



ACT Government Gazette

Gazetted Notices for the week beginning 02 April 2015

EXECUTIVE NOTICES

Justice and Community Safety

Engagement

Gregory Hammond – Deputy Director, Capital Works and Infrastructure (E590) Section 72 of the Public Sector Management Act 1994.

Variation – Assignment

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

VACANCIES

Calvary Health Care ACT (Public)

Perioperative Services Manager

Registered Nurse Level 4 Grade 3 \$123,036, Canberra (PN: 7060)

Gazetted: 02 April 2015

Closing Date: 26 April 2015

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

Contact Officer: Andrew Mead 0408 983 476 andrew.mead@calvary-act.com.au

Pastoral Care Clare Holland House - Casual

Administrative Services Officer Class 5 \$69,797 - \$76,432, Canberra (PN: Casual)

Gazetted: 02 April 2015

Closing Date: 30 March 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act> Contact Officer: Jane Etchells (02) 6264 7300 applications@calvary-act.com.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

Expenditure Review Division

Policy Analyst

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 33098)

Gazetted: 02 April 2015

Closing Date: 16 April 2015

Details: Expressions of interest are sought for the position of Policy Analyst within the Expenditure Review Division. The role of the position includes a number of functions including undertaking complex research and analysis and providing accurate, robust advice and options, identifying service delivery issues in the context of legislative policy, community and operational drivers, undertaking significant liaison with staff of Chief Minister,

Treasurer and Economic Development (CMTEDD), other agencies and consultants supporting the reviews and preparing reports, meeting papers, submissions, and other documentation as necessary.

Eligibility/Other Requirements: ACT Government work experience and tertiary or post graduate qualifications in Government, Public Sector, Business, Law, Economics, Finance, or other relevant fields are highly desirable.

Note: This temporary position is available for up to four months with the possibility of an 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 current curriculum vitae are also required.

Applications should be sent to the contact officer.

Contact Officer: Stuart Friend (02) 6207 0213 stuart.friend@act.gov.au

Shared Services

SSICT Operations

Storage and Backup Team

Storage and Backup Team Member

Information Technology Officer Class 2 \$75,209 - \$86,075, Canberra (PN: 04566)

Gazetted: 07 April 2015

Closing Date: 23 April 2015

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

Eligibility/Other Requirements: The successful applicant for this role will be required to obtain a Negative Vetting 1 (NV1) security clearance or be prepared to transfer an existing security clearance. Experience with CommVault Simpana 8 and newer would be considered extremely advantageous. Relevant degree, diploma, vocational or industry certificate is highly desirable and/or relevant employment experience.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Ash Rutledge (02) 6207 5293 ash.rutledge@act.gov.au

Revenue Management Division

Policy, Legislation and Objections

Legislative and Tax Policy Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 55756)

Gazetted: 02 April 2015

Closing Date: 16 April 2015

Details: The successful candidate will be responsible for providing tax policy and legislative advice to senior management and through written briefs to Ministers. The Revenue Office is undertaking a business process transformation, and the successful candidate will be expected to be involved in change management where required.

Notes: this is a temporary position available from 30 April 2015 until 29 April 2016.

Contact Officer: Victoria Pullen (02) 6207 0063 victoria.pullen@act.gov.au

Office of the Head of Service

Executive Assistant to the Director General/Head of Service

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 33672)

Gazetted: 07 April 2015

Closing Date: 23 April 2015

Details: The Office of the Head of Service is seeking a highly motivated and reliable individual to fill an important position within their small team as the Executive Assistant to the Chief Minister, Treasury and Economic Development (CMTED) Director General/Head of Service. The successful applicant will work closely with the ACTPS Executive and the Head of Service's Executive Officer to provide strategic support to the Head of Service including high level coordination, workflow and output management, liaison and written communication. Emphasis will be

placed on a proven ability to foster the smooth running of a high pressure, busy environment under limited direction. Duties include, but are not limited to the provision of executive support to the Director-General through telephone and executive diary management, arranging of travel, undertaking research and liaison on behalf of the Director-General and registration, tracking and management of all incoming and outgoing Director-General correspondence and briefs.

