



ACT Government Gazette

Gazetted Notices for the week beginning 17 November 2011

VACANCIES

Calvary Health Care ACT (Public)

Nursing & Midwifery Services

Perioperative Unit

Perioperative Unit

Perioperative Educator

Registered Nurse Level 3 Grade 1 \$83,861 - \$87,312 (full time rate), Canberra (PN: 8796)

Gazetted: 23 November 2011

Closing Date: 7 December 2011

The Perioperative Nurse Educator provides clinical nursing development and training. The focus will be on building both advanced evidence based knowledge and clinical skills in the nursing care of the Perioperative Patient. The successful individual will be a dynamic and creative clinician who will promote a culture of skills development and enquiry while actively encouraging and facilitating clinical learning in the Perioperative Unit. With the support of senior staff in the unit the Educator will encourage an environment that is patient focused and that is supportive of innovative models of care, team nursing and proactive change management. Together with the Perioperative Services Manager and the wider Perioperative Team the educator will plan and facilitate education programs relating to the speciality. A major component of the role will be facilitating mentoring and preceptorship for the many students that are present within the unit. Applications close: 1 December 2011 For further enquires please contact Deborah Dickson on (02) 6201 6892 or email: debbie.dickson@Calvary-act.com.au For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Deborah Dickson 02 6201 6892 debbie.dickson@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Corporate

Human Resources

Recruitment Unit

Recruitment Unit

Administrative Services Officer Level 5 - Senior Officer Grade C \$61, 295 - \$90, 372, Canberra (PN: 7347)

Gazetted: 21 November 2011

Closing Date: 25 November 2011

We are seeking an individual who is available to fill the position of Recruitment Manager. The successful candidate will: Manage all aspects of the Recruitment Function, including media, website and other recruitment strategies, Provide leadership and high level guidance to the recruitment and retention team in relation to employment and processing systems, Provide assistance and advice to Departmental Managers in relation to recruitment processes, Implement and maintain quality systems to ensure a high level of HR operations service and reporting, Manage the document management and related Contract processes for Visiting Medical Officers (VMO), Manage the Recruitment and Appointment process for all nursing, clinical and administrative appointments, Liaison with professional Colleges as appropriate

Applications close: Friday 25 November 2011 To discuss the role further please contact: David Prior, Human Resources Manager Calvary Health Care ACT Limited on 02 6201 6120

Eligibility/Other Requirements: Selection Criteria

Contact Officer: David Prior 02 6201 6120 David Prior Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Occupational Therapy

Occupational Therapy

Occupational Therapist

Health Professional Level 1/2 \$52,866 - \$68,740, Canberra (PN: Various)

Gazetted: 23 November 2011

Closing Date: 30 November 2011

The OT Department at Calvary Hospital, Canberra is looking for 2 x new therapists to join us on fulltime permanent contracts. This is an exciting opportunity to work in a supportive team to accomplish great things. The HP1/2 position will rotate through the following clinical areas: medical, surgical, private hospital, adult mental health, and aged care & rehabilitation. New graduates are encouraged to apply. The Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff. A staff supervision program is in place and all staff complete an Annual Development Plan. We offer a very competitive salary, free uniforms, salary packaging, free parking, and the potential for onsite accommodation. Successful interstate applicants can also be reimbursed for some of their relocation costs. If you are successful in your application, commencement dates are flexible. A copy of the application kit and selection documentation is available on our website: www.calvary-act.com.au or by

phoning (02) 6201 6087. Applications must address the selection criteria. For further information: Contact Michael Malcomess (02) 6201 6087 or michael.malcomess@calvary-act.com.au See attached duty statement for further information.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Michael Malcomess 6201 6087 recruitment@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing & Midwifery

Clare Holland House

Clare Holland House

Receptionist

Administrative Services Officer Level 3 \$49,306 - \$53,214, Canberra (PN: 8474)

Gazetted: 17 November 2011

Closing Date: 1 December 2011

We are looking for a caring and compassionate person who can cope with a busy environment to fill a vacancy as an ASO 3 to work with our clerical team primarily in the reception area. Duties will include: * Reception and switchboard management * Process and maintain patient record data within the patient management system IBA * Complete admission and interview with patient/family * General clerical duties * Complete receipting & banking of donations * Data entry into relevant data bases * Other duties as required Applications close: 1 December 2011 For further enquiries please contact Robyn Waters on 02 6264 7323 or email robyn.waters@calvary-act.com.au For selection documentation and further information about Calvary Health Care ACT visit our website www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Robyn Waters 02 6264 7300 robyn.waters@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

Centre for Education Excellence

Flex:Ed

Educational Designer

Senior Teaching Post \$83,856, Canberra (PN: 52054)

Gazetted: 17 November 2011

Closing Date: 6 December 2011

Under the general direction of the Education Manager provide educational leadership in areas such as quality of educational projects, quality of educational delivery and quality of assessment and learning strategies. Organise and coordinate project teams, arrange and service committees and project steering groups, monitor relevant developments in educational theory and practice and provide feedback to the Institute.

