



ACT Government Gazette

Gazetted Notices for the week beginning 21 March 2013

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery Services

Learning and Development

Administrative Services Officer Level 2

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

Gazetted: 21 March 2013

Closing Date: 27 March 2013

Learning and Development unit is looking for a dynamic ASO2 who is looking for a part time position (40 hours a fortnight), for a period of six months. Under general direction the duties include but are not limited to: Provide excellent customer service aligned with our LCM values; Provide administration support to maintain Professional Development intranet site; Provide administration support to CE&PD Manager, Transition Program Co-ordinator and CE&PD Program Co-ordinator; Assist with preparation and co-ordination of educational programs and in service education; Administration support in processes and the function of the Learning and Development (L&D) Unit includes but not limited to; coordination of bookings (rooms and equipment), formal letters/communication, meeting minutes and agenda, publication of L & D unit materials and establish administration processes to support the L & D team. Provide administration assistance for all ordering of stock and maintenance issues

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Kerrie Hayes (02) 6201 6160 kerrie.hayes@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Centres

CIT Marketing

Communications Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 55587)

Gazetted: 22 March 2013

Closing Date: 5 April 2013

Details: The Communication Manager is responsible with the Marketing Manager for the development of an integrated marketing communications strategy for CIT. It is focussed on a brand centric narrative, that is evidence based, and has responsibility for the positioning of CIT communication channels in the new and traditional media spaces. The position will appeal to people with exceptional skills in external and internal marketing communications, the use of data metrics in the social media space, and who have a passion for vocational education and training.

Eligibility/Other Requirements: Mandatory: Degree or diploma in marketing, or related discipline, or relevant equivalent experience. A portfolio of your work that includes examples of previous project management experience will be required at interview. Desirable: A working knowledge of data materics suitable to the position e.g. Google analytics, Facebook edge rank, uniques, bounce rates, etc.

Notes: This position is for temporary filling for a period of twelve months with the possibility of extension.

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

Contact Officer: Graham Willcock (02) 6207 3126 graham.willcock@cit.edu.au

Commerce and Works

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

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

Revenue Management Division

Advice and Assessments

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 03266)

Gazetted: 27 March 2013

Closing Date: 10 April 2013

Details: As the successful applicant you will supervise and manage the operations of the ACT Revenue Office public counter and Call Centre and undertake more complex duty assessments, investigations, correspondence and reports under revenue-related legislation, with minimal supervision. Preferably have experience in managing staff and processes; and the ability to analyse the legislation and complex fact situations, and make decisions on them. Good communication skills are essential. Provide training to staff of the Section and Division, represent the Division to other jurisdictions as required, provide high level advice and reports to the Government and senior staff, provide advice to taxpayers, grant applicants of the interpretation and apply revenue legislation and policies.

Notes: This is a temporary position from 1 June 2013 until 24 December 2013.

Contact Officer: Lindsay Aquilina (02) 6207 0066 lindsay.aquilina@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.

Shared Services

Shared Services Information and Communication Technology (ICT)

Customer Relations

Schools Support Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 05087)

Gazetted: 22 March 2013

Closing Date: 2 April 2013

Details: Undertake and/or manage various ICT initiatives and other complex tasks relating to the delivery of ICT services to a range of clients in schools and the Directorate including the Computers for Teaching initiative and reporting on their status to management.

Note: This is a temporary vacancy, available asap until 9th August 2013.

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

Shared Services

Shared Services ICT

Service Integrity and Compliance

Service Integrity and Compliance Administrator

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 19210)

Gazetted: 25 March 2013

Closing Date: 8 April 2013

Details: To provide administrative support to the business operations of the Service Integrity and Compliance section. This includes; assistance to section managers in agenda and minutes for various meetings; maintain section documentation; section data including file structures and systems; reports on change statistics and conformance including section metrics.

Eligibility/Other Requirements: Possession of ITIL Foundations Certificate is desirable. The possession of, or the ability to rapidly attain a Protected Security Clearance is mandatory.

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

Contact Officer: Philip Gartner (02) 6207 5600 philip.gartner@act.gov.au

Community Services

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

Policy and Organisational Services

Office of Aboriginal and Torres Strait Islander Affairs

Director

Executive Level 1.2 \$186,074 to \$196,418 depending on current superannuation arrangements, Canberra (PN: E418)

Gazetted: 22 March 2013

Closing Date: 17 April 2013

Details: The Director will have a proven record and experience in Aboriginal and Torres Strait Islander Affairs, particularly working with Aboriginal and Torres Strait Islander people and communities. This position attracts a remuneration package ranging from \$186,074 to \$196,418, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$147,774. The successful applicant will be engaged under a performance based executive contract for up to five years.

Eligibility/Other Requirements: Relevant qualifications and experience are expected.

Note: This is an identified position. To apply, please obtain an information pack by e-mailing:

kylie@indigcareers.com.au or call on 0401 107 318.

Contact Officer: Nic Manikis (02) 6205 9031 nic.manikis@act.gov.au

Office for Children Youth and Family Support

Care and Protection Services

Out of Home Care

Program Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 42183)

Gazetted: 26 March 2013

Closing Date: 9 April 2013

Details: Out of Home Care is responsible for the developing and supporting delivery of operational services to clients of Care and Protection Services. You will be responsible with assisting with the administration and management of funding arrangements with Out of Home Care providers. Provide administrative support to section, Out of Home Care Sector and Placement Manager. Undertake secretariat support for sector meetings and coordinate financial and administrative processes related to property maintenance to the Housing Asset Assistance Program.

