act computer system in accordance with best adult training practices. Prepare and maintain training schedules, databases, training materials, program assessments and staff training rosters and work closely with RTA and rego.act stakeholders to identify training needs and training providers and coordinate the booking and placement of staff on approved courses. Research, investigate and implement innovative training methods, including e-learning, interactive web based training and establish adult training standards within Road User Services (RUS). Research, establish, maintain and issue standard operating procedures for RUS. Participate, lead or facilitate change management processes, as required. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Certificate IV in Training and Assessment (or equivalent) with relevant experience is highly desirable.

Contact Officer: Frances Stanford (02) 6207 0403 frances.stanford@act.gov.au

Territory and Municipal Services

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

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

Directorate Services

Human Resources

Organisational Development

Manager, Organisational Development

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 17419)

Gazetted: 18 September 2014

Closing Date: 2 October 2014

Details: The Manager, Organisational Development role forms part of the Human Resources leadership team and is expected to work collaboratively with other managers and executive staff to achieve organisational outcomes. The Human Resources Organisational Development team provides support and guidance on strategic HR training and development, workforce planning, induction, performance management and respect, equity and diversity principles. Eligibility/Other Requirements: Relevant tertiary qualifications or extensive experience in a human resource related discipline highly desirable.

Contact Officer: Maggie Drejer-White (02) 6207 8298 maggie.drejer-white@act.gov.au

Directorate Services Division

Governance

Security and Risk

Manager, Audit Programs

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 24181)

Gazetted: 24 September 2014

Closing Date: 1 October 2014

Details: This position is embedded in the Security and Risk Section within the Governance Branch of the Directorate Services Division. The section is responsible for governance, risk management, security, emergency preparedness, internal audit, compliance, insurance, fleet, accommodation, and business continuity management across the Directorate, and supports Divisions in the delivery of services to the ACT Government and the community. The section works collaboratively with all business units across the Directorate, and is expected to be supportive and flexible in its approach to meeting its objectives. The Manager Audit Programs develops, implements, monitors and reviews the audit program for the Territory and Municipal Services Directorate, as well as the newly established Capital Metro Agency. Both programs operate under the guidance of the Chief Audit Executive and involve the management of both agency's outsourced audit programs, tracking of audit recommendations and engagement with key stakeholders. The role has an unrestricted reporting line to the Chief Audit Executive for all matters pertaining to the audit function. This position is also responsible for the TAMS Sustainability program, including the coordination of material and reporting to TAMS and other Directorates as required.

Eligibility/Other Requirements: A current unencumbered driver's licence (or equivalent) is desirable. Tertiary qualifications in quality auditing, compliance, management or an associated discipline are highly desirable. The occupant of this position will represent the Directorate at high-level Committees and Working Groups; wearing of business attire is a requirement when undertaking this role. Applicants may be required to complete and maintain a current Working with Vulnerable People check.

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

Applications, including application cover sheet, written response to the Selection Criteria, resume and referee report must be submitted by email to jobs@act.gov.au. Successful candidate may be selected by application and referee reports only.

Contact Officer: Anthony Polinelli (02) 6207 5040 anthony.polinelli@act.gov.au

Canberra Connect

Shopfront Services

Training Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 14431)

Gazetted: 24 September 2014

Closing Date: 1 October 2014

Details: Applicants are sought from suitably experienced and motivated individuals to fill the role of Training Officer in the Canberra Connect Shopfront Services team. The Training Officer is responsible for: Preparing and delivering training programs; liaising with training providers and participants; developing and maintaining a training calendar and database; evaluating and continuously improving on-the-job training programs in a geographically diverse environment; working together with Canberra Connect business units and others to identify and deliver training needs;

interpreting and deciphering business rules into useable working procedures and training materials; act as subject matter expert for various transactions performed across Shopfronts.

Eligibility/Other Requirements: Applicants should have a thorough knowledge of Canberra Connect shopfront operations.