Eligibility/Other Requirements: Degree, diploma or equivalent qualification in Adult Education. Experience in an Institute of Technology or similar educational environment. Three (3) years relevant work experience in tertiary and/or vocational education and training would be an advantage.

Note: This position is temporary, available until 28 June 2013, with possible extension up to five years.

Contact Officer: Penny Neuendorf (02) 6207 4041 penny.neuendorf@cit.edu.au

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

Centres

Building and Environment Centre

Engineering and Resource Sciences

Teacher Band 1

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 52064)

Gazetted: 18 November 2011

Closing Date: 6 December 2011

Teach as directed by the Education Manager up to the number of hours prescribed in the relevant industrial award. Organise and/or lead relevant field practical work and student excursions as required or allowed by the curriculum. Counsel and advise students on their programs of study and other issues relevant to their effective participation in courses offered by the section. Develop and mark assessment instruments as required to meet the curriculum training package qualifications. Develop, individually and as a member of a team, curricula including educational resource material (eLearn or printed) for new and existing programs of study and attend staff meetings within the Institute, Centre and Section as required. Identify and participate in the development and delivery of commercial activities relevant to the Centre's mission.

Eligibility/Other Requirements: Appropriate tertiary qualifications relevant to the teaching of spatial information services unit to Advanced Diploma level; possess, or eligible to obtain a Diploma in Education from an Australian University or equivalent and at least five (5) years of relevant vocational/industrial professional experience or possess such other qualifications and/or experience acceptable for the position are mandatory. Possess a Certificate in Training and Assessment, experience in the development and delivery of eLearning products, accredited trainer in ESRI, safe software

FMe, and Mircostation and familiar with the use of survey equipment such as RTK, GNSS, GPs receivers and total stations are highly desirable.

Note: There is a qualifications barrier at the 6th incremental point of the Teacher Band 1 salary scale. To advance beyond this barrier a teacher must possess a recognised teaching qualification.

Contact Officer: Noel Hamey (02) 6207 4161 noel.hamey@cit.edu.au

Centres

Student Services Hub

Information, Careers and Recognition Team

Information Officer

Administrative Services Officer Class 2/3 \$43,289 - \$53,214, Canberra (PN: 54190, several)

Gazetted: 23 November 2011

Closing Date: 7 December 2011

Under general direction attend to requests for information on CIT's programs and support services including telephone, written and email enquiries.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@cit.edu.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

Therapy ACT

Senior Speech Pathologist

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 26074)

Gazetted: 22 November 2011

Closing Date: 13 December 2011

Therapy ACT is seeking to employ a Senior Speech Pathologist who will be responsible for the provision of overall leadership, direction and clinical management to a team of speech pathologists and also participate as a member of the Therapy ACT Management Team for planning, development and implementation of services. Experience in a broad range of clinical areas and experience in leadership and supervision of staff.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Speech Pathology. Eligibility for Membership with Speech Pathology Australia. Current driver's license essential.

Note: This is a temporary part-time or full-time position for the period 20 February 2012 until 20 January 2013.

Contact Officer: Andrea Johnston (02) 6205 4130 andrea.johnston@act.gov.au

Office for Children, Youth and Family Support

Youth Services

Bimberi Youth Justice Centre

Senior Manager

Senior Officer Grade A \$115,016, Canberra (PN: 00449, expected vacancy)

Gazetted: 17 November 2011

Closing Date: 6 December 2011

The Office for Children, Youth and Family Support is seeking a Senior Manager of the Bimberi Youth Justice Centre. The Senior Manager position is responsible to ensure Bimberi Youth Justice Centre is a recognised leader in the provision of youth justice custodial services. The position is responsible for creating and maintaining a high performing Centre to provide a safe, secure, supportive, rehabilitative environment for young people in custody in the ACT at which young people; feel safe, valued, respected, supported and hopeful about their future, and are prepared for a successful return to the community. The Senior Manager reports directly to the Director, Youth Services.

Eligibility/Other Requirements: Extensive experience in a youth justice management environment and tertiary qualifications in a management, welfare, social science or behavioural science or relevant field.

Note: This position is required to participate in an on-call roster.

Contact Officer: Dr Mark Collis (02) 6205 9490 mark.collis@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

School Improvement

Tuggeranong Network

Bonython Primary School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 04034)

Gazetted: 23 November 2011

Closing Date: 7 December 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

Eligibility/Other Requirements: A minimum of four (4) years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Shane Gorman (02) 6205 6565 shane.gorman@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.

**School Improvement
Information, Communications and Governance
Information and Knowledge Services
Assistant Manager**

School Leader B \$98,077, Canberra (PN: 04074)

Gazetted: 21 November 2011

Closing Date: 5 December 2011

Support the Manager to develop and achieve section strategic goals and implement the section plan. Assist the Manager to manage the human, financial and physical resources of the section to achieve optimal social and educational outcomes 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.

Note: This is an office based teaching position and school stand down periods do not apply. Flex time arrangements are available.

Contact Officer: Mark Huxley (02) 6205 9242 mark.huxley@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.

**School Improvement
Tuggeranong Network
Gowrie Primary School
Executive Teacher**

School Leader C \$91,769, Canberra (PN: 02024)

Gazetted: 23 November 2011

Closing Date: 7 December 2011

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.

