



ACT Government Gazette

**Gazetted Notices for the week ending 08 September
2010**

EXECUTIVE CONTRACTS

Chief Ministers Department

Cessation

Kate Nesor - Director, Strategic Finance (E492) - 28.8.10

Department of Disability, Housing and Community Services

Cessations

Note: The following Executives have been issued with new contracts. The notifications are in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Paul Wyles - Director, Youth Directorate (E389) - 31.7.10

Neil Harwood - Director, Aboriginal and Torres Strait Islander Services (E418) - 10.8.10

Frank Duggan - Director, Care and Protection (E280) - 21.8.10

Andrew Whale - Director, Disability ACT (E271) - 24.8.10

Department of Land and Property Services

Cessation

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

David Dawes - Deputy Chief Executive (E503) - 30.8.10

Department of Territory and Municipal Services

Cessations

Kaye Austin - Director, Strategic Coordination (E500) - 26.8.10

Margaret Bateson - Director, Human Resources (E415) - 26.8.10

Department of Treasury

Engagements (Section 72 of the Public Sector Management Act 1994)

Glenn Bain - Director, Budget and Project Management (E570)

Stuart Friend - Director, Budget Management and Analysis (E147)

Marsha Guthrie - Director, Budget Strategy and Reporting (E411)

Cessation

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

Khalid Ahmed - Executive Director, Policy Coordination and Development (E369) - 23.8.10

VACANCIES

ACT 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>

Community Health

Business Program

Corporate and Business Development

Models of Care Project Officer

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 19548)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

ACT Health is looking for an energetic and visionary person to work with service delivery areas to develop the Operational Models of Care for the new Community Health Centres being built as part of the ACT Government Your Health - Our Priority redevelopment plan. A total of six Community Health Centres are currently being planned - four general centres and two Enhanced centres located strategically across the ACT. Innovative models of care are required to meet increasing demand for services anticipated over the next 15 years and to build integrated models of care between key service areas including Community Health, Mental Health ACT, Aged Care and Rehabilitation, Capital Region Cancer Services and key areas of the Canberra Hospital.

Eligibility/Other requirements: Highly developed knowledge, acquired either through formal studies or work experience of Community Based Services. Some knowledge of project management and change management methodologies, practices, tools and techniques as applied to the health setting is desirable.

Note: This is a temporary position available for a period of two years. Previous applicants need to reapply.

Contact Officer: Katrina Bracher (02) 6205 1937

**Capital Region Cancer Service
Hospital Based Cancer Services
Cancer Stream Administration
Project Manager
Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 19997)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

Capital Region Cancer Service has an opportunity for an experienced project manager to lead the ACT Cancer Services Network National Demonstration Program (CanNET).

Note: This is a temporary position for a period of two years and is part-time at 22:03 hours per week.

Contact Officer: Kristen Connell (02) 6174 5284

**Population Health
Health Protection Service
Health Protection Service Management
Emergency Management Coordinator
Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 23696)**

Gazetted: 09 September 2010

Closing Date: 16 September 2010

The successful applicant will be responsible for coordinating public health emergency management planning from the public health and whole of portfolio perspectives. They will also contribute to the development, maintenance and regular testing of a public health emergency response plan, with a particular focus on public health and whole of portfolio issues. Assist with various elements of the health portfolio to develop, maintain and regularly test their emergency standard operating procedures.

Eligibility/Other Requirements: Formal qualifications relevant to emergency management or health protection desirable.

Contact Officer: Vojkan Stefanovic (02) 6205 1727

**Human Resource Management
HRM Executive Unit
Senior Investigator
Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 19561)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

ACT Health's Human Resource Management Branch is looking for a suitably qualified Senior Investigator to conduct investigations for ACT Health.

Eligibility/Other Requirements: Certificate IV Government Investigations is desirable.

Note: Selection may be based on written response to selection criteria and referee reports only.

Contact Officer: Tanya Wheeler (02) 6205 1646

**The Canberra Hospital
Surgical SMT
Surgical Wards
Clinical Development Nurse
Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 19987, several)**

Gazetted: 09 September 2010

Closing Date: 16 September 2010

Applications are invited from innovative and committed registered nurses with a broad level of clinical competence in Medical and Surgical nursing to undertake the exciting role of actively contributing to the professional development, learning and teaching of nurses/midwives at the workplace. The applicant will have an operational responsibility to the Clinical Nurse Consultant's of the Medical and Surgical Assessment and Planning Units MAPU/SAPU and undertake professional liaison with the Clinical Development Nurse Coordinator. Applicants will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes within the clinical practice setting of the relevant specialty. The applicant should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board.

Contact Officer: Jeanette MacCullagh (02) 6244 2831 or 0423 294 387

Mental Health

Rehabilitation and Speciality Mental Health

Brian Hennessy Rehabilitation

Occupational Therapist

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 25984)

Gazetted: 09 September 2010

Closing Date: 16 September 2010

Mental Health ACT is a contemporary mental health service providing high quality evidence based 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 high quality interventions and achieve sound outcomes for consumers under minimal supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Health Professional level 1 and 2 and support the Clinical Nurse Consultant and Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Occupational Therapy and eligibility for membership of the Australian Association Occupational Therapists – ACT.

Contact Officer: Kerin O'Brien (02) 6205 1222

Mental Health ACT

Rehabilitation and Speciality Mental Health

Forensic Mental Health Services

Psychologist

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 20299)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

Forensic Mental Health Services is a specialist service of Mental Health ACT comprising four separate teams providing mental health services in custodial and community settings. Services are provided for people aged 13 years and over, who are already involved in the criminal justice system or at risk of becoming involved. The Service is multidisciplinary with consumers having access to doctors, nurses, social workers, psychologists and occupational therapists. The Service is guided by the National Statement of Forensic Principles – a set of 13 principles, endorsed by States and Territory across Australia. This is an excellent opportunity for an experienced psychologist to join an expanding and well resourced specialty team. There is scope to provide leadership in the delivery of psychological interventions; and in the preparation of formal reports for the ACT Law Courts and ACT Civil and Administrative Tribunal. The Service is committed to ongoing professional development and clinical supervision.

Eligibility/Other Requirements: Tertiary qualifications in Psychology with current unconditional registration with the National Authority. Applicants must have a minimum of 24 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Note: There is an on-call roster for the Alexander Maconochie Centre and Bimberi Youth Justice Centre (weekend only). The Psychologist will also rotate within the various sub-teams of Forensic Services.

Contact Officer: Zoe West (02) 6205 1551

Policy Division

Aged and Community Care Policy

Policy Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 24201)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

An opportunity exists for a motivated Policy Officer to work in Aged and Community Care Policy. The successful applicant will need strategic policy and analytical skills and the ability to work with a range of key stakeholders. Responsibilities include preparing briefs and reports, managing contractual relationships and participation in a range of national and ACT projects.

Note: This is a temporary position for 6-12 months with the possibility of permanent filling from this process.

Contact Officer: Therese Gehrig (02) 6207 8734

Capital Region Cancer Service

Community Based Services

Screening and Support

Promotion and Projects Officer

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 22578)

Gazetted: 09 September 2010

Closing Date: 16 September 2010

A permanent part-time position exists for a highly skilled and motivated individual to join our team to undertake activities that promote the participation and recruitment of women to the BreastScreen Program in the ACT and SE NSW region. The role will involve developing and undertaking projects relating to the aims and objectives of the BreastScreen Program, community liaison activities and providing secretariat services to advisory committees. The successful applicant will have a demonstrated knowledge and understanding of public health programs and experience in design, implementation and evaluation of projects. High-level written and oral communication skills are essential.

Eligibility/Other Requirements: Experience in a health related field or tertiary qualifications in a health related discipline is highly desirable. Current driver's licence.

Note: This is a part-time position of 29:24 hours per week.

Contact Officer: Claudia Cresswell (02) 6205 1614

**Capital Region Cancer Service
Hospital Based Cancer Services
Cancer Stream Administration
Administrative Support**

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 19942)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Cancer Services Networks National Program (CanNET) is designed to better link regional and metropolitan cancer services. ACT Health is seeking a project officer to assist with implementation of this important program.

Note: This is a temporary position for a period of two years.

Contact Officer: Kristen Connell (02) 6174 5284

Mental Health ACT

Mental Health Service and Sector Development

Consumer Consultants

Consumer Consultant

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 10622)

Gazetted: 09 September 2010

Closing Date: 16 September 2010

Mental Health ACT 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. It is expected the consumer consultants will possess expertise and skills to provide high quality consumer based input into policy development, service provision and strategic direction for Mental Health ACT. The consumer consultant will have access to supervision and other opportunities, to enhance their competencies and skills. Preference will be given to applicants who have experience with receiving support from a mental health service.

Eligibility/Other Requirements: Progress towards tertiary qualifications and previous mental health service will be considered advantageous to this position. Current driver's licence.

Contact Officer: Amanda Urbanc (02) 6207 5185

The Canberra Hospital

Ambulatory and Medical Services

Neurology

Departmental Office Manager

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 19715)

Gazetted: 09 September 2010

Closing Date: 16 September 2010

Applications are invited from suitably experienced people for the position of Office Manager at the Department of Neurology, The Canberra Hospital. The applicant will be required to provide administrative support to the Clinical Director, Specialists and Technical Staff and maintain administrative process within the Department of Neurology. The successful applicant will be enthusiastic, have excellent interpersonal skills, enjoy working as part of a team and have highly developed organisational skills. In addition, the applicant will have nominal business and financial monitoring capabilities.

Eligibility/Other Requirements: Possess or is working towards a medical terminology certificate is highly desirable.

Contact Officer: Angela Borbelj (02) 6244 2950

Financial Management

Insurance Unit

Insurance and Legal Liaison Administrative Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 16497)

Gazetted: 09 September 2010

Closing Date: 16 September 2010

The Insurance and Legal Liaison Unit is seeking a suitably experienced and motivated individual to undertake the duties of an administrative officer. The position will be primarily involved in the coordination, collation and data management of ACT Health incidents and claims for insurance and external reporting purposes.