Eligibility/Other Requirements: The successful applicant of this position may be required to obtain a relevant security clearance.

Notes: This is a temporary position available 25 May 2015 until 25 November 2015 with the possibility of permanency from this process. Responses to the Selection Criteria should be limited to one A4 page (maximum) against each of the Selection Criteria.

Contact Officer: Glenda Wahlert (02) 6205 0241 glenda.wahlert@act.gov.au

Shared Services

Human Resources

Employee Relations and Training

Executive Assistant to the Executive Director

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 10203)

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: The Executive Assistant to the Executive Director is seeking a professional Administrative Services Officer Class 4 who is able to provide exceptional administration, financial and organisational support to the Executive Director to Finance and HR. The individual would be a high achiever required to work in a busy environment, drafting routine and less complex correspondence, coordinate the Executive's Directors calendar to ensure appointments are scheduled and committed to. Liaise with internal and external stakeholders and provide a high level administrative support including filing, recording minutes and actions and ensuring items are progressed.

Contact Officer: Donna Storen (02) 6205 3397 donna.storen@act.gov.au

Shared Services

Human Resources

Employee Relations and Training

Administration Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 31560)

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: Employee Relations and Training is seeking a professional Administrative Services Officer Class 4 who is able to provide administration, financial and organisational support to the Employee Relations and Training Team. The individual would be required to draft routine and less complex correspondence and coordinate and manage the efficient collection and provision of relevant records and documentation for clients and team members including folioing and filing. The individual would need to be a high performer who is able to assist with the collection, collation and reporting of evaluation data, workload and performance data. Support of team members in analysing and researching information under limited direction is valued.

Contact Officer: Donna Storen (02) 6205 3397 donna.storen@act.gov.au

ACT Gambling and Racing Commission

Authorised Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 42496)

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: The ACT Gambling and Racing Commission is looking for an officer who can, under limited direction, undertake functions in respect of the administration of legislation regulating lotteries and gaming machines. The position requires assessing and processing applications made under gaming laws, assessing approval holders' and licensees' compliance with their reporting and tax obligations, and maintaining associated databases. The officer will also be required to liaise with stakeholders and assist in the administration of the section conducting projects, preparing correspondence and reports.

Notes: This temporary position is available until 30 June 2015 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 2 pages addressing the selection criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Maureen Ogilvie (02) 6207 0256 maureen.ogilvie@act.gov.au

Shared Services

Shared Services ICT

Education and Training ICT

ICT Support Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 14385)

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: Provide purchasing and administrative support to the various Education and Training ICT sections.

Note: This temporary position is available until 30 June 2015.

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 are also required.

Applications should be sent to the contact officer.

Contact Officer: Mamun Khandakar (02) 6207 4757 mamun.khandakar@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

Disability ACT

Direct Service Delivery

Adults with a Disability

Disability Service Manager, Client Support

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34644, several)

Gazetted: 08 April 2015

Closing Date: 22 April 2015

Details: The Position will work closely with the Manager of Client Support and is responsible for strategic and operational client management including quality, safety and risk management. This position will provide strong values based leadership consistent with Disability ACT vision and values and strategic direction. The successful candidate will have skills in staff supervision to achieve client outcomes.

Eligibility/Other Requirements: Current driver's licence.

Notes: This is a temporary position available for 12 months. Responses to each criteria should not exceed 350 words. 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: Marilyn Graham (02) 6207 1062 marilyn.graham@act.gov.au

Disability ACT

Direct Service Delivery

Adults with a Disability

Disability Service Manager, People and Performance

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34643)

Gazetted: 08 April 2015

Closing Date: 22 April 2015

Details: The Position will work closely with Manager People and Performance and is responsible for the operational management of human and financial resources and people performance, including the management of the Operation Support Coordinator team. The successful candidate will have a strong background and commitment to staff performance and human resource processes and have a good understanding of working in a change-management environment.