Contact Officer: Judith Hamilton (02) 6205 7822 judith.hamilton@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.

**Director Schools
Tuggeranong Network
Lake Tuggeranong College
Business and Facilities Manager**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 33795)

Gazetted: 23 November 2011

Closing Date: 7 December 2011

The Business and Facilities Manager provides high level support to the principal in developing policies and procedures relating to the management of the college. The successful applicant will be responsible for the preparation of budgets, monitoring of expenditure and management of buildings, grounds and facilities to a high level.

Note: This is a temporary position available from 5 March 2012 until 6 October 2012, with the potential for permanent filling from this process.

Contact Officer: Marilyn McInnes (02) 6205 6222 marilyn.mcinnis@ed.act.edu.au

**Executive Director of Corporate Services
Finance and Corporate Support
Corporate Support
Assistant Manager, Emergency Management/Protective Security**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 18717)

Gazetted: 22 November 2011

Closing Date: 6 December 2011

The successful applicant will be responsible for the development and implementation of strategic policy, guidelines and advice for emergency management and protective security issues for the Directorate within the context of whole of government policies and procedures.

Eligibility/Other Requirements: The position requires qualifications and/or experience commensurate with the duties of the position, including strong representational, negotiation and liaison skills at Directorate level, supported by equally strong skills in the preparation of reports, briefings, ministerial replies and draft replies to senior management.

Note: This position is subject to a security clearance at a National Level. Security and/or Emergency Management qualifications would be an advantage.

Contact Officer: Alan Henderson (02) 6205 9316 alan.henderson@act.gov.au

School Improvement

North and Gungahlin Network

Amaroo School

Youth Support Worker

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 11537)

Gazetted: 17 November 2011

Closing Date: 1 December 2011

An exciting opportunity exists to join the collaborative educational team at Amaroo School. The successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. Duties will also include assisting students to access appropriate external community based youth support services and programs that will support school connectedness and general health and wellbeing. The applicant may possess sound knowledge and understanding of current issues affecting young people.

Eligibility/Other Requirements: Tertiary qualifications in Youth Work or related fields desirable.

Contact Officer: Karen Moore (02) 6205 2808 karen.moore@ed.act.edu.au

School Improvement

Belconnen Network

Kingsford Smith School

Information Technology Officer

Information Technology Officer Class 1 \$53,214 - \$60,844, Canberra (PN: 17037)

Gazetted: 17 November 2011

Closing Date: 1 December 2011

Kingsford Smith School is seeking an experienced Information Technology Officer. The successful applicant will liaise with the School IT Coordinator in relation to all aspects of the development, implementation and management of PC systems across the school. Duties will also include identifying and rectifying hardware problems, managing user accounts, maintaining the school's IT asset database and providing technical support/assistance with IT security for the school.

Eligibility/Other Requirements: Completion or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (two or more years).

Contact Officer: Lyndsee Mahl (02) 6207 4455 lyndsee.mahl@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

Planning Policy

Transport Planning

Transport Policy Coordination

Manager-Transport Policy and Liaison

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 14046)

Gazetted: 23 November 2011

Closing Date: 30 November 2011

The Transport Policy Coordination team is part of Transport Planning and develops, manages and delivers sustainable transport policy and programs. The Manager, Transport Policy and Liaison manages a small team, and will be responsible for developing and managing the delivery of sustainable transport programs, projects and policies in line with allocated Budgets, including finalising, managing and reporting on the ACT Government's transport for Canberra policy and program; developing and providing strategic transport policy advice and briefings to ministers and senior executives; representing the department in communications, consultations and liaison with ACT and Commonwealth Government agencies, national forums, community groups, the general public and the media, and other duties as required.

Eligibility/Other Requirements: Tertiary policy, transport or planning qualifications will be highly regarded.

Note: This position is temporary from 1 January 2012 to 30 June 2013, and may be filled based on written applications only.

Contact Officer: Kristin Blume (02) 6205 4672 kristin.blume@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.

Planning Policy

Transport Planning

Transport Planning and Projects

Manager, Transport Planning and Projects

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 11533)

Gazetted: 22 November 2011

Closing Date: 13 December 2011

The Transport Planning and Projects team is part of Transport Planning, alongside Transport Policy Coordination. The main functions of this position is to ensure that transport planning properly integrates urban form, land use, multi-modal transport and undertake strategic planning for the future needs of transport within the ACT; manage and deliver transport capital programs and projects (to project concept plan stage) and support sustainable transport policies and initiatives;

undertake strategic transport network planning for all modes of transport; provide specialist advice to other agencies on transport planning; provide high level strategic transport advice and briefings to ministers and senior executives and manage a team of people.

Eligibility/Other Requirements: Tertiary degree in transport engineering or transport planning.

Note: This position is temporary available from 15 December 2011 to 30 June 2013 and may be filled based on written applications only.

Contact Officer: Kuga Kugathas (02) 6207 1755 kuga.kugathas@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.