Eligibility/Other Requirements: An understanding of the Out of Home Care services for children and young people in the ACT is highly desirable.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable People registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and

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

Contact Officer: Adele Gillespie (02) 6207 1058 adele.gillespie@act.gov.au

Therapy ACT

School Age South

Therapy Assistant

Technical Officer Level 2 \$52,078 - \$59,939, Canberra (PN: 07977)

Gazetted: 22 March 2013

Closing Date: 5 April 2013

Details: Therapy ACT has a temporary position available for a Speech Pathology Therapy Assistant. This position will be involved in providing speech pathology support to children with delays in their development and children with developmental disability. The position will sit with the Therapy ACT School Age South team and the successful applicant will work across Early Childhood, School Age and the Autism Team under close supervision of a speech pathologist. Duties include resource development and implementing therapy programs in a variety of environments e.g. Therapy ACT sites, client's home or education/care settings.

Eligibility/Other Requirements: Experience in working with children with developmental disability highly desirable. Certificate IV or Associate Diploma in relevant field desirable. Current driver's licence essential. Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. Note: This is a temporary position available until the end of June 2014. Contact Officer: Vanessa Klose (02) 6205 1242 vanessa.klose@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Online Marketer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 3502)

Gazetted: 21 March 2013

Closing Date: 27 March 2013

Are you a marketer with a mind for online and data? We're looking for an enthusiastic marketing professional to run our website and manage our e-marketing to increase ticket sales and grow the Canberra Theatre Centre brand online. The role will also work very closely with our Box office with regards to database marketing and Customer Relationship Management. You should demonstrate clear and logical thinking and have the ability to compile and analyse website statistics and sales/customer data. You will have excellent computer skills, including experience working with databases, CMS, email systems, Microsoft Office and design software. Depending on experience you will also have the opportunity to run several stand alone marketing campaigns for theatre shows each year. CTC is a busy, dynamic venue hosting more than 170 events each year. This is an exciting opportunity for you to help us build our online profile and increase web traffic and online ticket sales.

Eligibility/Other Requirements: A degree or diploma in marketing or communications is essential.

Note: 12 month contract with the possibility of a further 2 years. Applicants must provide a written statement addressing the selection criteria.

Contact Officer: Ricky Bryan (02) 6243 5706 ricky.bryan@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au

Economic Development

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

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

Tourism, Events and Sport Division

Australian Capital Tourism

Business Support/Executive

Business Support Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 42459)

Gazetted: 22 March 2013

Closing Date: 2 April 2013

Details: Australian Capital Tourism are looking for a highly motivated individual to provide business support to the branch. A strong client focus and willingness to be part of a dynamic team is essential. The role includes coordinating financial transactions to Shared Services, preparing monthly financial reports, managing the trust bank account and coordinating Australian Capital Tourism's procurement activities.

Eligibility/Other Requirements: Tertiary qualifications in a related discipline. Current driver's licence.

Contact Officer: Jonathan Kobus (02) 6205 0554 jonathan.kobus@act.gov.au

Economic Development, Policy and Governance

Business Development

Migration and Information Services

Project Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14070)

Gazetted: 25 March 2013

Closing Date: 5 April 2013

Details: The Business Development Branch is seeking a motivated individual to coordinate a range of marketing and communications activities to promote Business Development's services to the ACT community. You will be responsible for strategic marketing, communication and event management advice and support to the Business Development Branch including management for the Branch's online communication channels (such as web, social media and email marketing) including technical advice and support, content creation and database management. The position is also responsible for liaising with and managing contracts and service agreements related to branch service provider.

Eligibility/Other Requirements: Tertiary qualifications in communications or a related discipline are desirable.

Contact Officer: Laura Hartley (02) 6205 3051 laura.hartley@act.gov.au

Economic Development, Policy and Governance

Ministerial, Cabinet and Policy

Senior Policy Officer / Manager

Senior Officer Grade C/B \$89,786 - \$119,426, Canberra (PN: 18569)

Gazetted: 25 March 2013

Closing Date: 1 April 2013

Details: The Ministerial, Cabinet and Policy Branch of the Economic Development Directorate is looking for a person with significant legislative and policy development skills to join our team. The position involves working in a small team to support policy development, including development of legislation, on a range of matters across the Directorate. For example, the work might include matters related to racing and gaming, land development or Red Tape Reduction. Applicants at the SOG C or SOG B level will be considered, with the final level of the position to be determined based on relevant skills and experience.

Notes: This is a temporary position available until August 2013. Selection may be based on application and referee reports only.

Contact Officer: Pamela Avell (02) 6205 0072 pamela.avell@act.gov.au

Tourism, Events and Sport

Sport and Recreation Services

Client Services and Programs

Project Officer, Inclusive Participation

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 55577)

Gazetted: 27 March 2013

Closing Date: 10 April 2013

Details: Sport and Recreation Services is seeking a highly motivated and suitable experienced person to coordinate its Inclusive Participation Program. The successful applicant will be required to develop and implement programs to enhance participation in sport and active recreation by Indigenous people and people from other marginalised groups; provide advice and support to organisations on inclusive participation matters; manage funding agreements and partnerships to achieve identified outcomes; and represent the agency on local and national committees, working parties and reference groups.