Eligibility/Other Requirements: Current driver's licence.

Notes: This is a temporary position available for 12 months. Responses to each criteria should not exceed 350 words. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp.

Contact Officer: Marilyn Graham (02) 6207 1062 marilyn.graham@act.gov.au

Office for Children, Youth and Family Support

Executive

Executive Assistant

Administrative Services Officer Class 5 \$69,797 - \$76,432, Canberra (PN: 16270)

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: The Office for Children, Youth and Family Support (OCYFS), is seeking to temporarily employ an Executive Assistant to the Executive Director, Office for Children, Youth and Family Support. The successful applicant will provide high level administrative support, organisational and administrative skills, including decision making skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Eligibility/Other Requirements: Proven high-level competency in working for a Senior Executive and the ability to handle a variety of computer applications, including TRIM and an understanding of the Office for Children, Youth and Family Support would be an advantage.

Note: This temporary position is available from 15 May 2015 until 14 August 2015.

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: Tina Brendas (02) 6205 9227 tina.brendas@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

Corporate

Ministerial and Government Services

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 27297)

Gazetted: 07 April 2015

Closing Date: 14 April 2015

Details: Environment and Planning Directorate (EPD) are seeking a highly motivated and organised individual to fill the role of Ministerial Liaison Officer in the Ministerial and Government Services Team. This team operates in a fast paced environment and is responsible for the management of Cabinet, Ministerial and Assembly functions of EPD. The successful applicant will have a strong customer focus, and experience in coordination and liaison.

Knowledge of ministerial, cabinet and assembly processes will be important. The occupant will manage the processing and preparation of ministerial and Director-General correspondence for EPD including coordination, tracking, reporting and monitoring. The successful applicant will require knowledge of, or the ability to quickly acquire knowledge of, ACT Government guidelines and procedures relating to the preparation of Ministerial documentation, correspondence.

Note: This is a temporary position available until 23 October 2015. Selection may be based on application and referee reports only.

Contact Officer: Karen Wilden (02) 6207 1852 karen.wilden@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>

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation, Aged and Community Care Executive

Director of Allied Health

Health Professional Level 6 \$129,470, Canberra (PN: 28426)

Gazetted: 09 April 2015

Closing Date: 7 May 2015

Details: Rehabilitation, Aged and Community Care (RACC) is a vibrant and growing service within the ACT Government's Health Directorate providing multidisciplinary care across a range of settings. Our services are based across the Canberra Hospital as well as in the community and incorporate the Health Directorate's values of care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital, is part of ACT Health's planned network of hospital facilities designed to meet the needs of our ageing and growing population. Suitable applicants are invited to apply for this position. As a member of RACC Executive, you will participate in a variety of strategic, business planning and organisational development activities. This position is responsible for managing a number of allied health professionals and services. The successful applicant will have proven experience effectively planning and managing multi-disciplinary health service across a range of health care settings. He/she will have demonstrated experience providing leadership and strategic direction in a changing environment, and for developing and maintaining collaborative working relationships across services. The Director will also be responsible for ensuring appropriate systems for governance are implemented.

Eligibility/Other Requirements: Degree or Diploma in an Allied Health profession. Where applicable be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post-graduate qualifications desirable. Current driver's licence.

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

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

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

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

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

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Contact Officer: Linda Kohlhagen (02) 6244 3579

Director General Reports

Population Health

Health Improvement Branch

Evaluation Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 31333)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

ACT Health is seeking a highly motivated officer to provide leadership and cross sectoral coordination for the evaluation of the ACT Government's Healthy Weight Initiative. The Evaluation Manager also manages a small team.

Eligibility/Other Requirements: A post graduate qualification and experience in a field relevant to public/population health research and/or evaluation is highly desirable.

Notes: This is a temporary position part-time available for six months at 29:24 hours per week with the possibility of extension. 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 and upload this as part of your application. Please include a current Curriculum Vitae and the contact details of two referees.