Eligibility/Other Requirements: Applicants should ideally possess good MS Excel, Word and Access database skills and the ability to work effectively under limited supervision.

Note: This is a part-time temporary position at 14:42 hours (two days) per week, available for a period of six months with the possibility of extension. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Byron McCarthy (02) 6207 6927

**The Canberra Hospital
Surgical SMT
Medical Staff
Personal Assistant**

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 29515)

Gazetted: 09 September 2010

Closing Date: 16 September 2010

The Capital Region Retrieval Service (CRRS) is primarily an adult retrieval service providing an aeromedical and road retrieval coordinated system approach to the care of critically ill and injured patients throughout regional NSW and the ACT. The CRRS is staffed by highly specialised medical flight crew who are skilled in retrieval. An exciting position exists for an enthusiastic team player to join the Capital Region Retrieval Service. The successful applicant will provide high level administrative support to the Director and Assistant Director of Nursing (ADON). Duties include, managing the office, rostering, receiving all incoming calls, provision of secretariat support for committees/meetings, diary management, data input, travel coordination and preparation of correspondence.

Eligibility/Other Requirements: High level of keyboard, secretarial and administrative skills desirable. Good communication and liaison skills will be highly regarded.

Note: Medical terminology would be an advantage.

Contact Officer: Jennifer Cerato (02) 6244 4175

Business and Infrastructure

Strategic Support

Assets and Accommodation Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 23056)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Strategic Support section within the Business and Infrastructure branch of ACT Health, delivering customer focused asset management, capital upgrades and accommodation project solutions to the Department. With responsibilities across ACT Health, the Asset and Accommodation Officer reports to the Strategic Accommodation Coordinator and provides guidance and assistance with the management of ACT Health assets and the implementation of accommodation changes. To be successful in this position you will need to have experience with accommodation, capital upgrades works and asset management all within a Health environment as well as experience with managing minor projects.

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

Note: Selection maybe based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application (including 2 written referee reports).

Contact Officer: Priya Grovenor (02) 6205 1769

**The Canberra Hospital
Surgical SMT**

Intensive Care Unit

Critical Care Registered Nurse

Registered Nurse Level 1 \$50,607-\$68,382, Canberra (PN: 29563, several)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

Do you want to work in a challenging and rewarding clinical environment? If the answer is "yes", then an excellent opportunity is available for experienced Level 1 Registered Nurses to work within the Intensive Care/High Dependency Unit. Intensive Care/High Dependency Unit offers:-

- Ongoing training and education through Staff Development Unit (SDU),
- Clinical Development Nurse (CDN) Support,
- Rotating rosters,
- Permanent full-time or part-time positions.

We are looking for experienced Level 1 Registered Nurses with excellent communication and interpersonal skills for a number of permanent full-time and part-time positions.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Previous critical care experience is desirable.

Contact Officer: Jenny Rochow (02) 6244 2756

Mental Health ACT

Child Adolescent Mental Health Service

Northside

Psychologist/Social Worker/Occupational Therapist

Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 21570)

Gazetted: 09 September 2010

Closing Date: 24 September 2010

ACT Child and Adolescent Mental Health Service (CAMHS - Northside) has a vacancy for a Health Professional. Experience in the assessment, treatment and clinical management of children/adolescents with moderate to severe mental health problems and their families/carers in a community mental health service delivery model with a focus on recovery is necessary. The position involves working as a member of a multidisciplinary team within CAMHS and working collaboratively with other agencies.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Social Work or Occupational Therapy with current registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Note: This position is available from early October 2010. A willingness to rotate through all areas of CAMHS is also desirable.

Contact Officer: Naomi Hamill (02) 6205 1050

**Community Health
Business Program
Client Services
IPTAS Administrator**

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 10347)

Gazetted: 09 September 2010

Closing Date: 16 September 2010

The IPTAS Administrator is the first point of contact for the Interstate Patient Travel Assistance Scheme (IPTAS). This role is responsible for responding to client enquiries, processing claims, preparing invoices and coordinating travel for permanent ACT residents to access specialist medical services. The primary responsibilities of the position are coordination and arranging payment of Interstate Patient Travel Assistance Scheme (IPTAS) claims, organising air travel for eligible patients, using set protocols, to achieve a high quality customer focused service.

Eligibility/Other Requirements: Sound knowledge of computer software; medical terminology, high level of keyboard skills, proven communication skills in client liaison desirable. Current driver's licence.

Note: Selection may be based on application and referee reports only. This is a part-time position at 27:30 hours per week. This position is located at 1 Moore Street, Canberra City.

Contact Officer: Genny Herbert (02) 6205 5503

**Mental Health ACT
Rehabilitation and Speciality Services
Mental Health Rehabilitation Officer**

Technical Officer Level 2 \$47,429-\$54,589, Canberra (PN: 19953)

Gazetted: 09 September 2010

Closing Date: 16 September 2010

Mental Health ACT (MHACT) is a contemporary mental health service providing high quality evidence based 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. Under defined supervision, it is expected that the Mental Health Rehabilitation Officer will develop competencies and skills to provide sound interventions to consumers of the service and participate in quality initiatives to promote optimal service delivery.

Eligibility/Other Requirements: Relevant qualifications from an Australian TAFE institution, university or a comparable overseas qualification appropriate to the duties of the office. Relevant experience, training or accreditation which is assessed as meeting the competency needs of the position. Current driver's licence

Contact Officer: Kerin O'Brien (02) 6205 2187

**Mental Health ACT
Adult Community and Older Persons
City Mental Health Team
Recovery Support Officer**

Technical Officer Level 2 \$47,429-\$54,589, Canberra (PN: 22969, several)

Gazetted: 09 September 2010

Closing Date: 16 September 2010

Mental Health ACT (MHACT) is a contemporary evidence based service providing high quality mental health care that is guided by the ACT Principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHACT expects that the Recovery Support Officer will develop and demonstrate the competencies and skills required to support the achievement of individual consumer's goals as identified in their Recovery Plan. Recovery Support Officers will be educated and supported to provide services consistent with the strategic direction of MHACT and participate in quality initiatives to promote optimal service delivery.

Eligibility/Other Requirements: Relevant qualifications from an Australian TAFE institution, university or a comparable overseas qualification appropriate to the duties of the office. Relevant experience, training or accreditation which is assessed as meeting the competency needs of the position. Current driver's licence.

Note: There are several Technical Officer positions available across Adult Community Mental Health.

Contact Officer: Helen Braun (02) 6205 1488

**Mental Health ACT
Rehabilitation and Speciality
Forensic Mental Health Services
Psychologist/Social Worker
Health Professional Level 1 \$46,356-\$59,584, Canberra (PN: 29221)**

Gazetted: 09 September 2010

Closing Date: 16 September 2010

Forensics Services is a specialist service of Mental Health ACT comprising four separate teams that provide mental health services in custodial and community settings. Services are provided for people aged 13 years and above, who are already involved in the criminal justice system or at risk of becoming involved. The Service is multidisciplinary with consumers having access to doctors, nurses, social workers, psychologists and occupational therapists. The Service is guided by the National Statement of Forensic Principles – a set of 13 principles, endorsed by States and Territory across Australia. This is an excellent opportunity for a new graduate or Masters student to gain experience working in a well

resourced specialty team. The successful candidate will be supported and mentored by senior colleagues and provided with regular opportunities to engage in formal training and supervision.
Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology or Social Work, with current registration / membership with the applicable professional organisation. Undergraduate psychology degree holders are able to be conditionally registered as intern psychologists if they are currently completing a Masters degree and receiving supervision from the respective university. Current driver's licence
Note: There is an on-call roster for the Alexander Maconochie Centre and Bimberi Youth Justice Centre (weekend only). The clinician will also rotate within the various sub-teams of Forensic Services.
Contact Officer: Zoe West (02) 6205 1551

ACT Planning and Land Authority

**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**

Client Services

Communications and Government Services

Team leader, Government Services

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 18326)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

The position is that of team leader of Government Services, with responsibility for the management and coordination of Cabinet, Legislative Assembly, and Ministerial support functions for the ACT Planning and Land Authority. The team leader also oversees and provides advice on ACTPLA's items in the Government's legislation program, and is responsible for the management of ACTPLA's machinery of government processes, with particular emphasis on responding to FOI requests.

Contact Officer: Vic Smorhun (02) 6205 0227 vic.smorhun@act.gov.au

Client Services

Communications and Government Services

Team leader, Communications

Senior Public Affairs Officer Class 1 \$108,766, Canberra (PN: 19175)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

As team leader, manage ACTPLA's Communications team, and oversee a number of functions including: the development and implementation of an annual strategic communications and education plan for ACTPLA including continuous improvement of the organisation's web site and other forms of communication with the community; the provision of advice to ACTPLA's executive and managers on strategic communications and issues management; undertaking research and preparation of media releases, articles and speeches for internal and external publications; engaging with the media and networking across Government on communications issues and strategies, and the development of new policies and communications practice.

Eligibility/Other Requirements: A tertiary qualification in public relations, communications or journalism; or equivalent senior level experience.