Notes: This is a temporary position available from 23 April 2013 until 23 April 2018. Aboriginal and Torres Strait Islander people are encouraged to apply. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on *Working With Vulnerable people registration* refer to -

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

Contact Officer: Simon Dolejsi (02) 6207 2077 simon.dolejsi@act.gov.au

Tourism, Events and Sport

Sport and Recreation Services

Clients Services and Programs

Project Officer - Play by the Rules

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 24862)

Gazetted: 22 March 2013

Closing Date: 5 April 2013

Details: Sport and Recreation Services is seeking a highly motivated and suitably skilled individual to join its Client Services and Programs team. The successful candidate will be responsible for implementation of a project that will draw upon the resources readily available through the Play by the Rules program to develop a model of good practice that promotes diversity and builds capacity within the sport and recreation industry.

Eligibility/Other Requirements: A relevant tertiary qualification in the area of Sport and Recreation Management, Health Promotion, Community Development or other appropriate qualifications and/or work experience.

Note: This is a temporary part-time position available asap until 30 June 2014. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to -

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

Contact Officer: Simon Dolejsi (02) 6207 2077 simon.dolejsi@act.gov.au

Tourism, Events and Sport

Sport and Recreation Services

Sportsgrounds Maintenance and Improvements

Sportsgrounds Maintenance

General Service Officer Level 3/4 \$40,973 - \$44,935, Canberra (PN: 14034)

Gazetted: 25 March 2013

Closing Date: 8 April 2013

Details: Sport and Recreation Services is seeking a fit and able individual to work as a part of the Horticultural Maintenance Team, to assist in the maintenance activities of ACT Government Sportsgrounds. Duties include general mowing and edging activities, weeding, cleaning facilities, some machinery operation, turf management activities including fertilising, renovation work, line marking and some minor tree surgery work.

Eligibility/Other Requirements: Current driver's licence is essential. Ability to undertake the physical requirements of the tasks listed on the Position Description is mandatory. Desirable but not mandatory: Chemcert III, Chainsaw Certificate - basic felling/crosscut, Forklift ticket. To be eligible to cross through the soft barrier of the GSO3/4 (Sport and Recreation Facilities only) you must have training in: OH&S Awareness and Risk Management Training; Light rigid truck licence; Temporary Traffic Management (TTM) Awareness Training; and Plant and Equipment Training - operation, care and maintenance.

Contact Officer: Phil Davies (02) 6207 5426 phil.davies@act.gov.au

Education and Training

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

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

Office for Schools

Tuggeranong Network

Monash Primary School

Principal

School Leader A \$133,372, Canberra (PN: 01808)

Gazetted: 21 March 2013

Closing Date: 4 April 2013

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Stephen Gwilliam (02) 6207 7918 stephen.gwilliam@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.

Tertiary Education and Performance

Office of the Board of Senior Secondary Studies (BSSS)

Technical Adviser

School Leader B \$116,751, Canberra (PN: 30452)

Gazetted: 25 March 2013

Closing Date: 1 April 2013

Details: We are seeking a highly professional and motivated person to lead the Certification Team responsible for the operation and management of the ACT Certification System (ACS) and the production of ACT Board of Senior Secondary Studies (BSSS) certificates, including Year 12 Certificates, Tertiary Entrance Statements and Vocational Certificates, and the validity of the data on those certificates.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A sound knowledge of assessment, reporting and certification procedures for Years 11 and 12 in the ACT. IT qualification and/or experience highly desirable.

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

Contact Officer: Helen Strauch (02) 6205 7162 helen.strauch@act.gov.au

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

Office for Schools

Belconnen Network

Evatt Primary School

Executive Teacher

School Leader C \$100,271, Canberra (PN: 16924)

Gazetted: 26 March 2013

Closing Date: 9 April 2013

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

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

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

Contact Officer: Susan Skinner (02) 6205 5999 susan.skinner@ed.act.edu.au

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

Office for Schools

South and Weston Network

Lyons Early Childhood School

Community Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31883)

Gazetted: 22 March 2013

Closing Date: 5 April 2013

Details: Lyons Early Childhood School is seeking applications from suitable Community Support Officers. The successful candidate will provide support and direction to staff coordination of community programs across the school. Develop and deliver community engagement programs for small groups of students and maintain links with Government and community services that support families in the school.

Eligibility/Other Requirements: Knowledge and or experience in an Early Childhood Setting is desirable.

Notes: This position is part-time at 22.05 hours per week. This is a temporary position available from 22 July 2013 until 20 December 2013 with the possibility of extension.

Contact Officer: Mary Hutchinson (02) 6205 5700 mary.hutchinson@ed.act.edu.au

Office for Schools

North/Gungahlin Network

Majura Primary School

Preschool Teacher

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 06450)

Gazetted: 26 March 2013

Closing Date: 2 April 2013

Details: Work as part of a collaborative team to teach two Preschool classes using Early Years Learning Framework - belonging-being becoming. Developing partnerships with families to support the learning and working within National Quality Standards framework.

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people. This is a temporary position available from 29 April 2013 to 20 December 2013.

Contact Officer: Lindy Beeley (02) 6205 5711 lindy.beeley@ed.act.edu.au

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

Office for Schools

South/Weston Network

Arawang Primary School

Year 3 Classroom Teacher

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 06098)

Gazetted: 26 March 2013

Closing Date: 2 April 2013

Details: To teach Year 3 as part of a collaborative team using the Australian Curriculum, balanced literacy/numeracy approach and Inquiry Learning. ICT and Visual/Performing Arts desirable.