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Contact Officer: Yvonne Poels (02) 6207 4439

Canberra Hospital and Health Services

Deputy Director General

ACT Chief Nurse

Nursing and Midwifery Clinical Placement

Registered Nurse Level 3.2 \$107,764, Canberra (PN: 14911, expected vacancy)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

Details: The Student Clinical Placement Unit is seeking an enthusiastic, innovative and experienced Registered Nurse/Midwife to permanently fill the position of Nursing and Midwifery Clinical Placement Co-ordinator, a position within the office of the Chief Nurse. The position is responsible for managing a small highly motivated team who are responsible for providing a high quality customer service facilitating and coordinating nursing and midwifery student placements and other clinical placements across ACT Health. The successful applicant will also need/will possess well developed skills in building collaborative relationships with internal and external stakeholders to achieve quality clinical learning opportunities, reconciling priorities and objectives and ensuring effective clinical placements are provided while balancing the competing interests of multiple education providers and student groups to achieve fair and equitable outcomes.

Eligibility/Other Requirements: Registered or eligible to be registered with the Nursing and Midwifery Registration Board of Australia.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at

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Contact Officer: Julie Kussey (02) 6244 4980 or Veronica Croome (02) 6244 2722

Strategy and Corporate

People, Strategy and Services

Employment Services

Business Manager

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 16351)

Gazetted: 02 April 2015

Closing Date: 09 April 2015

Details: Expressions of interest are sought from suitably experienced candidates to undertake the role of Business Manager in People Strategy and Services. The position will support the Senior Manager in a variety of areas including training, policy management, organisation restructure advice, excess officers and voluntary redundancy management.

We are seeking a dynamic individual who has excellent interpersonal skills and can demonstrate a proven ability to work effectively with key-stakeholders.

The successful applicant must be self-motivated, possess highly developed communication skills, both written and verbal, have strong liaison skills and exercise a high degree of judgment and professionalism.

Eligibility/Other Requirements: Experience in the Human Resources environment is highly desirable.

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

How to Apply: Applicants are requested to provide a brief two page expression of interest addressing the selection criteria, curriculum vitae and contact details for two referees.

Applications should be sent to the contact officer.

Contact Officer: Sean McDonnell (02) 6205 1090 sean.mcdonnell@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Elective Surgery Liaison Nurse

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 28583, expected vacancy)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

Details: The Elective Surgery Liaison Nurse manages the elective surgery patient journey from initial referral through to the day of surgery, including planning/booking of surgery and pre-operative assessment and investigations. Essential skills and experience for this role include: high level communication and negotiation skills, extensive clinical nursing skills, and an ability to work within a multidisciplinary team environment.

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

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. Applicants are asked to attach a recent Curriculum Vitae and provide names and contact details for two referees (one being your current supervisor). Selection may be based on application and referee reports only.

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

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Contact Officer: Cathy Burns (02) 6244 2601

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

Clinical Team Leader, CAMHS

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 24304)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

Details: The Child and Adolescent Mental Health Service (CAMHS) has a vacancy for a part-time Clinical Team Leader of the South CAMHS Community Team. CAMHS provides contemporary mental health services for children and adolescents who present with moderate to severe mental health presentations. CAMHS provides evidence-based assessment and interventions with a recovery focus. The successful applicant will be required to have extensive mental health service delivery experience along with highly developed management skills.

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

Note: This position is part-time at 29:24 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions. More Information is available at: <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Catherine Furner (02) 6205 1472

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

CatCH Midwife

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 32747, several)

Gazetted: 09 April 2015

Closing Date: 23 April 2015

Details: A rewarding and challenging opportunity exists for enthusiastic and experienced registered midwives who are interested in working in the Continuity of Care at Canberra Hospital (CatCH) program. CatCH Midwives provide caseload midwifery care to all risk women, including pregnancy, birthing and postnatal care within the hospital and community settings.

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

Note: These are salaried full-time positions with 40% loading plus car allowance. 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 and upload this as part of your application.