Planning Policy

City Planning

Strategic City Planning and Design

Senior Consultation Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 19968)

Gazetted: 21 November 2011

Closing Date: 5 December 2011

Strategic City Planning and Design of the Environment and Sustainable Development Directorate undertakes and reviews strategic policy and research that informs and guides the urban form of Canberra. A key part of the section's work is preparing planning and design studies under the Government's master plan program and identifying strategic initiatives for urban renewal. We are seeking a suitably qualified person with community and organisation consultation experience to assist in the preparation of urban design policy leading to more sustainable, quality urban outcomes. Applicants should demonstrate an excellent track record in consultation, project management, communication skills and a demonstrated ability to work within a small team including establishing relationships with the Directorate's stakeholders.

Eligibility/Other Requirements: Qualifications and experience in urban planning, urban design, architecture or landscape architecture is desirable. Experience in community consultation and project management is essential.

Note: This is a temporary position available from January 2012 until January 2014. This position is part-time at 24:15 hours per week. Selection may be based on application and referee reports only.

Contact Officer: Adam Azzopardi (02) 6207 3541 adam.azzopardi@act.gov.au

Policy

Nature Conservation Policy

Natural Resource Management

Yurung Dhaura Aboriginal Land Management Trainee

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 22580)

Gazetted: 23 November 2011

Closing Date: 7 December 2011

The Environment and Sustainable Development Directorate (ESDD) is seeking an Aboriginal person to join an employment and training program (which finishes in March 2013) to train in Conservation and Land Management. Applicants will Work on Country in the ACT and will undertake a range of physically demanding tasks including pest animal and weed control, collecting and growing native trees and planting tree seedlings on areas of land that need to be repaired, water quality testing, building paths and fences and protecting and interpreting Aboriginal culture and heritage. Trainees will be employed by the Environment and Sustainable Development Directorate but will be hosted in the Parks and Conservation branch of the Territory and Municipal Services Directorate. The trainee will undertake studies at CIT. Eligibility/Other Requirements: This is an Aboriginal and Torres Strait Islander identified position. Driver's licence/and or capacity to get to and from work at the Parks and Conservation depot, Stromlo and to and from CIT Bruce Campus. Capacity and willingness to undertake physically demanding work, to work outdoors and to satisfactorily complete studies.

Note: This is a temporary vacancy available from December 2011 until March 2013. Applicants please limit responses to the selection criteria to half a page per criteria, and provide contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports only.

Contact Officer: Anna van Dugteren (02) 6205 2914 anna.vandugteren@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 & Health Services

Critical Care and Imaging

Emergency

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$94,804, Canberra (PN: 22378)

Gazetted: 24 November 2011

Closing Date: 8 December 2011

Critical Care and Imaging Services are seeking applications from suitably qualified registered nurses to undertake a senior nursing position as Clinical Nurse Consultant in the Emergency Department at The Canberra Hospital. The

successful applicant will be required to demonstrate a strong leadership style, have excellent communication skills and the ability to develop positive working relationships to manage the many challenges of this role. In addition applicants must have the ability to demonstrate a range of skills and knowledge that promote timely decisions involving an interdisciplinary team to develop strategies in response to changing organisational needs. The successful applicant will report professionally to the Assistant Director of Nursing for Critical Care and Imaging Services. Interested persons are invited to submit application in writing by addressing the selection criteria and attach a recent CV with the names of 2 referees.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and holds or is working towards a higher degree.

Note: Interested persons are invited to submit application in writing by addressing the selection criteria and attach a recent CV with the names of 2 referees.

Contact Officer: Jeanette Maccullagh (02) 6244 3037

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

Parliamentary Counsel's Office

Legislative Publishing Section

Senior Legislation Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 42742)

Gazetted: 17 November 2011

Closing Date: 24 November 2011

Parliamentary Counsel's Office is looking for a Senior Legislation Officer for the Legislative Publishing Section (LPS) of the ACT Parliamentary Counsel's Office. Senior Legislation Officers are senior members of the team and are required to undertake and help manage a range of legislative publishing activities including editing, notification and republication of legislation. Excellent knowledge of the ACT legislative process, legislative structures, format and styles, and publishing technology skills is highly desirable.

Contact Officer: Aasha Swift (02) 6205 3798 aasha.swift@act.gov.au

ACT Emergency Services Agency

ACT Rural Fire Service

Executive

Administrative Liaison Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 09221)

Gazetted: 17 November 2011

Closing Date: 24 November 2011

The Administrative Liaison Officer provides essential services to the Rural Fire Service (RFS) Chief Officer and RFS Staff in relation to the operational effectiveness of the RFS. These services include managing the financial records and accounts, providing the first point of contact for all RFS enquiries, maintaining the RFS filing system, preparing Minutes from Bushfire Council and other meetings, as well as providing general administrative support to staff.

Note: This is a temporary position available from 28 November 2011 to 31 May 2012.

Contact Officer: Amy Mclenaghan (02) 6207 8609 amy.mclenaghan@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.