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

Notes: This is a temporary position available until 20 December 2013. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to -

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

Contact Officer: Angela Georgopoulos (02) 6205 6877 angela.georgopoulos@ed.act.edu.au

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

Office of Schools - Narrabundah College

South/Weston Network

Narrabundah College

Teacher of Italian

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 08902)

Gazetted: 21 March 2013

Closing Date: 2 April 2013

Details: Narrabundah College is a large, international college with 950 year 11 and 12 students. The college offers students the opportunity to study the ACT Year 12 Certificate, the International Baccalaureate Diploma, the French Baccalauréat Diploma, and nationally recognised vocational education and training qualifications in Business, IT, Fashion Design, Music, Media and Furniture Construction. We are looking for a teacher of Italian to teach Beginning, Continuing and Advanced Italian classes and to prepare some students for IB examinations in Italian. They will also be required to teach one class of English for Academic Purposes.

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

Notes: This is a part-time temporary position available until 20 December 2013 at 23:50 hours 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.

Contact Officer: Rosie Hendry (02) 6205 6975 rosie.hendry@ed.act.edu.au

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

Office For Schools

South/Weston Network

Hughes Primary School

Classroom Teacher - Autism Unit

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 10045)

Gazetted: 27 March 2013

Closing Date: 8 April 2013

Details: The LSUA at Hughes Primary school requires a passionate educator with experience in Autism and students with disabilities. Working in partnership with a classroom assistant, consulting with therapists and families, you will provide quality programs, based on the Four Blocks to Literacy - a specific literacy approach being used for students with disability.

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

Notes: This is a temporary position available until 20 December 2013. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to -

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

Contact Officer: Kate Smith (02) 6205 5699 kate.smith@ed.act.edu.au

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

Office for Schools

Belconnen Network

Kingsford Smith School

Student Support and Staffing Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 31756)

Gazetted: 26 March 2013

Closing Date: 2 April 2013

Details: An exciting opportunity exists at Kingsford Smith School for a highly suitable Relief Staffing Officer. The successful applicant will be responsible for managing the provision of day to day relief staff (Teacher and Administrative), preparing audits/reports, data collection and staffing returns which are compliant with the Directorate's requirements. The position also involves providing administrative support and good communication skills, both verbal and in writing.

Eligibility/Other Requirements: This position requires ability to work flexible hours. Desirable: First aid qualifications, or willingness to undertake appropriate training if required.

Contact Officer: Lyndsee Mahl (02) 6207 4683 lyndsee.mahl@ed.act.edu.au

Office for Schools

South and Weston Network

Lyons Early Childhood School

School Secretary

School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 18040)

Gazetted: 22 March 2013

Closing Date: 5 April 2013

Details: Lyons Early Childhood School is seeking a highly motivated person with excellent customer service and computer program skills including Maze to work flexibly and effectively as part of a team. This position involves close daily contact with students, staff, parents and the school community. The successful applicant will provide administrative and secretarial support to the principal and staff throughout the school.

Eligibility/Other Requirements: First Aid and Epi pen qualification or willingness to undertake appropriate training.

Contact Officer: Mary Hutchinson (02) 6205 5700 mary.hutchinson@ed.act.edu.au

Environment and Sustainable 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

Regulation and Services

Construction Services

Construction Occupations

Manager Construction Occupations

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 15452, expected vacancy)

Gazetted: 21 March 2013

Closing Date: 28 March 2013

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking a motivated individual to temporarily fill the role of Manager of the Construction Occupational Licensing Team within the Construction Services Section. You will manage a small team of dedicated officers responsible for the processing of licence applications and renewals for a range of construction occupations under the *Construction Occupations (Licensing) Act 2004* such as builders, electricians and plumbers.

Eligibility/Other Requirements: Extensive demonstrated experience in a regulatory licensing framework or tertiary qualification in a building and construction related discipline suitable to the Construction Occupations Licensing Team activities. Demonstrated skills and expertise in the building, electrical, hydraulics and/or building construction industry and/or in the administration of regulatory activities in the construction industry or a related field. Higher-level training in management studies.

Notes: This is a temporary position available until 31 August 2013 with the possibility of permanency from this process.

Contact Officer: David Middlemiss (02) 6207 7397 david.middlemiss@act.gov.au

Planning Delivery

Merit Assessment

Assessment Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 15952)

Gazetted: 26 March 2013

Closing Date: 9 April 2013

Details: An opportunity exists for an enthusiastic person to be part of a highly effective team. The successful applicant will provide specialist technical expertise under direction relating to all facets of less complex development applications including both decision making and preparing recommendations for determination by a

more senior officer. Depending on the qualifications of the applicant, the occupant of the position may also be required to assist in the administration of the Environmental Impact Assessment statutory process.

Eligibility/Other Requirements: Qualifications, experience and/or undertaking qualification in, urban, town or environmental planning, geography, engineering (including environmental), architecture, landscape architecture, urban design, land or natural resource management would be an advantage.

Contact Officer: Aaron Oshyer (02) 6207 1838 aaron.oshyer@act.gov.au

Regulation and Services

Customer Services

Call Centre Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 27708, several)

Gazetted: 26 March 2013

Closing Date: 9 April 2013

Details: These part-time positions are within a call centre in the Environment and Sustainable Development Directorate Customer Service Centre. The call centre is located at Mitchell. The hours will generally be between 9:30am and 2:30pm Monday to Friday however successful applicants must be able to vary these hours on an as needs basis if required.