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Contact Officer: Christine Fowler (02) 6174 7684

Special Purpose Accounts The Canberra Hospital

Special Purpose Accounts

Research

Research Assistant

Health Professional Level 3 \$82,212 - \$89,271 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 35422)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

Details: The ACT Health Research Office/Randall Immunology Research Group are seeking an experienced and motivated Research Assistant at HP3 level to work on the project "Cell subsets in DOCK8 deficient mice", including hands-on laboratory work in the areas of flow cytometry and molecular biology. The project is being undertaken in collaboration with the John Curtin School of Medical Research at ANU. A medical research background would be preferred.

Eligibility/Other Requirements: Completion of a relevant Graduate Diploma or Degree (preferably post-graduate).

An equivalent combination of relevant experience and/or education and training is highly desirable. A medical research background would be preferred.

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

Please submit your one to two page EOI addressing the selection criteria in the attached Duty Statement and a current CV together with name and contact details of two referees. Selection may be based on application only.

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

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

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

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Contact Officer: Katrina Randall (02) 6174 8523 katrina.randall@act.gov.au

Director General Reports

Population Health

Health Protection Service

Environmental Health Officer

Health Professional Level 3 \$82,212 - \$89,271 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 29640, several)

Gazetted: 09 April 2015

Closing Date: 23 April 2015

Details: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. A number of Environmental Health Officer positions are available in the Food Safety Team. The role may involve a variety of public health regulatory activities, including inspections of food businesses and management of outbreaks or other potential public health risks. There may also be future opportunities in the Environment Team depending on operational needs. The role would suit someone with tertiary qualifications in environmental health. Alternatively, people with general tertiary applied science qualifications are encouraged to apply as environmental health training is available.

Eligibility/Other Requirements: Applicants must demonstrate adequate work experience, have a current driver's licence and undertake after hours work as reasonably necessary.

Applicants must meet one of the following qualification criteria:

*Be eligible for membership with Environmental Health Australia (EHA) i.e. have completed either an undergraduate degree or graduate diploma in Environmental Health that is accredited by EHA;

OR

*Have completed tertiary studies in applied science in the areas of Public Health, Food Science, Environmental Science or equivalent.

Equivalency of studies and training is determined by senior environmental health staff.

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

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

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

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

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

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

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

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Lyndell Hudson (02) 6205 0956

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Physiotherapist

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 19539, several)

Gazetted: 09 April 2015

Closing Date: 23 April 2015

Details: Several opportunities are now available (full and part-time, permanent and temporary) for suitably qualified Physiotherapists to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team in Canberra, ACT. These Physiotherapists treat and manage a wide range of patients requiring rehabilitation with a range of conditions, including neurological disorders, amputations, musculoskeletal injuries, and the elderly. There are a wide variety of working environments across this service including the hospital setting, community health centres, and a transitional rehabilitation unit. Successful applicants will be required to work at any of these centres. The successful applicants will benefit from both the stability of six monthly rotations across RACC services and the continued learning pathway offered by the wide variety of working environments. Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with

other local physiotherapy services. A close partnership with acute support physiotherapy services ensures opportunities for close collaboration, professional support, and social networks. Opportunities for Quality Improvement activities and evaluation/audit of physiotherapy interventions are plentiful.

Eligibility/Other Requirements: Degree or diploma in Physiotherapy or equivalent qualifications.

Registered with the Physiotherapy Board of Australia, AHPRA (either full or limited registration).

Current driver's licence and at least one year of experience as a qualified Physiotherapist.

Notes: The permanent full-time position is available from 28 April 2015, whilst the other positions which will be filled using this round, start at varying dates. This recruitment round will be used to fill future full-time and part-time physiotherapy vacancies at this level across the division of Rehabilitation, Aged and Community Care.

Selection may be made on written applications alone. All applicants must provide two written referee reports (see recruitment site for referee templates), a written response addressing the five selection criteria and a current CV as part of their written application.