Contact Officer: Vic Smorhun (02) 6205 0227 vic.smorhun@act.gov.au

Calvary Health Care ACT (Public)

Physician

Specialist or Senior Specialist \$137,660 - \$185,984, Canberra (PN: 7644)

Gazetted: 06 September 2010

Closing Date: 10 September 2010

Provide General / Internal Medicine Services within professional competency and prescribed scope of practice to patients at Calvary Health Care ACT, including participating in the out-of-hours On Call roster. Provide a Neurology Service consistent within the prescribed scope of practice for Calvary Health Care ACT. Manage the diagnosis, treatment and discharge plan for inpatients referred to the Neurology service. Conduct outpatient clinics to provide continuity of care for discharged patients. Develop and maintain liaison with other centres, providers and professionals within and without the department and provide high standards of professional advice/opinions in relation to the Service and patient management and care. Liaise with patient family and carers as appropriate. Contribute to, and participate in, the clinical audit procedures, quality improvement, utilization reviews and educational activities as they relate to

Eligibility/Other Requirements: Fully registered medical practitioner with the Medical Board of Australia. Fellowship of Royal Australian and College of Physicians (RACP) or equivalent as assessed by the Director of Medical Services

Contact Officer: Dr Allan Pelkowitz 02 6201 6104 Allan.Pelkowitz@calvary-act.com.au

General Surgeon

Specialist or Senior Specialist \$137,660 - \$185,984, Canberra (PN: 7643)

Gazetted: 06 September 2010

Closing Date: 10 September 2010

Provide General Surgery and Breast Surgery services within professional competency and prescribed scope of practice to patients at Calvary Health Care ACT, including participating in the out-of-hours On Call roster. Provide a General Surgery and Breast Surgery service consistent within the prescribed scope of practice for Calvary Health Care ACT. Manage the diagnosis, treatment and discharge plan for inpatients referred to the General Surgery and Breast Surgery service.

Conduct outpatient clinics to provide continuity of care for discharged patients. Develop and maintain liaison with other centres, providers and professionals within and without the department and provide high standards of professional advice/opinions in relation to the Service and patient management and care. Liaise with patient family and carers as appropriate.

Eligibility/Other Requirements: Fully registered medical practitioner with the Medical Board of Australia. Fellowship of Royal Australian and College of Surgeons (RACS) or equivalent as assessed by the Director of Medical Services

Contact Officer: Dr Allan Pelkowitz 02 6201 6104 Allan.Pelkowitz@calvary-act.com.au

Learning and Development Co-ordinator

Senior Officer Grade C/Registered Nurse Level 3/Health Professional Level 4 \$81,772 - \$88,168, Canberra (PN: 7341)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

Under broad general direction design, implement and evaluate learning and development activities. Align learning and development activities with the organisation's mission and values, strategic goals and business plans. Liaise and negotiate with relevant stakeholders to promote learning and development activities within the organisation and co-ordinate and report on mandatory training.

Contact Officer: Colleen Kinnane (02) 6201 7262 Colleen.kinnane@calvary-act.com.au

Allied Health

Medical Imaging

Trainee Sonographer

Health Professional Level 3 / Registered Nurse Level 2 \$70,774 - \$75,582, Canberra (PN: 7645)

Gazetted: 06 September 2010

Closing Date: 13 September 2010

Under the broad direction of the Deputy Director, Medical Imaging: Ultrasound: Be responsible for Cardiac Ultrasound examinations conducted in the Medical Imaging Department, including the supervision of subordinate staff. Be responsible for Cardiac Ultrasound examinations under the supervision of qualified Cardiac Sonographer Communicate effectively with all stakeholders to optimise work practices within the Medical Imaging Department. Assist with the ongoing evaluation of clinical processes to ensure effective, evidence-based patient care, including the development of Projection Radiography and Ultrasound protocols and be responsible for initiating and planning research projects within the service. Be responsible for appropriate ongoing professional education and participate in continuous quality improvement of Medical Imaging Services. Ensure that equipment is used and maintained in a safe manner, and report faults to the Deputy Director, Medical Imaging: Ultrasound.

Eligibility/Other Requirements: A Statement of Accreditation from the Australian Institute of Radiography or Royal College of Nurses. Eligible for registration with the ACT Medical Radiation Scientists Board or Act Nurses Board. Registration with the Australian Sonographer Accreditation Register as a Student. Be enrolled in, or undertake to enrol in a recognised ASAR Graduate Course in Medical Cardiac Sonography

Note: Permanent Part-Time

Contact Officer: Hammam Hijazi 02 6201 6141 Hammam.Hijazi@calvary-act.com.au

Calvary Health Care ACT (Public)

Allied Health

Physiotherapy Department

Physiotherapist/Clinical Educator

Health Professional Level 3/4 \$70,774 - \$88,168, Canberra (PN: 8294)

Gazetted: 08 September 2010

Closing Date: 15 September 2010

To perform the above duties under the general direction of the Director of Physiotherapy Services. Coordinate, manage and develop clinical services and training in the field of Musculoskeletal Physiotherapy, including the Outpatient and Emergency Departments to meet the business direction of the organisation. Provide high quality clinical expertise and intervention in managing musculoskeletal referrals, as well as in a consultative capacity for the multidisciplinary teams across the Outpatient and Emergency Departments. Be responsible for coordinating and facilitating the smooth operation of day-to-day activities of the services within the Physiotherapy Outpatient Department. Be responsible for co-ordinating, and developing innovative student clinical placements and supervision within the Physiotherapy Department. Assist with the ongoing evaluation and of clinical processes to ensure effective, evidence-based patient care, and be responsible for initiating and planning research projects within the service. Provide clinical leadership and a mentoring role for Physiotherapists. Communicate effectively with all stakeholders to optimise work practices within the Department.

Eligibility/Other Requirements: Registration with ACT Physiotherapy Registration Board or national equivalent An appropriate Degree or Diploma in Physiotherapy (or equivalent)

Note: Temporary 6 month position
Contact Officer: Aileen Conroy 02 6264 6194 Aileen.Conroy@calvary-act.com.au

**Allied Health
Occupational Therapy
Occupational Therapist
Health Professional Level 3 \$70,774 - \$78,474, Canberra (PN: 7612)**

Gazetted: 08 September 2010
Closing Date: 22 September 2010

Lead a team which will provide a high standard of appropriate Occupational Therapy assessment and intervention across all acute wards at Calvary Healthcare ACT. Exercise independent professional judgement in solving problems and managing cases, and when necessary expand, adapt or modify existing principles and techniques. Liaise with carer's and other service provider's to facilitate effective service provision. Contribute to the planning, development and evaluation of client programs and services. Contribute to the evaluation and analysis of policies and procedures applicable to the Occupational Therapy service. Provide professional supervision and training, education and professional development activities for the occupational therapy department, hospital staff and students. Participate in the implementation of quality improvement projects, and research programs through liaising and networking within the hospital, external agencies/groups and professional bodies. Complete case and program records to standards required and meet reporting and data collection requirements. Maintain ongoing professional education, and current clinical knowledge, to ensure ongoing standards of high quality patient care is provided.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Occupational Therapy (or equivalent) Australian drivers licence or recognised international equivalent.

Note: Temporary 12 month Position
Contact Officer: Michael Malcomess 02 6201 6087 Michael.Malcomess@calvary-act.com.au

**Allied Health
Pharmacy Department
Pharmacist
Health Professional Level 3 \$70,774 - \$78,474, Canberra (PN: 8155)**

Gazetted: 08 September 2010
Closing Date: 22 September 2010

Overall functions: Apply knowledge, skills, professional judgement and initiative in the delivery of pharmacy services, including novel, complex or difficult tasks as guided by supervisor. Promote the quality use of medicines through involvement in the multidisciplinary team, networking and education, to ensure high quality patient outcomes. Participate in all components of the medication management pathway. Participate in the supervision and training of Health Professionals Level 1 and 2, students, technical and other support staff. Duties: Provide a high level of appropriate pharmaceutical assessment and intervention using established clinical pharmacy principles. May work across a range of clinical services, but specialisation in a specific clinical service may be supported. Demonstrate independent professional judgement and problem solving skills when dispensing individual prescriptions for hospital patients, and when necessary, expand, adapt or modify existing principles and techniques. Participate and supervise in the preparation of sterile and non-sterile extemporaneous pharmaceuticals. Contribute to the planning and delivery of, training, education and professional development activities for the pharmacy department, hospital staff and students. Participate in implementation of quality improvement projects, research programs and the promotion of quality use of medicines, through liaison and networking within the hospital, external agencies/groups and professional bodies. Contribute to the evaluation and analysis of policies and procedures applicable to pharmacy practice and the quality use of medicines. Maintain ongoing professional education, and current clinical knowledge, to ensure ongoing standards of high quality patient care are provided.

Eligibility/Other Requirements: MANDATORY: Pharmacy qualifications acceptable for ACT registration DESIRABLE: Post-graduate pharmacy qualifications Membership of a relevant professional organisation

Note: Temporary 6 month position
Contact Officer: Liisa Nurmi 02 6201 6269 Liisa.Nurmi@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 Creative Industries
Teacher
Teacher Band 1 \$58,254-\$78,380, Canberra (PN: 51122)**

Gazetted: 08 September 2010
Closing Date: 18 September 2010

Teach, organise and/or lead relevant fieldwork and student excursions in the Fashion Design program. Coordinate exhibitions, fashion parades and promotions of student's work, locally, nationally and internationally. Counsel and advise students on their programs of study and assist in enrolments, information sessions and graduation. Maintain student

records including complete and detailed records of relevant student assessments and performance. Work individually and as a member of across disciplinary teams within the Centre for Creative Industries.

Eligibility/Other Requirements: Honours or Masters in Fashion Design and Certificate IV in Training and Assessment or equivalent and five years or more of industrial/vocational/professional experience OR possess such other qualifications and/or experience acceptable for the position.

Note: There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point. This position is temporary available for a period of 12 months with the possibility of extension up to five (5) years.

Contact Officer: Penny Boyer (02) 6207 3455 penny.boyer@cit.act.edu.au

Centres

Building and Environment Centre

Horticulture Teacher

Teacher Band 1 \$58,254-\$78,380, Canberra (PN: 51281)

Gazetted: 07 September 2010

Closing Date: 21 September 2010

Teach across a range of horticulture and conservation and land management disciplines. Organise and deliver training to students from target groups such as youth at risk, indigenous job seekers and people recovering from drug and alcohol dependency.

Eligibility/Other Requirements: Appropriate Tertiary qualifications relevant to the subject matter is mandatory. Possess or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five (5) years of relevant vocational/industrial professional experience OR possess such other qualifications and/or experience acceptable for the position. Tertiary qualifications in Amenity Horticulture appropriate to teaching to Diploma level is desirable.