Eligibility/Other Requirements: Demonstrated experience in call or contact centre environment; well developed customer service; telephone and communication skills; including excellent spoken and written English.

Notes: This is a part-time position at 25hrs per week, salary is paid at pro rata.

Contact Officer: Cassandra Keppell (02) 6205 9876 cassandra.keppell@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.

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

ACRS Admin

Clinical Director of Geriatrics

Senior Specialist \$\$181,976, Canberra (PN: 21488)

Gazetted: 28 March 2013

Closing Date: 18 April 2013

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School.

The Health Directorate is seeking a highly motivated senior medical practitioner to fill the position of Clinical Director of Geriatric Medicine for the Division of Rehabilitation Aged and Community Care, Canberra Hospital and Health Services. The position is as a permanent Senior Specialist with tenure as Clinical Director. The Clinical Director role is for a period of three years with the possibility of extension by mutual agreement. The Division of Rehabilitation Aged and Community Care (RACC) integrates public health sector rehabilitation, aged, community and primary care services across the ACT. Services are currently provided from both the Canberra Hospital and Calvary Hospital campuses and a range of community health centres across the ACT. The Clinical Director of Geriatric Medicine is responsible for providing leadership and management for the provision of high quality service delivery, clinical education and research. The position is an integral member of the RACC Executive and works collaboratively with other speciality units throughout the Health Service.

Salary, Remuneration and Conditions: Senior Specialist: \$181,976 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9% superannuation, ranges from \$318,730

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship with the Royal Australasian College of Physicians. Eligibility to apply for academic standing, in the Australian National University Medical School.

Contact Officer: Linda Kohlhagen (02) 6244 3579 Linda.Kohlhagen@act.gov.au

Or A/Prof Michael Davis (02) 6244 4192 MichaelW.Davis@act.gov.au

For academic enquiries: Professor Nicholas Glasgow, Dean ANU Medical School on (02) 6125 2622 dean.medical.school@anu.edu.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

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

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 22603)

Gazetted: 28 March 2013

Closing Date: 11 April 2013

Details: Mental Health ACT (MHACT) 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 multidisciplinary team, provide supervision to staff at Levels RN 2 and 1 and support the Team Leader in change processes. You will be required to undertake professional development and supervision participate in quality initiatives and contribute to the multidisciplinary team processes.

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

Notes: 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: Danny Farrow (02) 6205 2777

**Strategy and Corporate
Performance and Innovation
Data Processing**

Senior Information Analyst

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 20514)

Gazetted: 28 March 2013

Closing Date: 11 April 2013

Details: The Performance and Innovation Branch plays a major role in managing the information assets of the Health Directorate and provides timely and accurate information and advice to its clients on the performance of ACT public health services. A permanent position exists within the Data Processing Unit of the Branch for a person with a high level of technical expertise, enthusiasm, and good communication skills to support the delivery of quality data to meet a broad range of internal and national health information requirements.

Eligibility/Other Requirements: Relevant tertiary qualifications or high level experience in an information management environment.

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 Searle (02) 6205 5249

**Strategy and Corporate
Service and Capital Planning
Executive Officer**

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 26972)

Gazetted: 28 March 2013

Closing Date: 11 April 2013

Details: The ACT Government has embarked upon a program to overhaul and expand all aspects of the ACT Health Directorate systems as part of the single largest capital works project undertaken in the ACT Government's history. The enhancements to the health system in both building and clinical systems are in excess of \$1billion. The Health Infrastructure Program (HIP) involves integrating advanced information and e-health technologies; change management; and significant capital works – much of which will be based at Canberra Hospital. For further information go to: www.health.act.gov.au/yhop. An opportunity is available for a highly motivated, enthusiastic and pro-active staff interested in filling the position of the Executive Officer to the Director, Redevelopment Unit, Service and Capital Planning. The successful applicant will be responsible to the Director of the Redevelopment Unit for the coordination of high level confidential administration, including provision of high quality customer service, has excellent interpersonal skills, significant knowledge of the TRIM records management system, ability to prioritise workloads and have proven experience in a similar position.

Note: This is a temporary position available until 30 June 2016. The successful applicant will be required to work from the Canberra Hospital. Applicants are asked to address the selection criteria to a maximum of four pages and attach a recent CV. 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: Adrian Scott (02) 6207 3088

Director General Reports

Office of the Director General

Canberra Hospital Foundation

Fundraising Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32008)

Gazetted: 28 March 2013

Closing Date: 4 April 2013

Details: The successful candidate will be required to have had at least two years experience in the not-for-profit sector within a government environment. The applicant must have a track record in delivering significant growth from fundraising. Relevant tertiary qualifications are preferred or current study/training in Fundraising Business Development. A current driver's licence is mandatory and a willingness to participate in fundraising activities outside core business hours including weekends.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on application and referee reports only.