ACT Government Solicitor

Property and Commercial

Paralegal

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 13496)

Gazetted: 17 November 2011

Closing Date: 1 December 2011

The ACT Government Solicitor is the principal legal services provider to the ACT Government and its agencies. The successful applicant will be working as part of a planning and environment team and will primarily be responsible for litigation support in planning appeals and will be expected to assist lawyers in matters proceeding in court including coordinating arrangements with witnesses, locating and preparing lists of authorities and preparation of evidence and other relevant materials and documents. The position also requires legal research and the preparation of draft legal advice for settling under the supervision of lawyers. It is expected that the successful applicant will be well organised and an effective communicator and have the ability to exercise sound judgement and sensitivity in handling matters.

Eligibility/Other Requirements: Experience in the preparation of court documents and knowledge of the court and tribunal system and relevant procedures is desirable. Completion or progress towards completion of tertiary study leading to a Bachelor of Laws degree or equivalent qualification is desirable.

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Greg O'Sullivan (02) 6207 0899 greg.o'sullivan@act.gov.au

Territory and Municipal Services

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

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

Business Enterprises

ACT NOWaste

Resource Recovery Industry Development Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 19413)

Gazetted: 21 November 2011

Closing Date: 6 December 2011

The Resource Recovery Industry Development Officer will work closely with resource recovery, reuse and recycling services in the ACT to develop the local resource recovery industry.

Eligibility/Other Requirements: Current driver's licence.

Note: This is a temporary position commencing ASAP until 30 June 2012 with the possibility of extension.

Contact Officer: Chris Ware (02) 6207 2840 chris.ware@act.gov.au

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

Business Enterprises

ACT NOWaste

Research, Data Management and Auditing Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 00332)

Gazetted: 21 November 2011

Closing Date: 6 December 2011

The Research, Data Management and Auditing Officer role is responsible to provide research, data management and auditing services for ACT NOWaste. The position will carry out waste and recycling related research; gather, analyse and report on data; manage relevant business systems; undertake a range of auditing activities; and undertake related project and asset management work.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Chris Ware (02) 6207 2840 chris.ware@act.gov.au

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

Parks and City Services

Parks and Conservation Service

Community and Visitor Programs

Programs Support Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 00546)

Gazetted: 23 November 2011

Closing Date: 7 December 2011

Parks and Conservation Service (PCS) is seeking expressions of interest from suitably qualified and experienced applicants to fill the temporary position of Programs Support Officer within the PCS Community and Visitor Programs Team. The position is based at Stromlo Depot and has responsibility for updating the PCS component of the TAMS website, assisting with coordination of events, production of publications and providing secretariat support to PCS stakeholder meetings.

Eligibility/Other Requirements: Demonstrated well developed organisational and communication skills, well developed written, oral and interpersonal skills and the ability to liaise appropriately with all levels of staff. Sound knowledge of PCS estate. This is a fire designated position and applicants must be willing to participate in fire training and operations including standby. Fire fighting experience and training preferred but not essential.

Note: This is a temporary position available from 3 February 2012 until 17 March 2013.

Contact Officer: Odile Arman (02) 6207 5570 odile.arman@act.gov.au

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

Business Enterprises

ACT Property Group

Business Support

2IC Accounts

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 12304)

Gazetted: 17 November 2011

Closing Date: 6 December 2011

ACT Property Group is looking for an energetic person to join the Accounts Cell in its Business Support Section. The successful applicant will take on the role of 2IC and will assist the Transactions Manager to manage a small team with responsibility for the efficient processing of the group's financial transactions. You will need to be quick and accurate and have an eye for detail. This position is located in the Group's Fyshwick office.

Eligibility/Other Requirements: Experience in using Oracle Government Financials or equivalent systems would be an advantage.

Contact Officer: Romy Stevens (02) 6205 3992 romy.stevens@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.

Roads and Public Transport
Roads ACT
Road Maintenance Services
Roadworker

General Service Officer Level 8 \$52,847 - \$55,954, Canberra (PN: 26353)

Gazetted: 21 November 2011

Closing Date: 6 December 2011

Road Maintenance Services is seeking a suitable candidate who, under general direction from the Project Officer, will carry out planning and coordination of a roads maintenance programme to ensure timeliness of service delivery and optimal efficiency and resource allocation.

Eligibility/Other Requirements: Current vehicle licence. Traffic Control Certificate and OH&S Industry induction or progress towards attainment of these is desirable.

Note: This is a temporary position available from December 2011 to June 2012 and may lead to an extension and/or permanent appointment.

Contact Officer: Paul Kite (02) 6213 0765 paul.kite@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.

Roads and Public Transport
Roads ACT
Road Maintenance Services
Administrative Assistant

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 01849)

Gazetted: 21 November 2011

Closing Date: 6 December 2011

Road Maintenance Services is seeking a suitable candidate who, under general supervision from the Business Administrator, will provide financial and administrative support to the business unit. Duties include accounts receivable processing, debt recovery, data entry functions, database and spreadsheet operations, responding to telephone enquiries and general administrative tasks.

Eligibility/Other Requirements: Experience in accounts receivable, financial reporting, and records management would be advantageous.

Contact Officer: Nerissa Baldock (02) 6213 0765 nerissa.baldock@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.