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

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

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

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Contact Officer: Judy Stone (02) 6174 5662

Strategy and Corporate

Business and Infrastructure

Logistics Support

Assistant Purchasing Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 35142)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

Details: The Supply Services Unit forms part of the Logistic Support Section within the Business and Infrastructure Branch of ACT Health, delivering customer focused supply chain solutions to the Directorate. This position reports to the Purchasing Team Leader. The successful candidate will be required to work within the Supply Services Unit at Mitchell and Canberra Hospital. To be successful in this position you will need to have proven experience in purchasing and customer service in a large warehouse environment operating in a computerised inventory control and purchasing system.

Eligibility/ Other Requirements: Current Class C driver's licence and relevant work experience are highly desired.

Note: These positions may be located or rotated between the Supply Services warehouse and Canberra Hospital.

Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your curriculum vitae and application.

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

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

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

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Contact Officer: Wayne McIlhatton (02) 6205 0817

Health Infrastructure Program

Executive Office

TRIM and Administrative Assistant

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 30593)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

Details: The Executive Office of Health Infrastructure and Planning are seeking to recruit an Administrative Assistant to support processing of documentation and communication through the office of the Deputy Director-General Health Infrastructure and Planning.

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

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

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

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Contact Officer: Geraldine Grayland (02) 6205 1123

Canberra Hospital and Health Services

Clinical Support Services

Ward Services

Ward Clerk

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 03770, several)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

Details: The suitable occupant will support and accurately maintain the ACT Patient Administration System, and undertake a wide range of clerical duties in support of the clinical unit. The successful applicant will learn and undertake the full admission and discharge process in a timely manner.

Eligibility/Other Requirements: A sound knowledge and understanding of the Health Care System, high level of computer/keyboard skills. Provide a proven knowledge of high quality customer service and ability to deliver to a diverse client population. Ability and willingness to participate in a rotating roster, including weekends and a variety of shifts. Ability to work well under direction and independently whilst engaging as part of the Ward Clerk team. Ward Clerk Services provide a 24 hour, 7 day a week service to the Inpatient Wards at The Canberra Hospital.

Notes: There are several part-time permanent positions available including weekend and evening work. Please note that selection may be based on application and referees reports only and an order of merit may be established

from this selection process and may be utilised to fill any full-time, part-time, temporary and casual positions which occur within the 12 months. One referees report must be submitted at the time of application. If the response to the Selection Criteria is not complete applications will not be considered. Ward Clerk Services provide a 24 hour, 7 day a week service to the Inpatient Wards at The Canberra Hospital.

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

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

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Gail Slater (02) 6244 3277 or Joanne Keni (02) 6174 5578

Office of the Legislative Assembly

Office of the Clerk

Personal Assistant

Administrative Services Office Class 4 \$62,802 - \$68,002, Canberra (PN: 101)

Gazetted: 07 April 2015

Closing Date: 21 April 2015

The position of Personal Assistant provides high-level executive administrative support to the Clerk of the Legislative Assembly, a statutory office holder who heads the Office of the Legislative Assembly (OLA). Expressions of interest are sought from potential candidates and should include application cover sheet, a supporting statement of no more than 2 pages outlining experience and/or ability as outlined in the position duties, contact details of at least two referees and a current curriculum vitae. More information is available on our website -

<http://www.parliament.act.gov.au/functions/jobs> Applications should be sent to

OLARecruitment@parliament.act.gov.au

Note: This is a temporary position available for a period of approximately 8 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Emma Talbot (02) 6205 0150 emma.talbot@parliament.act.gov.au or Chris May (02) 6205 2091 chris.may@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au Office of the Legislative Assembly C/- Recruitment - Business Support GPO Box 1020 Canberra ACT 2601

APPOINTMENTS

Canberra Institute of Technology

Teacher Level 1 \$65,460 - \$87,344

Sara Dukic 816-83535, Section 68(1), 9 April 2015

Note: This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 53B, Appointment after temporary engagement - Canberra Institute of Technology - teaching offices.