Note: There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Contact Officer: Jane Cottee (02) 6207 8744 jane.cottee@cit.act.edu.au

Centres

Centre for Health, Community and Wellbeing

Fit and Well Gym Manager

Technical Officer Level 3 \$55,690-\$63,184, Canberra (PN: 19803)

Gazetted: 06 September 2010

Closing Date: 20 September 2010

Supervise the day to day running of technical needs of the Sport and Fitness programs and coordinate technical staff involved in class servicing for the Centre for Health, Community and Wellbeing. Administer the day to day running of CIT Fit and Well including financial management, database management, record management, OH&S management and coordination/rostering of trainees and general service officers.

Eligibility/Other Requirements: Completion of an appropriate Diploma/Associate Diploma, or equivalent, and/or relevant experience appropriate to the duties of the position.

Contact Officer: Richard Burgess (02) 6207 3879 richard.burgess@cit.act.edu.au

Centres

Fyshwick Trade Skills Centre

Industry Liaison Officer

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 14055)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

This is an exciting new opportunity to assist the Fishwick Trade Skills Centre in a number of activities that promote careers in Trades to young people in particular. Duties include: - Liaise with school career officers, employers and industry bodies. Assist in the organisation of try trade activities and other promotional programs. Consult with industry to inform them of availability of students requiring work placements. Be a contact point for students in ASBAs and other school related programs. Organise industry breakfasts and other events.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Nicole Stenlake (02) 6207 4124 nicole.stenlake@cit.act.edu.au

Centres

Centre for Health, Community and Wellbeing

Project Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 19799)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

Provide high level support for the Centre for Health Community and Wellbeing's business, procedures, guidelines and procurement activities. Liaise with internal senior executive, centre directors, marketing and external stakeholders including the public sector to acquire information within set timeframes. Assist the Centre Director to comply with Central Support Centre, Shared Services, and Australian Quality Framework guidelines, requirements and timelines.

Eligibility/Other Requirements: Experience in a Tertiary Institution is desirable.

Contact Officer: Kathy Korsch (02) 6207 4044 kathy.korsch@cit.act.edu.au

Centres

Central Support Centre

Caretaker

General Service Officer Level 3 \$37,315-\$38,776, Canberra (PN: 54164)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

Under general direction, and on a shift basis be responsible for security of Institute buildings, plant and equipment. Lock and unlock rooms and buildings as directed, maintain buildings and grounds in a neat and tidy condition. Report safety hazards and maintenance issues to the Campus Manager and perform other general caretaker duties as required.

Eligibility/Other Requirements: Knowledge of facility management and maintenance would be advantageous.

Note: This position is part-time at 30 hour per week.

Contact Officer: Philip Gustavsen (02) 6205 8495 philip.gustavsen@cit.act.edu.au

Chief Minister's Department

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 Division

Cabinet and Intergovernmental Relations

Intergovernmental Relations

Policy Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 55646, several)

Gazetted: 06 September 2010

Closing Date: 21 September 2010

The Chief Minister's Department is seeking two highly motivated, energetic, and professional people to assist in the delivery of secretariat services and policy advice to the Chief Minister and CMD Executive in support of the ACT's involvement in the Council of Australian Governments (COAG) and Council for the Australian Federation (CAF). The successful applicants will also contribute to projects within the Cabinet and Intergovernmental Relations Branch, and across Policy Division as required.

Contact Officer: Heidi Stratford (02) 6205 3187 heidi.stratford@act.gov.au

Culture and Communication

Communications, Special Events and Executive Support

Special Events Unit

Events Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 13613)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Events Unit is responsible for the delivery of a suite of special events including the Canberra Nara Candle Festival, New Year's Eve, Australia Day and Canberra Day celebrations. The Unit also administers the ACT Festivals Fund.

Applicants are expected to liaise with a range of clients including the Chief Minister's Office, senior government officers, senior officials, contractors, suppliers and members of the community and provide assistance to other departmental officers in the performance of their duties.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable.

Note: The successful applicant will need flexibility to be available for after hours and weekend duties. This is a temporary position available from 1 October 2010 to 31 March 2011.

Contact Officer: Jason Rose (02) 6205 0721 jason.rose@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.

Australian Capital Tourism

Marketing

Creative Services

Creative Services Officer

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 43166)

Gazetted: 03 September 2010

Closing Date: 17 September 2010

Australian Capital Tourism is seeking a suitable candidate for its Creative Services Unit who will provide high standard graphic design services including creative and desktop design, artwork dispatch and image library management.

Eligibility/Other Requirements: Tertiary qualifications in graphic design or equivalent work experience.

Note: This position is temporary for a period of 12 months from 17 September 2010 to 17 October 2011 with a possibility of extension.

Contact Officer: Joanne Barges (02) 6205 0700 joanne.barges@act.gov.au

Australian Capital Tourism

Marketing

Campaign Unit

Campaign Marketing Executive

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 01904)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

Australian Capital Tourism is seeking a suitable candidate for its Campaign Unit who will assist in the development, coordination and delivery of tourism marketing campaigns.

Eligibility/Other Requirements: Tertiary qualifications in Marketing, Communications, Tourism or a related discipline is desirable. Demonstrated experience in media planning and buying will be highly regarded. Understanding and/or experience with creative agencies preferred.

Contact Officer: Bill Nehmy (02) 6205 0663 bill.nehmy@act.gov.au

Department of Disability, Housing and Community Services

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

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

Disability ACT

Individual Response Team

Children and Young People Service

Project Officer

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 17083, expected vacancy)

Gazetted: 09 September 2010

Closing Date: 21 September 2010

This position is responsible for working within the requirements of the ACT Policy Framework for Children and Young People with Disability and their Families to provide assessment, case management and future planning services to children and young people with disability and their families. The position incumbent is required to demonstrate a commitment to the Vision and Values of Disability ACT.

Eligibility/Other Requirements: Tertiary qualifications in a human services discipline are highly desirable and relevant experience is essential.

Contact Officer: Vanessa Sutton (02) 6205 0393 vanessa.sutton@act.gov.au

Executive

Chief Executive's Office

Executive Assistant to the Chief Executive

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 19415)

Gazetted: 08 September 2010

Closing Date: 22 September 2010

Are you self motivated, like a challenge and interested in working as part of a multi-disciplinary team to improve outcomes for vulnerable Canberran's? We are seeking a talented individual to provide high level support to the Chief Executive. The Executive Assistant will work within a dynamic and customer orientated area focussed to deliver high level support and coordination services. The position occupant will require high level oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with ministerial staff, senior officers and members of the public.

Note: Applicants may be selected on application and referee reports.

Contact Officer: Janelle Wheatley (02) 6207 2343 janelle.wheatley@act.gov.au

Office for Children, Youth and Family Support

Strategy and Purchasing

Data Management and Information Services

CHYPS Data Administrator

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 32830)

Gazetted: 07 September 2010

Closing Date: 21 September 2010

The position involves working in a small team to provide complex statistical reports that are often time sensitive for OCYFS Management. An understanding of the importance of data integrity and the ability to interrogate Access and Excel databases is essential. Contributing to research projects is another key role. A sound knowledge of relational databases and issues related to their management and the ability to prepare complex correspondence, briefs and reports is also required. The position occupant is required to comply with several core legislations.

Eligibility/Other Requirements: Relevant experience in various IT technologies and databases.

Note: Selection may be based on written application and referee reports only. Please ensure all necessary attachments are lodged with your application. This position will be available from October 2010.

Contact Officer: Lisa Gooley (02) 6207 1036 lisa.gooley@act.gov.au

Office for Children, Youth and Family Support

Care and Protection

Practice Support Unit

Policy Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 12929)

Gazetted: 03 September 2010

Closing Date: 17 September 2010

The occupant will be required to undertake policy work in the area of care and protection. The occupant will work in partnership with front line and management of care and protection; government and non-government stakeholders to research, analyse, consult, interpret and implement policy reform.

Note: This position is temporary for a period of 6 months from October 2010 to June 2011 with a possibility of extension.

Contact Officer: Jenna Schoer (02) 6205 3283 jenna.schoer@act.gov.au

Policy and Organisational Services

Governance, Advocacy and Community Policy

Organisational Governance

Assembly Liaison Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 09248)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

This position is responsible for assisting with the coordination and management of the Department's Assembly and Cabinet business, including preparation for Question Time, monitoring of Assembly sittings, the business of Assembly Committees and providing support across the area.

Eligibility/Other Requirements: Knowledge of Assembly and Cabinet business and procedures would be an advantage.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Disability ACT

Policy and Sector Development

Business Support Unit

Business Support Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 13154)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

Disability ACT is seeking a motivated and energetic officer to perform the role of Business Support Officer. The successful occupant of this position will be required to assist with the busy day-to-day operations of the Business Support Unit and other Teams with the provision of various administrative support, research and project work to be undertaken when required.

Eligibility/Other Requirements: Experience with a range of software packages and databases is highly desirable.

Note: This is a temporary position available until February 2011.

Contact Officer: Karen Taylor (02) 6207 8028 karen.taylor@act.gov.au

Disability ACT

Service Delivery

Scheduling Office

Scheduling Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 11270)

Gazetted: 07 September 2010

Closing Date: 21 September 2010

Disability ACT is looking for an enthusiastic and keen person to fill the position of scheduling officer. This position reports to the scheduling office coordinator and is responsible for assisting with the provision of rostering services across Disability ACT, including coordination of the relief disability staff. The position incumbent will be required to demonstrate a commitment to the Visions and Values of Disability ACT.

Eligibility/Other Requirements: Experience in operating word processing packages and maintaining databases desirable, and experience in the use of on-line rostering systems an advantage.