Roads and Public Transport
Roads ACT
Road Maintenance Services
Roadworker

General Service Officer Level 5/6 \$42,612 - \$47,092, Canberra (PN: 23243)

Gazetted: 21 November 2011

Closing Date: 6 December 2011

Road Maintenance Services is seeking a suitable candidate who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include line marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment.

Eligibility/Other Requirements: Current vehicle licence. Traffic Control Certificate and OH&S Industry induction or progress towards attainment of these is desirable.

Note: This position may be filled on application and referee reports only. This is a temporary position that is available from December 2011 to December 2012 and may lead to a permanent appointment.

Contact Officer: Greg Skaines (02) 6205 1813 greg.skaines@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.

Treasury

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

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

Policy Coordination and Development Division
Policy Analyst to Senior Manager

Senior Officer Grade A/Senior Officer Grade B \$99,033 - \$115,016, Canberra (PN: 12095, various)

Gazetted: 22 November 2011

Closing Date: 6 December 2011

Policy Coordination and Development Division coordinates major policy development within Treasury, including expenditure reviews of key service areas and analysis of major projects. The Division also advises Government in respect of significant long term financial issues and risks likely to impact on the Territory's Budget.

Eligibility/Other Requirements: It is highly desirable for applicants to have tertiary qualifications in accounting, economics, statistics or finance. The division would also value skills and experience in the field(s) of transport, health, land, environmental economics, or social policy.

Note: Applicants will be considered for the appropriate classification based on relevant experience and skills.

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

Shared Services

Shared Services ICT

Customer Relations / Education and Training ICT - Business Applications

Senior Business Integration Support Officer

Senior Information Technology Officer Grade C \$83,816 - \$90,372, Canberra (PN: 26955)

Gazetted: 21 November 2011

Closing Date: 28 November 2011

Analyse, plan and coordinate the upgrade and migration of ICT business systems into a new hosting environment within an ITIL framework.

Eligibility/Other Requirements: A current driver's licence is highly desirable.

Note: This is a temporary position available from 1 December 2011 to 30 June 2012.

Contact Officer: Greg Schuhardt (02) 6205 5488 greg.schuhardt@act.gov.au

Policy Coordination and Development Division

Policy Analyst to Senior Manager

Administrative Services Officer Class 6/Senior Officer Grade C \$66,198 - \$90,372, Canberra (PN: 55559, various)

Gazetted: 22 November 2011

Closing Date: 6 December 2011

Policy Coordination and Development Division coordinates major policy development within Treasury, including expenditure reviews of key service areas and analysis of major projects. The Division also advises Government in respect of significant long term financial issues and risks likely to impact on the Territory's Budget.

Eligibility/Other Requirements: It is highly desirable for applicants to have tertiary qualifications in accounting, economics, statistics or finance. The division would also value skills and experience in the field(s) of transport, health, land, environmental economics, or social policy.

Note: Applicants will be considered for the appropriate classification based on relevant experience and skills.

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

Revenue Management Division

Advice and Assessments

Administrative Services Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 55153, several)

Gazetted: 23 November 2011

Closing Date: 7 December 2011

As the successful applicant you will under broad supervision and direction interpret and apply the provisions of ACT revenue laws, procedures and policies to the assessment of complex tax transactions and grants, answer enquiries and provide technical advice to other staff, senior Government officers and Ministers, taxpayers and grant applicants. You will also assist in supervising and training staff and contribute to the development of policy and procedures. You preferably have experience in reading and analysing legislation and complex fact situations, and making decisions on them. Good communication skills are essential.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline would be desirable.

Note: There is a permanent position and a temporary position available until 31 August 2012 for filling from this process.

Occupants can be rotated to other positions at the same level within the Revenue Management Division as required.

Contact Officer: Tanya Sinclair (02) 6207 0332 tanya.sinclair@act.gov.au

Shared Services

Shared Services ICT

Customer Relations/Education CIT-ICT - Business Applications & Services

Web Administrator

Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 05444)

Gazetted: 18 November 2011

Closing Date: 25 November 2011

The successful applicant will assist the Web Team Technical Manager to provide technical leadership in the development and maintenance of the Canberra Institute of Technology's Internet and Intranet activities.

Eligibility/Other Requirements: A current driver's licence is highly desirable along with either a relevant degree, diploma or certificate from a recognised tertiary institution or three years relevant work experience. Experience with Content Management Systems such as MySource CMS would be advantageous.

Note: This position is temporary commencing 15/12/2011 until 4/11/2012. The position may require the successful applicant to participate in on-call and/or after hours work.