Chief Minister, Treasury and Economic Development

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

Rohan Whitmore 834-58147, Section 68(1), 3 April 2015

Community Services

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

Natalie Mead 846-84699, Section 68(1), 30 March 2015

Health

Administrative Services Officer Class 3 \$56,568 - \$60,880

Korryne Campbell 846-85712, Section 68(1), 13 April 2015

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

Annelies Johnson 842-89488, Section 68(1), 1 April 2015

Allied Health Assistant 2 \$47,147 - \$54,052

Crystalanne Seedsman 844-33443, Section 68(1), 7 April 2015

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

Orana Wyss 846-85472, Section 68(1), 30 March 2015

Justice and Community Safety

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

Nathan Henderson-Smith 796-18056, Section 68(1), 4 March 2015

Administrative Services Officer Class 3 \$56,568 - \$60,880

Nancy Nasr 836-07317, Section 68(1), 1 April 2015

Office of the Legislative Assembly

Administrative Service Officer Class 6, \$75,209 - \$86,075

Ying Yuan, Section 68(1), 26 March 2015 Office of the Legislative Assembly

Territory and Municipal Services

General Service Officer Level 5/6 \$49,180 - \$54,124

Sean Mayberry 843-98596, Section 68(1), 1 April 2015

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

Crispin Walker 835-99871, Section 68(1), 8 April 2015

TRANSFERS

Health

Kerrie Carroll: 749-69164

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

To: Registered Nurse Level 2 \$83,146 - \$88,125
Health, Canberra (PN. 29931) (Gazetted 22 January 2015)

Rowena King: 260-83000

From: Registered Nurse Level 3.2 \$107,764
Health

To: Registered Nurse Level 3.2 \$107,764
Health, Canberra (PN. 22402) (Gazetted 18 December 2014)

Vicki Matthews: 260-83203

From: Registered Nurse Level 2 \$83,146 - \$88,125
Calvary Health Care ACT (Public)

To: Registered Nurse Level 2 \$83,146 - \$88,125
Health, Canberra (PN. 22667) (Gazetted 26 February 2015)

PROMOTIONS

Environment and Planning

Planning Delivery

Merit Assessment

Matthew Davis: 835-90009

From: Administrative Services Officer Class 3 \$56,568 - \$60,880
Environment and Planning

To: Administrative Services Officer Class 4 \$62,802 - \$68,002
Environment and Planning, Canberra (PN. 03024) (Gazetted 13 March 2014)

Planning Delivery

Development Assessment

Rashed Yamin: 835-81794

From: Administrative Services Officer Class 4 \$62,802 - \$68,002
Environment and Planning

To: Administrative Services Officer Class 5 \$69,797 - \$76,432
Environment and Planning, Canberra (PN. 16477) (Gazetted 12 November 2014)

Health

Canberra Hospital and Health Services

Operational Support

Executive Director of Medical Services

Robyn Hughes: 838-52400

From: Administrative Services Officer Class 3 \$56,568 - \$60,880
Health

To: Administrative Services Officer Class 5 \$69,797 - \$76,432
Health, Canberra (PN. 22578) (Gazetted 19 February 2015)

Canberra Hospital and Health Services

Pathology

Microbiology

Thuy Nguyen: 836-53612

From: Health Professional Level 2 \$58,212 - \$79,912

Health

To: Health Professional Level 3 \$82,212 - \$89,271 (up to \$90,923 on achieving a personal upgrade)

Health, Canberra (PN. 28754) (Gazetted 15 January 2015)

Strategy and Corporate

Policy and Government Relations

Chronic and Primary Health Policy Unit

Matthew Richter: 820-87284

From: Senior Officer Grade B \$111,478 - \$125,497

Health

To: †Senior Officer Grade A \$129,470

Health, Canberra (PN. 27353) (Gazetted 19 February 2015)

Justice and Community Safety

Office of Regulatory Services

Transport Regulation

Business Systems and Reform

Rebecca Cornelly: 827-56011

From: Administrative Services Officer Class 3 \$56,568 - \$60,880

Justice and Community Safety

To: Administrative Services Officer Class 4 \$62,802 - \$68,002

Justice and Community Safety, Canberra (PN. 21810) (Gazetted 27 January 2015)