Contact Officer: Norman Fraser (02) 6207 1618 norman.fraser@act.gov.au

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Facilities Officer

General Service Officer Level 8 \$51,558-\$54,589, Canberra (PN: 19003)

Gazetted: 02 September 2010

Closing Date: 9 September 2010

This position works within a team to carry out general grounds work as well as maintenance on plant and equipment within a secure juvenile detention environment.

Eligibility/Other Requirements: Current driver's licence essential. First Aid Certificate or willingness to undergo training.

Relevant trade qualification desirable.

Contact Officer: Leanne Rourke (02) 6207 3384 leanne.rourke@act.gov.au

Disability ACT

Individual Response Team

Children and Young People Service

Support Officer

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 19941)

Gazetted: 07 September 2010

Closing Date: 21 September 2010

As a member of the Children and Young People Team, the CYP Support Officer assists with the planning, coordination and implementation of individual supports for young people with a disability living in the community.

Contact Officer: Steven Lowrie (02) 6207 6385 steven.lowrie@act.gov.au

Department of 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

Wanniassa School

Executive Teacher

School Leader C \$90,412, Canberra (PN: 02043)

Gazetted: 08 September 2010

Closing Date: 22 September 2010

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 (4) years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Karin Nagorcka (02) 6205 6200

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

Learning and Teaching

Curriculum Support

Health and Physical Education Officer

School Leader C \$90,412, Canberra (PN: 02054)

Gazetted: 02 September 2010

Closing Date: 9 September 2010

As a member of the executive team, contribute to the development and achievement of the section's goals and the implementation of the section 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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply. This is an office based teaching position and school stand-down periods do not apply. Flexible arrangements are available.

Contact Officer: Dr Michael Kindler (02) 6205 3836 michael.kindler@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

Gordon Primary School

Executive Teacher

School Leader C \$90,412, Canberra (PN: 33621)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

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: Murray Bruce (02) 6205 5955 murray.bruce@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.

Tertiary and International Education

Training and Tertiary Education

Australian Apprenticeships and Industry Engagement

Program Manager, Australian Apprenticeships

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 34459)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

Develop and apply policies and procedures to ensure the effective and efficient operation of the Australian Apprenticeship Program and associated competitive support programs. Consult widely with stakeholders to promote appropriate growth of Australian Apprenticeships in the ACT. Provide advice on vocational education and training systems to existing and prospective apprentices and trainees, employers and industry parties. Provide advice to the Department and the Government on matters relating to vocational education and training systems, legislation, policies and practices in the ACT.

Eligibility/Other Requirements: Knowledge and understanding of major national and local vocational education and training issues, and the workplace relations framework is highly desirable.

Note: This is a full time temporary position for a period of 12 months available asap to 14 September 2011.

Contact Officer: Melissa Pinney (02) 6205 8538 melissa.pinney@act.gov.au

Corporate Services

Human Resources

Return to Work Coordinator

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 01822)

Gazetted: 07 September 2010

Closing Date: 21 September 2010

Work in a motivated and experienced team committed to strategic injury management and achieving positive outcomes. Coordinate the development, implementation and review of rehabilitation programs for ill or injured departmental employees. High level communication and interpersonal skills are integral to the role.

Eligibility/Other Requirements: Certificate IV in Government (Injury Rehabilitation Management) and/or relevant qualifications in injury management or related fields are desirable.

Contact Officer: Barb Crawford (02) 6205 9273 barbara.crawford@act.gov.au

School Improvement

Aboriginal and Torres Strait Islander Education and Student Support

Aboriginal and Torres Strait Islander Education

Senior Case Coordinator

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 16034)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

The successful candidate will deliver, in collaboration with partner agencies, an integrated and coordinated early intervention approach across identified health, education and family support services. Focussing on at-risk Aboriginal and Torres Strait Peoples children and young people's education, health and wellbeing, with a view to improving outcomes for these ACT and Wreck Bay Aboriginal and Torres Strait Peoples children and their families.

Eligibility/Other Requirements: Tertiary qualifications in a human services discipline are desirable. Applicants will have a knowledge and understanding of issues affecting Aboriginal and Torres Strait Peoples in contemporary Australian society.

Note: Aboriginal and Torres Strait Peoples are encouraged to apply. This position is part of the Integrated Service Delivery to Aboriginal and Torres Strait Peoples initiative across three agencies; ACT Department of Education and Training, Department of Disability, Housing and Community Service and ACT Health.

Contact Officer: Barry Parker (02) 6207 5305 barry.parker@act.gov.au

Corporate Services

School Capital Works

Capital Works

ESD Project Officer

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 17907)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

This position is responsible for the planning, coordination and facilitation of projects and initiatives in ACT public schools to implement ACT Government environmental and climate change targets.

Note: This is a temporary position available immediately until 30 June 2011.

Contact Officer: John Wynants (02) 6207 6541 john.wynants@act.gov.au

Corporate Services

Finance and Corporate Services

Corporate Support

Administration Officer

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 19712)

Gazetted: 08 September 2010

Closing Date: 22 September 2010

Provide administrative support and assistance in relation to resource and facilities management matters. Analyse and assess complex finance and facilities management issues. Evaluate and monitor performance of services provided by contractors/agents. Provide support for procurement processes, building repair and maintenance activities as well as printing and publications. Provide facilities/resource advice to senior management and prepare complex correspondence.

Eligibility/Other Requirements: Knowledge of building management as well as repairs and maintenance procedures desirable.

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

School Improvement

Tuggeranong Network

Erindale College

Staffing Officer/Executive Assistant

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 19547)

Gazetted: 07 September 2010

Closing Date: 21 September 2010

Preparation of regular departmental compliance returns/reports, data collection and staffing returns. Manage employee absences in line with DET HR procedures, guidelines and policies. Provide clerical assistance to the Erindale College Senior Executive Team including the Office of the Board of Senior Secondary Studies administrative requirements.

Eligibility/Other Requirements: Proven knowledge in procedures, guidelines and policies related to leave and the management of employee absences.

Contact Officer: Craig Lyttle (02) 6205 8123 craig.lyttle@ed.act.edu.au

School Improvement

Learning and Teacher

Director's Office

Executive Assistant

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 04380)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

Maintain the appointments diary; organise meetings and compile meeting agendas; organise travel for the Director. Plan, coordinate and manage the workflow in the Director's office. Screen incoming documents; internet and telephone calls, referring them to other officers as appropriate; take appropriate follow-up action. Manage the Director's finances e.g. accounts payable, petty cash and credit card reconciliation. Report monthly on Directorate finances and follow-up variances with sections.

Contact Officer: Trish Wilks (02) 6205 9205 trish.wilks@act.gov.au

Strategy and Coordination

Measurement Monitoring & Reporting

Director's Office

Executive Assistant

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 14452)

Gazetted: 02 September 2010

Closing Date: 09 September 2010

The Executive Assistant provides administrative support to the Director. This will include planning, coordinating and managing the work flow in the Director's office. The role includes organisation of meetings, presentations and arrangement of travel. The Executive Assistant prepares accounts for payment and manages the Director's office budget. The position includes record keeping and correspondence functions with some expectation of research and reference skills. The Executive Assistant screens incoming documents and telephone calls, referring them to other officers as appropriate. The officer will also liaise with internal and external offices and clients; undertaking word processing tasks; and managing the Director's stationery and general supply needs.

Contact Officer: Ji-Hae Yun (02) 6205 0970 ji-hae.yun@act.gov.au

Tertiary and International Education

Training and Tertiary Education

Australian Apprenticeships and Industry Engagement

Australian Apprenticeships Liaison Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 02378)

Gazetted: 02 September 2010

Closing Date: 9 September 2010

As a member of a team responsible for the daily management of Australian Apprenticeship Training contracts: process approvals, cancellations, amendments and completions of training contracts; initiate payments to Registered Training Organisations; manage information in an Access database; and liaise with and provide advice on training issues to all stakeholders, including industry clients, employers, trainees, apprentices, Registered Training Organisations and Group Training Organisations.

Eligibility/Other Requirements: Strong knowledge of vocational education and training in the ACT highly desirable.

Note: This position is temporary for a period of six months from 20 October 2010 to 30 June 2011. Please submit your expression of interest and include a supporting statement of no more than two pages outlining experience and/or ability in the above area and the contact details of two referees. This position may be filled based on application and referees only.

Contact Officer: Pauline Moore (02) 6205 8458 pauline.moore@act.gov.au

School Improvement

North/Gungahlin Network

Cranleigh School

Learning Support Assistant

School Assistant 2 \$35,912-\$39,824, Canberra (PN: 19989)

Gazetted: 08 September 2010

Closing Date: 22 September 2010

Provide high-level personal and educational support to students with special needs and severe disabilities. May be responsible for the physical well being of a student or groups of students.

Eligibility/Other Requirements: First Aid qualification, or willingness to undertake appropriate training. Certificate III in Disability Study desirable.

Note: This is a temporary position available February 2011 to December 2011.

Contact Officer: Karin Wetselaar (02) 6205 8000 karin.wetselaar@ed.act.edu.au

School Improvement

North/Gungahlin Network

Cranleigh School

Learning Support Assistant

School Assistant 2 \$35,912-\$39,824, Canberra (PN: 01213)

Gazetted: 08 September 2010

Closing Date: 22 September 2010

Provide high-level personal and educational support to students with special needs and severe disabilities. The successful applicant may be responsible for the physical well being of a student or groups of students.

Eligibility/Other Requirements: First Aid qualification, or willingness to undertake appropriate training, Certificate III in Disability Study desirable.

Contact Officer: Karin Wetselaar (02) 6205 8000 karin.wetselaar@ed.act.edu.au

School Improvement

Belconnen Network

Latham Primary

Preschool assistant

School Assistant 2 \$35,912-\$39,824, Canberra (PN: 00987)

Gazetted: 07 September 2010

Closing Date: 21 September 2010

Under general direction assist the teacher in classroom activities and in the implementation of educational programs.

Provide support to the teacher by assisting with the management and learning of children in a preschool.