Contact Officer: Moira Lye (02) 6174 5864 moira.lye@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Occupational Therapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 28314, expected vacancy)

Gazetted: 28 March 2013

Closing Date: 11 April 2013

Details: Applications are sought from a suitably qualified Occupational Therapist to fill a permanent position in the Community Care Program. The successful applicant will work within a multidisciplinary program to provide Occupational Therapy assessments in a community setting. Applicants are required to have good communication skills, experience in home modifications and equipment prescription, and the demonstrated ability to work in a team environment to coordinate care for clients with complex needs. This is an exciting opportunity to work in a progressive and rewarding Program, providing health care to the residents of the ACT.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Applicants must have a degree or diploma in Occupational Therapy and must be registered with the Occupational Therapy Board of Australia. Current driver's licence is essential.

Note: Applicants seeking part-time or temporary employment will also be considered. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your

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

Contact Officer: Nicola Cooper (02) 6205 1224

Strategy and Corporate

Professional Leadership, Research and Education

Clinical School

Reference/Web Services Librarian

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 19555)

Gazetted: 28 March 2013

Closing Date: 11 April 2013

Details: ACT Health Directorate Library seeks a Reference/Web Services Librarian to provide research assistance to users for finding the information and take a leadership role in the management of the library website. The successful candidate will have a strong background in new library technologies and user training. Excellent interpersonal and communication skills in collegial environment needed for this position.

Eligibility/Other Requirements: Applicant must hold a degree from an ALIA accredited school of Library/Information Science.

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

Service and Capital Planning

Health Infrastructure Program

Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 27980)

Gazetted: 28 March 2013

Closing Date: 11 April 2013

Details: The ACT Government has embarked upon a program to overhaul and expand all aspects of the ACT Health Directorate systems as part of the single largest capital works project undertaken in the ACT Government's history. The enhancements to the health system in both building and clinical systems are in excess of \$1billion. The Health Infrastructure Program (HIP) involves integrating state-of-the-art information and e-health technologies; change management; and significant capital works – much of which will be based at Canberra Hospital. For further information go to: www.health.act.gov.au/yhop. An opportunity is available for a highly motivated, enthusiastic and pro-active individual to fill the position of the Personal Assistant to the Director, Redevelopment Unit, Service and Capital Planning.

Eligibility/Other Requirements: The successful applicant will provide high level administration support including provision of high quality customer service, have excellent interpersonal skills, significant knowledge of TRIM records management systems, ability to priorities workloads and have proven experience in a similar position.

Note: This is a temporary vacancy, available until 30 June 2016. The successful applicant will be required to work from The Canberra Hospital. Applicants are asked to address the Selection Criteria to a maximum of two pages and provide a recent Curriculum Vitae, which should be uploaded with your application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Adrian Scott (02) 6207 3088 adrian.scott@act.gov.au

Canberra Hospital and Health Services

Pathology

Immunoassay

Health Professional, Clinical Chemistry/Immunoassay

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 20126, several)

Gazetted: 28 March 2013

Closing Date: 11 April 2013

Details: The Clinical Chemistry/Immunoassay laboratory is recruiting applicants for several temporary positions. The laboratory is located at The Canberra Hospital and services the Canberra and surrounding region. It is an expanding and dynamic area and we are seeking applicants who are interested in a challenging career and committed to working in a team environment.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification.

Notes: These are temporary positions available for up to 12 months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Monica Brady (02) 6244 2846

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Front Reception Clerk

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 25085)

Gazetted: 28 March 2013

Closing Date: 4 April 2013

Details: Under general direction provide reception and clerical services to patients attending the section. As required, make appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action.

Eligibility/Other Requirements: Knowledge of medical terminology would be an advantage. Current driver's licence.

Note: An order of merit will be formed from this selection process and may be utilised to fill any full-time/part-time, permanent, temporary or casual positions (at level), which may occur within the following 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must provide two written referee reports which address the Selection Criteria. Selection may be based on application and referee comments only and interviews may not be held.

Contact Officer: Jean Dumbrell (02) 6244 2159 jeannie.dumbrell@act.gov.au

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

Victim Support ACT

Client Service Manager

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 10200)

Gazetted: 26 March 2013

Closing Date: 9 April 2013

Details: Victim Support ACT is seeking expressions of interest from potential candidates for the position of Acting Client Service Manager. Expressions of interest should include a supporting statement of two pages outlining claims against the selection criteria. Contact details of two referees and current curriculum vitae must accompany the expression of interest.

Eligibility/Other Requirements: Tertiary qualifications in Psychology or Social Work with current ACT registration with the Australian Psychological Society or eligibility for membership of the Australian Association of Social Workers, or a graduate/post graduate diploma in counselling and full clinical membership of a professional counselling association. Experience in developing and maintain partnerships with justice, health, social and welfare services, particularly those related to victims of crime desirable.

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

Contact Officer: John Hinchey (02) 6205 0399 john.hinchey@act.gov.au

ACT Law Courts and Tribunal Administration

Team Leader

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 42378, several)

Gazetted: 22 March 2013

Closing Date: 5 April 2013

Details: The ACT Law Courts and Tribunal Administration is seeking an enthusiastic and energetic person to undertake the role of Team Leader in a busy unit that deals with a variety of tasks relating to Court and Tribunal jurisdictions. The successful applicants will work closely with the Senior Team Leader and Unit Manager to assist in managing the work of the Unit. They must be flexible and able to work independently or as a member of a team, have a helpful approach, be able to work under pressure and meet deadlines. Responsibilities will involve assisting team leaders, processing documentation, liaising with clients and exercising the statutory appointment of Deputy Registrar as required.

Notes: This is a generic position and successful applicants may be placed in any vacant Team Leader position and could be rotated through the business unit.