Note: Selection may be based on application and referee reports only or may include interviews.

Contact Officer: Fiona Tandy (02) 6205 0656 fiona.tandy@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

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

Jimmy Pradith 835-66893, Section 68(1), 23 September 2014

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

Trung Tran 835-94800, Section 68(1), 23 September 2014

Senior Officer Grade A \$127,557

James Venn 821-69028, Section 68(1), 22 September 2014

Community Services

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

Kaylene McGilvray 836-00553, Section 68(1), 23 September 2014

Environment and Planning

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

Cara Weekes 835-88961, Section 68(1), 22 September 2014

Health

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

Sivapriya Ambika 844-32707, Section 68(1), 22 September 2014

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

Gloria Arguta 820-95743, Section 68(1), 25 September 2014

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

Yue Huang 843-89948, Section 68(1), 25 September 2014

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

Johanna Hunter 844-77016, Section 68(1), 30 September 2014

Registered Nurse Level 3.1 \$93,917 - \$97,782

Laura Karadinovski 844-00801, Section 68(1), 29 September 2014

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

Ramanjeet Kaur 834-44562, Section 68(1), 19 September 2014

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

Christina Kelly 843-90623, Section 68(1), 18 September 2014

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

Claire McDonnell 844-76208, Section 68(1), 13 October 2014

Health Service Officer Level 3 \$42,160 - \$43,599

Leonie Robson 839-26107, Section 68(1), 11 September 2014

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

Robyn Went 844-76726, Section 68(1), 22 September 2014

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

Lei Zheng 834-54445, Section 68(1), 25 September 2014

Territory and Municipal Services

EGSO4.2 - Workshop Staff \$57,477

John Hardy 827-60192, Section 68(1), 17 September 2014

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

Philip Selmes 844-80055, Section 68(1), 22 September 2014

EGSO4.2 - Workshop Staff \$57,477

Jordan Smith 836-03420, Section 68(1), 17 September 2014

TRANSFERS

Health

Jane Boke: 748-28281

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

Health

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

Health, Canberra (PN. 34191) (Gazetted 21 August 2014)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Procurement

Richard Binks: 827-60870

From: Professional Officer Class 1 \$49,452 - \$69,377

Chief Minister, Treasury and Economic Development

To: Professional Officer Class 2 \$70,913 - \$81,460

Chief Minister, Treasury and Economic Development, Canberra (PN. 21911) (Gazetted 1 October 2013)

Revenue Management

Maddisson Furlong: 836-11105

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55057) (Gazetted 30 April 2014)

Education and Training

Education Strategy

Student Engagement

Student Wellbeing

Leeona Jane McCann: 755-75941

From: Classroom Teacher \$57,169 - \$90,388

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 20926) (Gazetted 3 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.

Office for Schools

South/Weston Network

Alfred Deakin High School

Graham Pearce: 755-71000

From: Building Service Officer \$40,973 - \$44,935

Education and Training

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

Education and Training, Canberra (PN. 33839) (Gazetted 11 August 2014)

Education Strategy

Student Engagement

Aboriginal and Torres Strait Islander Education

Andraya Stapp-Gaunt: 785-50408

From: Classroom Teacher \$57,169 - \$90,388

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 14134) (Gazetted 25 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.

Health

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Christopher Hagon: 839-26481

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. 21277) (Gazetted 21 August 2014)

Canberra Hospital and Health Services

Pathology

Cytogenetics

Catherine Parmigiani: 739-65639

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. 26298) (Gazetted 31 July 2014)

Canberra Hospital and Health Services

Women, Youth and Children

Cassandra Tinning: 791-32283

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

Health

To: †Health Professional Level 5 \$106,086 - \$119,426
Health, Canberra (PN. 28548) (Gazetted 14 August 2014)

Justice and Community Safety

Office of Regulatory Services

WorkSafe ACT

AIMS

Brett Hasler: 827-26330

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. 05775) (Gazetted 4 September 2014)