Eligibility/Other Requirements: First Aid qualification, or willingness to undertake appropriate training.

Contact Officer: Jill Huber (02) 6205 7345 jill.huber2@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

Belconnen Network

Canberra High School

Library Assistant

School Assistant 2 \$35,912-\$39,824, Canberra (PN: 00767)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

The Library Assistant will be required to undertake data entry and retrieval using various computer systems. Maintain relevant database records, oversight student computers and setup IWB for presentations. Operate the circulation desk, shelve books and maintain shelf order. Accession and process new resources, photocopy and laminate as required. Back up daily records, print overdue notices weekly and distribute. Assist with annual stocktake. Design posters and notices and run Book Club.

Eligibility/Other Requirements: First Aid qualification, or willingness to undertake appropriate training.

Contact Officer: Kris Garry (02) 6205 7005 kris.garry@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

North/Gungahlin Network

Gold Creek School

Laboratory Assistant

School Assistant 2 \$35,912-\$39,824, Canberra (PN: 01254)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The successful applicant will be required to provide support to the teaching staff, and under general direction assist in the preparation of classroom activities and in the implementation of Science educational programs. The assistant is expected to be proactive, exercise judgement and initiative and work with limited supervision.

Eligibility/Other Requirements: Desirable, Certificate III in relevant laboratory technology or relevant experience in a science context. First Aid qualification or willingness to undertake appropriate training.

Note: This position is being readvertised as a part-time position at 25 hours per week. Previous applicants need not apply all previous applications will be considered.

Contact Officer: Kerry Lyttle (02) 6205 1743

**School Improvement
North/Gungahlin Network
Dickson College
Special Teachers Assistant
School Assistant 2 \$35,912-\$39,824, Canberra (PN: 02470)**

Gazetted: 09 September 2010

Closing Date: 16 September 2010

Provide support to the teachers in the Dickson College Foundations for Independence Program. Provide high-level personal and educational support to students with special needs and severe disabilities.

Eligibility/Other Requirements: First Aid qualification, or willingness to undertake appropriate training. Certificate III in Disability Studies is desirable.

Contact Officer: Natalie Bennett (02) 6205 6478 natalie.bennett@ed.act.edu.au

Department of the Environment, Climate Change, Energy and Water

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

Governance

Ministerial Services Unit

Senior Manager

Senior Officer Grade A \$112,211, Canberra (PN: 18580)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The successful applicant will be responsible for managing and providing leadership on organisational governance issues relating to Cabinet, Parliamentary, Ministerial and whole of government input matters including undertaking the development of complex cabinet submissions and ministerials and providing advice on complex cabinet policy issues.

Eligibility/Other Requirements: The successful applicant will have experience in managing Assembly, Cabinet and Ministerial processes.

Contact Officer: Christine Murray (02) 6207 4813 christine.murray@act.gov.au

Department of 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

Office of the Regulatory Services

Independent Competition and Regulatory Commission

Principal Policy Advisor

Senior Officer Grade A/Senior Officer Grade B \$112,211 SOG A / \$96,618-\$108,766 SOG B, Canberra (PN: 17373)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Commission is an independent statutory authority set up to regulate pricing and infrastructure access arrangements for regulated industries (water, sewerage and energy), and to advise the ACT Government on other industry matters. The Commission also licenses utilities and regulates the ACT's Greenhouse Gas Abatement Scheme. The Commission is looking for a highly motivated person to provide high-level advice and support for its economic and other industry regulation and advisory responsibilities.

Eligibility/Other Requirements: Tertiary qualifications in economics or related disciplines, and knowledge of industry policy and regulation (in particular, energy and water utilities) is highly desirable.

Note: This position will be filled at either Senior Officer Grade A or B depending on the applicant's qualifications and experience. The salary is expected to increase 2.5% in line with recent Enterprise Bargaining Agreement negotiations.

Contact Officer: Shelley Schreiner (02) 6205 2773 shelly.schreiner@act.gov.au

Office of Regulatory Services

Independent Competition and Regulatory Commission

Senior Policy Advisor

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 19929)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Commission is an independent statutory authority set up to regulate pricing and infrastructure access arrangements for regulated industries (water, sewerage and energy), and to advise the ACT Government on other industry matters. The Commission also licenses utilities and regulates the ACT's Greenhouse Gas Abatement Scheme. The Commission is looking for a highly motivated person to provide high-level advice on industry and regulatory policy, and to support the Commission's regulatory responsibilities for licensed utilities.

Eligibility/Other Requirements: Tertiary qualifications in Economics and/or Regulatory Policy and knowledge of industry policy and regulation (in particular, energy and water utilities) is highly desirable.

Contact Officer: Shelley Schreiner (02) 6205 2773 shelly.schreiner@act.gov.au

**Office of Regulatory Services
Independent Competition and Regulatory Commission
Financial Controller**

Senior Officer Grade C/B \$81,772-\$108,766, Canberra (PN: 19858)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Commission is an independent statutory authority set up to regulate pricing and infrastructure access arrangements for regulated industries (water, sewerage and energy), and to advise the ACT Government on other industry matters. The Commission also has responsibility for licensing utilities and for regulating the ACT's Greenhouse Gas Abatement Scheme. The position is for a highly motivated person to oversee management of the Commission's budget and provide a range of financial and accounting services.

Eligibility/Other Requirements: Tertiary or other professional qualifications in accounting and financial management is highly desirable.

Note: This is a part-time position at 12 hours a week to be filled as a Senior Officer Grade C/B dependent on the skills and experience of the successful candidate. Salary subject to increase in line with recent Enterprise Bargaining Agreement negotiations.

Contact Officer: Shelley Schreiner (02) 6205 2773 shelley.schreiner@act.gov.au

**Elections ACT
Project Manager**

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 01866)

Gazetted: 08 September 2010

Closing Date: 22 September 2010

The ACT Electoral Commission is seeking applications from organised, innovative and motivated people for a temporary position in the small but versatile Elections ACT team. The successful occupant will be responsible for managing the upgrade of the Commission's information and communication technology (ICT) systems. The person we are looking for will have a demonstrated ability to simultaneously manage multiple projects relating to electoral systems and processes. Work activities include liaising with IT Service providers to develop and implement ICT system upgrades, report to the Commissioner and relevant stakeholders on the progress of the projects and manage and conduct minor elections. As a staff member in a small office, the person occupying this position will also undertake or assist with other tasks as required. Eligibility/Other Requirements: Professional qualifications in project management and knowledge of the *Electoral Act 1992* and the *Referendum (Machinery Provisions) Act 1994* would be highly regarded.

Note: Selection may be based on applications and two written referees reports to be provided with application addressing the selection criteria. This is a temporary vacancy for six months with the possibility for extension.

Contact Officer: Andrew Moyes (02) 6205 0224 andrew.moyes@act.gov.au

**Office of Regulatory Services
WorkSafe ACT**

Workers Compensation

Work Cover Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 05777)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

Conduct inspections of workplaces and provide advice in accordance with relevant legislation. Promote awareness of employers' responsibilities for workers compensation and long service leave. Draft reports, briefing notes, correspondence and other written material. Liaise with industry, unions, employers, and other Government Departments on workers compensation and long service leave issues. Represent WorkSafe ACT at forums within the ACT and interstate where required. Draft and prepare guidance materials and articles on workers compensation and long service leave. Contribute to the strategic direction of the Compliance section and the development of operational policy, procedures and practices to achieve best practice within the ACT. Contribute to the targets and objectives of the team work plan. Facilitate a culture of continuous improvement within the ORS Division. Contribute to the Compliance section operations and attend staff meetings. Participate in team planning and training activities. Contribute to workplace diversity, participative practices and promote occupational health and safety principles. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A Certificate IV level qualification in Government Investigations or related discipline, or progress towards such a qualification as a minimum, is essential. Current driver's licence. Willingness to wear a uniform when representing the Office of Regulatory Services on inspections. Willingness to undertake competency based training relevant to performing the duties of this position. Participation in an after hour's on-call roster may be required. Participation in programmed after hours compliance activities may be required.

Contact Officer: Arthur Reilly (02) 6205 3463 arthur.reilly@act.gov.au

ACT Corrective Services

Community Based Corrections

Sentence Administration Section

Sentence Administration Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 14164)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

Under the general direction of the Manager and Senior Sentence Administration Officer: Establish and maintain accurate and up to date offender sentence administration files including: receipt, collation, distribution, data entry and filing of

warrants and other sentencing documentation for prisoners and offenders; compiling, entering, updating and maintaining sentencing information on relevant data bases; monitoring for missing documents and instigating action to receive said documents.

Eligibility/Other Requirements: Relevant tertiary qualifications in law, criminology or related disciplines are desirable. An unencumbered driver's licence. Eligible candidates will be required to undergo criminal record check.

Contact Officer: Andrew McIntosh (02) 6207 0297 andrew.mcintosh@act.gov.au

ACT Law Courts and Tribunal Administration

Registry

Relieving Pool

Registry Support Officer

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 44043)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

Assist Team Leaders in the work of the Courts and Tribunal Administration, including performing duties in various units as required; provide support to Courts and Tribunal Administration and act as associate, including registering and maintaining custody of exhibits and subpoenaed documents as required; provide procedural advice to clients and relevant agencies; process applications and court documents when received; liaise with the Team Leaders as to urgent matters; process matters on the case management system; receive, invoice and acquit monies as required; exercise statutory appointment as Deputy Registrar under the direction of the Registrar; maintain records in accordance with the *Territory Records Act 2002*.

Note: Successful applicant may be placed in any vacant Registry Support Officer position and will be rotated throughout the business units, as required.