Contact Officer: Anne Barr (02) 6207 1262 anne.barr@act.gov.au

Office of Regulatory Services

Registrations and Fair Trading

Rental Bonds

Client Service Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 16359, several)

Gazetted: 22 March 2013

Closing Date: 29 March 2013

Details: Under the general direction of the Manager, provide high level client service, either at the counter, over the phone, or in writing. Receive and process lodgements for a range of licences, registrations, permits or refunds administered by the office. Undertake cashier duties in accordance with the *Financial Management Act 1996*, including managing cash and daily balancing. Undertake responsibilities of data entry, scanning, indexing and searching databases to provide client services. Undertake other administrative functions as required, which may include opening and distributing mail and courier duties. Be the first point of contact for clients. Answer, screen and transfer telephone calls. Provide administrative support. Contribute to ORS operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to workplace diversity, participative work practices and promote OH&S principles. Assist senior staff members with work in the unit to ensure objectives are achieved.

Notes: This is a temporary vacancy, available from asap until the 30th June 2013 with a possibility of extension.

Please note, due to operational requirements these positions are available on a full time basis only.

Contact Officer: Tyler Penfold (02) 6207 1180 tyler.penfold@act.gov.au

ACT Law Courts and Tribunal Administration

Registry Support Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 42389, several)

Gazetted: 22 March 2013

Closing Date: 5 April 2013

Details: The ACT Law Courts and Tribunal Administration is seeking enthusiastic and energetic people to undertake the role of Registry Support Officer's in a busy unit that deals with a variety of tasks relating to Court and Tribunal jurisdictions. They must be flexible, have a helpful approach, be able to work under pressure and meet deadlines. Responsibilities include processing Court and Tribunal documentation and liaising with clients to manage enquiries and correspondence relating to Court practices and procedures, providing in Court assistance and exercising the statutory appointment of a Deputy Registrar as required.

Notes: This is a generic position and successful applicants may be placed in any vacant Registry Support Officer position and could be rotated through the business unit.

Contact Officer: Renae Myers (02) 6207 1326 renae.myers@act.gov.au

ACT Corrective Services

Custodial Operations

Permanent/Casual Correctional Officer Class 1

Correctional Officer Class 1 \$38,535 (on successful completion of 11 week training program \$53,417 - \$64,102 plus allowances), Canberra (PN: 13586, several)

Gazetted: 26 March 2013

Closing Date: 6 May 2013

ACT Corrective Services. Many backgrounds. One rewarding career.

Are you interested in playing a crucial role in protecting the community and assisting in the rehabilitation of offenders? ACT Corrective Services is looking for mature people with demonstrated life experience, high personal integrity, self-confidence and good communication skills to become Correctional Officers. The ability to operate effectively as an individual and within a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds is essential.

Additional information and application kits can be downloaded from www.jobs.act.gov.au or to discuss this rewarding career opportunity contact the Workforce Development and Training Unit on (02) 6205 4910.

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

Roads and Public Transport

Operational Capability

ACTION

Operational Capability Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: A02412)

Gazetted: 26 March 2013

Closing Date: 9 April 2013

Details: ACTION is seeking a dynamic and experienced senior manager with an operational focus to manage the operational capability section. The position is responsible for the overall leadership and management of several areas in ACTION including the communications centre, field operations, recruitment and training and accident and claims. The position also manages several portfolio areas including safety, security and business risk. The position presents a unique opportunity for someone to be part of the senior leadership team of ACTION and gain an insight into the challenges associated with the delivery of public transport.

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

Contact Officer: Bren Burkevics (02) 6207 8628 bren.burkevics@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.

Directorate Services

Canberra Connect

Customer Service Integration

Online Customer Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 55542)

Gazetted: 25 March 2013

Closing Date: 1 April 2013

Details: Expressions of interest are sought from suitably experienced and motivated individuals to fill the role of Online Customer Support Officer in the Customer Service Integration team of Canberra Connect. The Customer Services Integration team delivers customer self service outcomes across the Canberra Connect Contact Centre, Shopfronts and internet. The primary system within the team is the ACT Government Customer Resource Management (CRM) system which coordinates customer service requests, frequently asked questions, and responses to external customer feedback. The Customer Services Integration team supports Canberra Connect service delivery channels through the Web Centre which manages a number of internally and externally facing websites. The Customer Services Integration team also supports whole of government customer contact which

includes the ACT Government Functions and Services Directory and the online ACT Government Bookings and Reservations service. To be successful in this role an applicant will need to will be required to liaise with TAMS content owners to assist with identifying and documenting their content requirements. They will also be required to publish agreed content to the internet and intranet using the content management system SQUIZ (MySource) Matrix.

Eligibility/Other Requirements: Demonstrated experience using Cascading Style Sheets (CSS), Hyper Text Markup Language (HTML) and content management systems will be highly regarded.

Notes: This is a temporary vacancy, available asap until 2nd July 2013 with the possibility of extension.