Contact Officer: Chris Ginman (02) 6207 3253 chris.ginman@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Teacher Band 1 \$58,254 - \$78,380

Jodie Cunningham 817-50152, Section 68(1), 16 November 2011

Teacher Band 1 \$58,254 - \$78,380

Geoffrey Lloyd 816-82997, Section 68(1), 18 November 2011

Community Services

Health Professional Level 1 \$47,515 - \$61,074

Rachael Holmes 827-54251, Section 68(1), 8 November 2011

Health Professional Level 2 \$50,796 - \$70,459

Tashmiev Naidoo 827-43034, Section 68(1), 15 November 2011

Education and Training

Senior Officer Grade C \$83,816 - \$90,372

Sarah Edwards 830-17739, Section 68(1), 24 November 2011

Environment and Sustainable Development

General Service Officer Level 10 \$66,198 - \$76,043

Andrew Hitchins 827-56281, Section 68(1), 18 November 2011

Administrative Services Officer Class 2 \$43,289 - \$48,003

Stephanie Ann Nelson 827-37179, Section 68(1), 17 November 2011

Health

Registered Nurse Level 1 \$51,872 - \$70,092

Ninu Abraham 827-55940, Section 68(1), 7 November 2011

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)

Polly Cheng 827-55991, Section 68(1), 21 November 2011

Administrative Services Officer Class 2/3 \$43,289 - \$53,214

Melissa Schmidt 829-69260, Section 68(1), 21 November 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214

Samantha Steele 827-55828, Section 68(1), 24 November 2011

Facilities Services Officer Level 5-8 \$42,961 - \$55,954

Benjamin Walshaw 827-54139, Section 68(1), 2 November 2011

Justice and Community Safety

Ambulance Support Officer 2 \$48,615 - \$51,449

Michael Caldwell 827-21636, Section 68(1), 15 November 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214

Rebecca Cornelly 827-56011, Section 68(1), 22 November 2011

Graduate Paramedic Intern \$55,852 plus penalties

Anthony Clement Carl Groves 827-55764, Section 68(1), 28 November 2011

Administrative Services Officer Class 4 \$54,956 - \$59,668

Miriam Meaney 748-42649, Section 68(1), 5 December 2011

Administrative Services Officer Class 6 \$66,198 - \$76,043

Matthew Mitchell 827-26082, Section 68(1), 2 November 2011

Administrative Services Officer Class 6 \$66,198 - \$76,043

Bary Parker 827-56353, Section 68(1), 14 November 2011

Legal 1 \$50,797 - \$104,152

Juliette Rex 827-49479, Section 68(1), 16 November 2011

Intensive Care Paramedic 1 \$68,108 - \$75,676 plus penalties

Scott Andrew Michael Spence 827-50779, Section 68(1), 21 November 2011

Territory and Municipal Services

Professional Officer Class 2 \$66,198 - \$76,043

Sharfuddin Ahmed 827-52854, Section 68(1), 21 November 2011

Senior Officer Grade C \$83,816 - \$90,372

Julia Coddington 821-21788, Section 68(1), 10 November 2011

Administrative Services Officer Class 2 \$43,289 - \$48,003

Michaela Draca 827-54120, Section 68(1), 18 November 2011

Administrative Services Officer Class 6 \$66,198 - \$76,043

Simon David Tadd 799-96823, Section 68(1), 17 November 2011

Treasury

Senior Professional Officer Grade C \$83,816 - \$90,372

Philip Agius 827-17127, Section 68(1), 18 November 2011

Senior Officer Grade C \$83,816 - \$90,372

Brook Milne 827-18760, Section 68(1), 18 November 2011

Senior Information Technology Officer Grade C \$83,816 - \$90,372

Larissa Maie Wurzer 821-18677, Section 68(1), 7 November 2011

TRANSFERS

Education and Training

Michelle Lee Sullivan: 827-49575

From: \$43,289 - \$48,003

Territory and Municipal Services

To: School Assistant 2 \$36,810 - \$40,820

Education and Training, Canberra (PN. 01385) (Gazetted 12 August 2011)

Territory and Municipal Services

Steven Donohoe: 134834

From: Special Needs Transport Drivers \$44,914 - \$47,563

Territory and Municipal Services

To: General Service Officer S51-S54 (ACTION) \$44,914 - \$47,563

Territory and Municipal Services, Canberra (PN. SNDF05) (Gazetted 8 August 2011)

PROMOTIONS

Education and Training

Executive Director School Improvement

North and Gungahlin Network

Harrison School

Debra Leanne Elfverson: 779-06177

From: School Assistant 2 \$36,810 - \$40,820

Education and Training

To: Administrative Services Officer Class 4 \$54,956 - \$59,668

Education and Training, Canberra (PN. 11958) (Gazetted 19 September 2011)

School Improvement

North/Gungahlin Network

Anne Huard: 027-64821

From: School Leader A \$142,362

Education and Training

To: †School Leader A \$147,175

Education and Training, Canberra (PN. 19166) (Gazetted 27 July 2011)

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.

School Improvement

Tuggeranong Network

Taylor Primary School

Simon Todd Smith: 772-12853

From: School Leader B \$98,077

Education and Training

To: †School Leader A \$109,043

Education and Training, Canberra (PN. 04149) (Gazetted 1 September 2011)

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

Environment and Sustainable Development

Client Services

Customer Services

Tamara Blissenden: 827-09098

From: Administrative Services Officer Class 2 \$43,289 - \$48,003

Environment and Sustainable Development

To: †Administrative Services Officer Class 3 \$49,306 - \$53,214

Environment and Sustainable Development, Canberra (PN. 15461) (Gazetted 23 September 2011)

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.