Contact Officer: Judy Talevich (02) 6207 1319 judy.talevich@act.gov.au

ACT Law Courts and Tribunal Administration

ACT Magistrates Court

Criminal - Fine Enforcement

Fine Enforcement Officer

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 19304)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

Assist Team Leader in the work of the Courts and Tribunal Administration, including performing duties in various units as required. Provide procedural advice to clients and relevant agencies; process applications and court documents when received; liaise with Team Leaders as to urgent matters; process matters on the case management system; receive, invoice and acquit monies as required; exercise statutory appointment as Deputy Registrar under the direction of the Registrar; serve process in accordance with statutory requirements and relevant legislation; act as a collector of public monies; maintain vehicles including keeping a logbook, cleaning, fuelling and arranging services in accordance with current government policy and maintain records in accordance with *Territory Records Act 2002*.

Eligibility/Other Requirements: The occupant is required to hold a current ACT class C drivers licence.

Note: This position may involve varying periods of duty and the occupant of the position may be expected to work varying shifts within the accepted bandwidth hours of 7am and 7pm. This position is being re-advertised - previous applicants need not apply.

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

Office of the Chief Executive

Deputy Chief Executive, Justice

Executive Level 2.6 \$262,147 to \$277,344 depending on current superannuation arrangements, Canberra (PN: E00479)

Gazetted: 03 September 2010

Closing Date: 17 September 2010

The Department of Justice and Community Safety is seeking an experienced senior executive to fill the role of Deputy Chief Executive, Justice.

The Deputy Chief Executive, Justice, provides high level policy advice to Government particularly on law reform and oversees the administration of ACT Courts and Tribunals and the delivery of legal services to Government. The role also assists the Chief Executive in achieving the Department's corporate and service delivery outcomes and the roles and responsibilities of a range of independent Statutory Office Holders.

Further information is available at www.justice.act.gov.au

Eligibility/Other Requirements: Experience and sound understanding of courts and tribunals and the legal system or the demonstrated capacity to adapt quickly to these responsibilities. Ability to provide and lead the provision of high quality legal advice and representation to clients.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$262,147 to \$277,344 per annum depending on current superannuation arrangements including a cash component of \$217,107. Employer provided benefits include superannuation, a privately plated car and parking.

Applications are to be forwarded directly to:

Kathy Leigh

Chief Executive

Department of Justice and Community Safety

GPO BOX 158

CANBERRA ACT 2601

or by email: kathy.leigh@act.gov.au

Contact Officer: Kathy Leigh (02) 6207 0502 kathy.leigh@act.gov.au

Land Development Agency

**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**

Governance and Communications

Senior Business Support Manager

Senior Officer Grade A \$112,211, Canberra (PN: 08184)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

The Land Development Agency (LDA) is seeking an experienced senior manager working in a dynamic and challenging quasi-commercial environment to provide a high level of Stakeholder Management and Governance support to the LDA Executive and Board. The ideal candidate will possess proven experience in developing and assisting with the implementation and performance reporting of organisational objectives, Operational Plans and other policy development and initiatives; providing governance services (including Ministerial, Cabinet and Parliamentary Services); coordinating corporate reporting, FOI and privacy activities; and providing executive support services. A demonstrated high level knowledge and understanding of legislative, policy, business, governance and quality processes would be a distinct advantage in this role.

Eligibility/Other Requirements: Relevant tertiary and/or professional qualifications are highly desirable, e.g. business, law or governance.

Contact Officer: John Roberts on (02) 6207 0265 john.robertson@act.gov.au

Department of Land and Property 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**

Executive Support

Manager, Media and Communications

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 18598)

Gazetted: 06 September 2010

Closing Date: 20 September 2010

Department of Land and Property Services (LAPS) are seeking a dynamic, enthusiastic and energetic person to fill the position of Manager, Media and Communications. This position will provide assistance to the Director of Communications on departmental media matters, media issues, function briefs and event management, and produce and edit material for the intranet, internet and for internal and external publications. The ideal candidate will possess proven experience in communications and public relations, community engagement and an in depth knowledge of the local community sector. Excellent oral and written communication skills, strong liaison, negotiation and representational skills are key to success in this position, as is an interest in, and understanding of local political issues. Knowledge of the procedures of the ACT Government and Legislative Assembly would be an advantage.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Contact Officer: John Arthur (02) 6207 8259 john.arthur@act.gov.au

Department of 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**

Land Management and Planning

Parks, Conservation and Lands

Tidbinbilla Nature Reserves

General Manager

Senior Officer Grade A \$112,211, Canberra (PN: 12592)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

We are seeking an experienced General Manager to lead and manage Tidbinbilla Nature Reserve/Birrigai Outdoor School combined sites with a strong background in leading and managing a complex enterprise in a parks environment. Tidbinbilla Nature Reserve and Birrigai Outdoor School are two adjacent ACT Government properties jointly managed to deliver unique learning experiences, ecotourism, and effective management of natural and cultural values. You will ideally possess extensive experience in the management of parks and the planning and delivery of educational programs, with understanding of managing high visitation tourism/recreation sites. You will also possess well developed communication skills and be able to demonstrate a strong team approach, being a member of the Parks and Conservation Senior Management Team.

Eligibility/Other Requirements: Experience in development of innovative learning experiences and managing wildlife programs would be valuable. Current driver's licence.

Note: An attractive remuneration package is available to the successful applicant. Selection may be based upon application and referee reports only.

Contact Officer: Fay Steward (02) 6207 6399 fay.steward@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.

Transport and Infrastructure

Transport Regulation

rego.act Program Manager

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 19918)

Gazetted: 02 September 2010

Closing Date: 9 September 2010

The successful applicant will be responsible for coordinating the delivery of road transport enhancements and maintenance tasks to the rego.act computer system. This will involve monitoring and managing multiple and at times complex programs of work ensuring agreed processes and plans are in place to effectively meet implementation deadlines.

Eligibility/Other Requirements: Professional membership of the Australian Project Management Institute or Australian Computer Society or similar organisation would be highly regarded.

Note: This position is temporary for a period asap to 30 June 2011.

Contact Officer: Brett Swale (02) 6207 7077 brett.swale@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.

Transport and Infrastructure

ACTION

Corporate

Policy, Governance and Compliance Officer

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 19992)

Gazetted: 03 September 2010

Closing Date: 16 September 2010

This position will deliver high level support for the development, implementation and management of a governance/policy framework as well as policies and procedures underlying that framework with the aim of meeting legislative and compliance obligations.

Note: This is a temporary position available 1 September 2010 to 1 July 2011. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Wilhelmina Blount (02) 6205 4608 wilhelmina.blount@act.gov.au

Transport and Infrastructure

Transport Regulation

Dickson Test Station

Manager, Test Station

Technical Officer Level 4 \$64,583-\$74,188, Canberra (PN: 02424)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

Manage the day to day operations of the Dickson Motor Vehicle Registry inspection station. Provide leadership, training, advice and support to vehicle inspectors and technical officers. Provide technical advice to customers and engineers.

Liaise with staff from various other agencies to ensure standards and practices remain current.

Eligibility/Other Requirements: An Associate Diploma in Mechanical Engineering or comparable qualification or relevant experience and training would be highly regarded.

Contact Officer: Maz Benn-Clibborn (02) 6207 5238 maz.benn-clibborn@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.

Territory Services

ACT NOWaste

Finance and Business Systems Officer

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 00695)

Gazetted: 08 September 2010

Closing Date: 18 September 2010

The Finance and Business Systems Officer is responsible for managing and coordinating the finance and revenue collection functions within ACT NOWaste. You will be required to facilitate a range of activities related to finance activities and revenue collection from waste facilities including managing customer accounts, invoicing and receiving public monies, business system operations and auditing, resolving customer enquiries, preparing reports and undertaking other related general duties as required and working within a team environment to meet required deadlines.

Contact Officer: Jo Clay (02) 6205 5341 joanne.clay@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.

Transport and Infrastructure

Transport Regulation

Road User Services

Licence and Registration Officer

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 01913)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

This position is responsible for gathering information to assist delegates to decide on applications for restricted licences made by individuals convicted of driving under the influence and underage licences, and also manage the public vehicle driver police character check process. The officer assists RTA delegates with preparation of correspondence, liaison with drivers and managing the licence disqualification process.

Contact Officer: Diana Sollazzo (02) 6207 7063 diana.sollazzo@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.

Transport and Infrastructure Division

Transport Regulation

Road User Services

Business Support and Training Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 20006)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Business Support and Training Officer works in a small team responsible for facilitating Road Transport Authority (RTA) training programs, developing RTA procedures and operating the rego.act Helpdesk. The successful applicant will have well developed communication skills and demonstrated experience in providing high level customer service in a regulatory environment. You will have an understanding of adult learning principles and practices and the ability to present face-to-face training programs. You will also have the ability to work with computer systems and provide advice and assistance to rego.act users through a systems helpdesk.

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

Contact Officer: Geoff Davidson (02) 6207 7195

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.

InTACT

Operations

Service Support/Customer Support

Technical Team Manager

Senior Information Technology Officer Grade C \$81,772-\$88,168, Canberra (PN: 05099)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The successful applicant will be required to manage and provide technical leadership to a team of ICT staff responsible for providing technical and operational onsite support.

Eligibility/Other Requirements: Incumbents may be required to participate in or manage staff participating in an on-call arrangement that operates 24 hours, seven days a week. Incumbents may be required to manage staff providing onsite support across the ACT and must be willing to rotate between identical roles if required. A current driver's licence is highly desirable.

Contact Officer: Bob Parkes (02) 6207 5024 bob.parkes@act.gov.au

InTACT

Operations

Service Support/Customer Support

Service Desk Assistant Manager

Senior Information Technology Officer Grade C \$81,772-\$88,168, Canberra (PN: 14338)

Gazetted: 06 September 2010

Closing Date: 20 September 2010

The successful applicant will be required to manage a team of professionals responsible for providing ICT Service Desk support to ACT Government agencies through a centralised contact centre.

Eligibility/Other Requirements: Incumbents may be required to participate in or manage staff participating in an on-call arrangement that operates 24 x 7 days. Incumbents may be required to manage staff providing onsite support across the ACT and must be willing to rotate between identical roles if required. A current driver's licence is highly desirable.