Contact Officer: Jerome Freestone (02) 6207 7783 jerome.freestone@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Teacher Band 1 \$62,403 - \$83,963

Stephen Demamiel 797-32190, Section 68(1), 18 March 2013

Commerce and Works

Senior Officer Grade B \$106,086 - \$119,426

Phillip Gant 835-80628, Section 68(1), 20 March 2013

Economic Development

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

Julian Nicholas Cowell 820-85086, Section 68(1), 22 March 2013

Education and Training

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

Ellen Louise Mac Andrews 835-99281, Section 68(1), 18 March 2013

Environment and Sustainable Development

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

Barbara Gilbert 835-99732, Section 68(1), 25 March 2013

Health

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

Tobias Angstmann 829-50930, Section 68(1), 20 March 2013

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

Helen Charles-Jones 836-00027, Section 68(1), 25 March 2013

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

Yalan Chen 824-31874, Section 68(1), 18 March 2013

Health Care Assistant 3 \$47,764 - \$48,861

Veronique Clyde 836-00705, Section 68(1), 27 March 2013

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

Rodney Cole 835-99257, Section 68(1), 26 March 2013

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

Ngair Cramp 834-54197, Section 68(1), 20 March 2013

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

Hayley Hlinak 835-99898, Section 68(1), 25 March 2013

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

Adelewa Idowu 833-44895, Section 68(1), 28 March 2013

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

Judy Lamond 835-93146, Section 68(1), 22 March 2013

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

Nalini Pati 829-56291, Section 68(1), 25 March 2013

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

Carol Peden 836-54789, Section 68(1), 14 March 2013

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

Sasikala Selvadurai 788-21554, Section 68(1), 25 March 2013

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

Jennifer Usher 834-54111, Section 68(1), 22 March 2013

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

Jiayuan Zhang 821-59241, Section 68(1), 25 March 2013

Justice and Community Safety

Trust Officer Level 1 \$58,293 - \$67,050

Stefan Dzwonnik 835-69330, Section 68(1), 27 March 2013

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

Jiadi Liang 835-69189, Section 68(1), 20 March 2013

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

Linda Needham 835-88232, Section 68(1), 20 March 2013

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

Chaw Su 827-56839, Section 68(1), 22 March 2013

Territory and Municipal Services

Bus Operator - Training \$58,463

Rae Amosa 140-845, Section 68(1), 22 March 2013

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

Debbie Butt 827-50330, Section 68(1), 20 March 2013

Bus Operator - Training \$58,463

Paul Chiswell 140-835, Section 68(1), 22 March 2013

Bus Operator - Training \$58,463

Guy Douglas 140-841, Section 68(1), 22 March 2013

Bus Operator - Training \$58,463

Rachid Ouahi 140-865, Section 68(1), 22 March 2013

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

Chi Wing Wong 836-00406, Section 68(1), 2 April 2013

TRANSFERS

Health

Teena Russell: 786-45474

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

Health

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

Health, Canberra (PN. 16750) (Gazetted 10 January 2013)

PROMOTIONS

Commerce and Works

Shared Services

Human Resources

Payroll and Personnel Services

Rachel Hughes: 780-51692

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 09361) (Gazetted 21 February 2013)

Education and Training

Office for Schools

North/Gungahlin Network

Turner School

Sharon Moloney: 798-39377

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 04492) (Gazetted 22 February 2013)

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.

Tertiary Education and Performance

Planning and Performance

Planning and Reporting

Waris Mughal: 816-80043

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Education and Training
To: †Senior Officer Grade C \$89,786 - \$96,809
Education and Training, Canberra (PN. 02917) (Gazetted 23 January 2013)

Corporate Services

Financial and Corporate Support

Financial Services

Deborah Whitton: 729-15998

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Education and Training
To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Education and Training, Canberra (PN. 17490) (Gazetted 25 January 2013)

Health

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Catherine Burns: 786-45298

From: Registered Nurse Level 3.1 \$89,834 - \$93,531
Health
To: †Registered Nurse Level 4.3 \$115,948
Health, Canberra (PN. 27899) (Gazetted 28 February 2013)

Canberra Hospital and Health Services

Medicine

Ambulatory Services

Fiona Murphy: 799-86350

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Health
To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 30688) (Gazetted 31 January 2013)

Canberra Hospital and Health Services

Operational Support

Executive Director of Medical Services

Yvonne Noakes: 735-37036

From: Registered Nurse Level 2 \$78,157 - \$82,990
Health
To: †Senior Officer Grade C \$89,786 - \$96,809
Health, Canberra (PN. 29855) (Gazetted 1 November 2012)

Strategy and Corporate

Business and Infrastructure

Strategic Support

Irene Ruffy: 762-83094

From: Health Service Officer Level 3 \$42,160 - \$43,599
Health
To: Health Service Officer Level 4 \$43,599 - \$45,346
Health, Canberra (PN. 20516) (Gazetted 6 December 2012)

Justice and Community Safety

Law Courts and Tribunals

Magistrates Court

Registry Operations

Natalie Campbell: 827-39860

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43613) (Gazetted 16 January 2013)

Public Trustee for the ACT

Shari Johnson: 816-81484

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

Justice and Community Safety

To: Trust Officer Level 1 \$58,293 - \$67,050

Justice and Community Safety, Canberra (PN. 08034) (Gazetted 29 January 2013)

Law Courts and Tribunals

Magistrates Court

Registry Operations

Sienna Moore: 835-79723

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43644) (Gazetted 16 January 2013)

Law Courts and Tribunals

Magistrates Court

Registry Operations

Kerrie Royal: 821-01189

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 22593) (Gazetted 16 January 2013)

RETIREMENTS AND DISMISSALS

Environment and Sustainable Development

Section 143 Public Sector Management Act 1994 – Cassie Schilg AGS 779-11742