Client Services

Customer Services

Denise Chin: 827-48679

From: Administrative Services Officer Class 2 \$43,289 - \$48,003

Environment and Sustainable Development

To: †Administrative Services Officer Class 3 \$49,306 - \$53,214

Environment and Sustainable Development, Canberra (PN. 15421) (Gazetted 23 September 2011)

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.

Regulation and Services

Client Services

Customer Services

Luke Feain: 820-92024

From: Administrative Services Officer Class 4 \$54,956 - \$59,668

Environment and Sustainable Development

To: †Administrative Services Officer Class 5 \$61,295 - \$64,994

Environment and Sustainable Development, Canberra (PN. 14631) (Gazetted 22 September 2011)

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.

Regulation and Services

Client Services

Customer Services

Michael Raymond Johnson: 799-96380

From: Administrative Services Officer Class 3 \$49,306 - \$53,214

Environment and Sustainable Development

To: †Administrative Services Officer Class 5 \$61,295 - \$64,994

Environment and Sustainable Development, Canberra (PN. 13111) (Gazetted 22 September 2011)

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.

Regulation and Services

Client Services

Customer Services

Kassandra Keppell: 820-93190

From: Administrative Services Officer Class 3 \$49,306 - \$53,214

Environment and Sustainable Development

To: †Administrative Services Officer Class 5 \$61,295 - \$64,994

Environment and Sustainable Development, Canberra (PN. 12567) (Gazetted 22 September 2011)

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.

Client Services

Customer Services

Raffaele Antonio Mallamace: 827-20705

From: Administrative Services Officer Class 2 \$43,289 - \$48,003

Environment and Sustainable Development

To: †Administrative Services Officer Class 3 \$49,306 - \$53,214

Environment and Sustainable Development, Canberra (PN. 12564) (Gazetted 23 September 2011)

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.

Regulation and Services

Client Services

Customer Services

Leah Mokany: 827-27456

From: Administrative Services Officer Class 2 \$43,289 - \$48,003

Environment and Sustainable Development

To: †Administrative Services Officer Class 4 \$54,956 - \$59,668

Environment and Sustainable Development, Canberra (PN. 15064) (Gazetted 23 September 2011)

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

Health

Strategy and Corporate

Performance and Innovation

Access Improvement Program

Hayley Garner: 799-95708

From: Technical Officer Level 2 \$48,615 - \$55,954

Health

To: Administrative Services Officer Class 4 \$54,956 - \$59,668

Health, Canberra (PN. P29745) (Gazetted 20 October 2011)

Mental Justice Health and Alcohol and Drug

Joan Gavan: 825-47682

From: \$

Calvary Health Care ACT (Public)

To: Radiation Therapist Grade 3.1 \$79,623 - \$82,289

Health, Canberra (PN.) (Gazetted 25 August 2011)

Strategy and Corporate

Professional Lead Research & EDU

Clinical School

August Marchesi: 821-24348

From: Administrative Services Officer Class 6 \$66,198 - \$76,043

Health

To: †Senior Officer Grade C \$83,816 - \$90,372

Health, Canberra (PN. 29744) (Gazetted 6 October 2011)

Capital Region Cancer Service

Nursing

Haematology

Kathlene Robson: 786-52842

From: Registered Nurse Level 1 \$51,872 - \$70,092

Health

To: †Registered Nurse Level 3.1 \$83,861 - \$87,312

Health, Canberra (PN. 24398) (Gazetted 29 September 2011)

Justice and Community Safety

ACT Government Solicitor

Property and Commercial

Michelle Dillon: 827-34744

From: Administrative Services Officer Class 3 \$49,306 - \$53,214

Justice and Community Safety

To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Justice and Community Safety, Canberra (PN. 42624) (Gazetted 7 September 2011)

Territory and Municipal Services

ACTION

Operations

Special Needs Transport

Mandy Driscoll: 134199

From: Special Needs Transport Attendants \$41,278 - \$42,989

Territory and Municipal Services

To: †General Service Officer S51-S54 (ACTION) \$44,914 - \$47,563

Territory and Municipal Services, Canberra (PN. SNDF06) (Gazetted 8 August 2011)

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.

Business Enterprise Division

Canberra Cemeteries

Catherine Hales: 820-73325

From: Administrative Services Officer Class 4 \$54,956 - \$59,668

Territory and Municipal Services

To: †Administrative Services Officer Class 6 \$66,198 - \$76,043

Territory and Municipal Services, Canberra (PN. 11878) (Gazetted 4 October 2011)

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.

Business Enterprises

ACT Property Group

Property Asset Management

Tania Shaw: 729-19075

From: Senior Officer Grade C \$83,816 - \$90,372

Territory and Municipal Services

To: †Senior Officer Grade A \$115,016

Territory and Municipal Services, Canberra (PN. 16583) (Gazetted 7 September 2011)

Treasury

Shared Services

Shared Services ICT

Finance and Accounting

Yanlei Wang: 799-95257

From: Administrative Services Officer Class 6 \$66,198 - \$76,043

Community Services

To: †Senior Officer Grade C \$83,816 - \$90,372

Treasury, Canberra (PN. 23691) (Gazetted 20 September 2011)