Contact Officer: Bob Parkes (02) 6207 5024 bob.parkes@act.gov.au

InTACT

Operations

ICT Government Services - ICT JACS-Court

Courts AS400 ICT Programming Officer

Information Technology Officer Class 2 \$64,583-\$74,188, Canberra (PN: 14651)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

Provide operational ICT Support to Courts and specifically in relation to programming tasks on the AS400 system in Report Program Generator (RPG) to provide total solutions to the agency as part of InTACT support infrastructure.

Contact Officer: David Hay (02) 6205 3336 david.hay@act.gov.au

InTACT

Planning and Development

Infrastructure Services-Development and Test Environment

Development and Test Environment (DTE) Capacity Manager

Senior Information Technology Officer Grade C \$81,772-\$88,168, Canberra (PN: 15779)

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Development and Test Environment (DTE) Capacity Manager tracks the capacity, allocation and performance of DTE services and ensures the provision of suitable and cost effective development and test environments for InTACT customers.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised technical IT discipline would be an advantage. Knowledge of the principles and practices of the Information Technology Infrastructure Library (ITIL) framework would be an advantage.

Contact Officer: Tulio Losanno (02) 6207 7290 tulio.losanno@act.gov.au

Shared Services

ACT Procurement Solutions

Goods and Services Procurement and Policy Branch

Procurement Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 26951, several)

Gazetted: 06 September 2010

Closing Date: 21 September 2010

The positions provide policy, tendering and contracting advice to ministers, departmental and branch executives and to client agencies across the ACT Government. One of the temporary positions involves secretariat support, policy and briefing work. The other positions involve facilitating procurements and preparing contracts using pre-existing templates. Eligibility/Other Requirements: Desirable - Certificate IV in Government (Procurement) or Certificate VI in Government (Strategic Procurement) or similar; or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration, public policy, management or equivalent.

Note: There are three positions available, one full time and two temporary positions available for twelve and six months respectively.

Contact Officer: Jan Pearse (02) 6207 2625 jan.pearse@act.gov.au

Territory Services Division

Exhibition Park in Canberra

Marketing and Business Development

Marketing and Business Development Manager

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 55418)

Gazetted: 07 September 2010

Closing Date: 14 September 2010

Exhibition Park Corporation are seeking a suitably experienced Marketing and Business Development Manager to lead the Marketing and Business Development Team. The successful applicant will have demonstrated high level skills in marketing and events, sound knowledge of promotional techniques available to venues and a practical knowledge of the events and hospitality industry. Reporting to the General Manager the Marketing and Business Development Manager is responsible for the marketing and promotion of the venue as well as the development of the EPIC brand and new business.

Eligibility/Other Requirements: Two to three years experience in a similar role with a demonstrated track record of knowledge and achievement in the events industry.

Note: Selection may be based on applications and referees reports only, please provide two written referees reports with application.

Contact Officer: Liz Clarke (02) 6241 3022 liz@epic.act.gov.au

Transport and Infrastructure

ACTION

Strategic

Safety, Compliance and Security Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 19995)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

This position will assist the Operational Capability Manager to deliver safety and security outcomes for ACTION including the development and implementation of policies and procedures relating to safety, compliance and security. The position will also have a role in the delivery of training and database management as they relate to safety, compliance and security.

Note: This is a temporary position available 1 September 2010 to 1 July 2011. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Wilhelmina Blount (02) 6205 4608 wilhelmina.blount@act.gov.au

InTACT

Operations

Health ICT-Health Business Systems

Application and Integration Testing Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 19879, several)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

This role provides technical support for the testing of integration aspects of new Health applications by reviewing and clarifying business requirements and functional specification documents in a team environment.

Eligibility/Other Requirements: Appropriate tertiary qualifications in computer science or related discipline is desirable.

Contact Officer: Mick Hassan (02) 6205 0208 mick.hassan@act.gov.au

Shared Services

Workforce Capability

Shared Services Health and Safety

Safety Advisor

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 08872)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

Shared Services is seeking an enthusiastic and committed team player to provide health and safety advice and support to its client agencies. The successful occupant will have the opportunity to contribute to and work with a broad range of clients, workplaces and activities in providing health support and advice, incident investigation, risk assessment and safety auditing.

Eligibility/Other Requirements: Qualifications in Health and Safety or Human Resources related discipline is desirable.

Note: This position will be filled on a temporary basis asap until March 2011. There will be a merit selection process which may be used to fill permanent and/or temporary vacancies in the next twelve months.

Contact Officer: David Pitt (02) 6207 6354

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.

Land Management and Planning Division

Licensing and Compliance

Licensing and Investigations

Investigations Officer

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 16951)

Gazetted: 06 September 2010

Closing Date: 21 September 2010

The Investigations Officer investigates alleged breaches against legislation administered by the Licensing and Compliance Unit, including the Nature Conservation Act, Tree Protection Act, Domestic Animals Act, Roads and Public Places Act and Fisheries Act. The position will be deployed across the business units as required to meet operational needs. These units include City Rangers, Tree Protection Unit, Licensing and Domestic Animal Services. The successful applicant will possess an understanding of the principles of Nature Conservation and Environment Protection within the ACT and good communication skills. You will be required to proactively and reactively investigate a broad range of alleged offences, and an ability to prepare general correspondence on a range of issues including briefs of evidence and ministerial responses. Under general direction, you will also be required to perform the role of an authorised officer under Acts administered by the Environment and Recreation Network.

Eligibility/Other Requirements: Manual ACT Drivers licence (or equivalent) essential. Certificate IV in investigations (or ability to obtain within twelve months).

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

Contact Officer: Jo-Anne Bauer (02) 6205 4876 jo-anne.bauer@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.

Territory Services Division

Sport and Recreation Services

Project Officer (Indigenous Sport and Recreation)

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 55577)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

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

Note: This is an Aboriginal and Torres Strait Peoples identified position. This is a temporary position available until 30 June 2011 (with possibility of extension).

Contact Officer: Kim Polsen (02) 6207 2077 kim.polsen@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

**ACT Procurement Solutions
Goods and Services Procurement and Policy Branch
Procurement Officer**

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 10379)

Gazetted: 06 September 2010

Closing Date: 21 September 2010

The position provides policy, tendering and contracting advice to ministers, departmental and branch executives and to client agencies across the ACT Government.

Eligibility/Other Requirements: Training will be provided, however it would be an advantage to have a Certificate IV in Government (Procurement) or Certificate VI in Government (Strategic Procurement); or similar; or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration, public policy, management or equivalent.

Contact Officer: Jan Pearse (02) 6207 2625 jan.pearse@act.gov.au

InTACT

Operations

Service Support/Records Services

Senior Records Officer

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 12798)

Gazetted: 06 September 2010

Closing Date: 21 September 2010

Records Services is seeking an experienced and motivated officer to fill the role of Senior Records Officer. This position is responsible for assisting in the delivery of file management services while ensuring compliance with the *Territory Records Act 2002* and required standards.

Eligibility/Other Requirements: Ability to work in a manual handling environment and participation in an ASO3 rotation program. Ability to achieve a Highly Protected security clearance is highly desirable.

Contact Officer: Rose Jacobson (02) 6207 5790 rose.jacobson@act.gov.au

Territory Services

Exhibition Park in Canberra

Events Team

Events Assistant

Administrative Services Officer Class 2 \$42,233-\$46,832, Canberra (PN: 55146)

Gazetted: 07 September 2010

Closing Date: 21 September 2010

Exhibition Park Corporation are seeking an Events Assistant to assist the Events Coordinator in all aspects of events coordination. The events team is responsible for ensuring that events held at EPIC run smoothly and that the highest level of customer service and attention to detail is always provided. The Events Assistant will be required to provide labour and assistance as required during the setup and pull-down of events; liaise with clients concerning upcoming events and service requirements; assist in the conduct of events with particular emphasis on public safety, proper use of EPIC's assets and client requirements.

Eligibility/Other Requirements: Demonstrated experience in customer service. Forklift licence is desirable.

Note: This is a temporary position available for a period of twelve months with the possibility of extension. Must be available to assist in after hours attendance or on call arrangement during the conduct of events. Please provide two written referees with application.

Contact Officer: Sally Pulford (02) 6241 3022 sally@epic.act.gov.au

Parks and Conservation

Fire and Forestry

Fire Management Unit

Seasonal Crew Leader Fire Fighter Register

General Service Officer Level 5/6 \$41,573-\$45,943, Canberra (PN: 09853, several)

Gazetted: 03 September 2010

Closing Date: 16 September 2010

Parks and Conservation branch of Territory and Municipal Services (TAMS) is responsible for the management of non-urban land in the ACT. In addition to the land management functions undertaken, a key role is to provide emergency support for the Emergency Services Authority. We are seeking applications from people who are interested in temporary employment as a Crew Leader of the Seasonal Fire Crew. Start and finish dates will vary depending on seasonal conditions and the level of fire activity, and will most likely conclude at the end of April 2011. The anticipated commencement date for this year's program is mid October 2010. To be successful in these roles, you will be highly motivated, energetic and resourceful. Working in teams, applicants will undertake a variety of tasks including the implementation of Bushfire Operation Plans, fire readiness rosters, wildfire suppression operations and other park and forest management activities. Demonstrated effective communication skills are essential.

To participate in the Seasonal Firefighting program you must satisfy a number of requirements including:

- The ability to pass the National Fire Fitness Assessment at the Arduous level, which involves walking 4.8km in 45 minutes carrying a 20kg pack; and
- Obtain accreditation in wildfire fighting to the national standards under the Public Safety Package. Training will be provided for shortlisted applicants.

Eligibility/Other Requirements: Possession of a Basic First Aid certificate and chainsaw qualifications are desirable.

Note: The established order of merit will be used to fill Seasonal Crew Leader Fire fighter vacancies as they arise for temporary periods of up to the duration of the Seasonal Fire Crew program. Successful applicants will be employed at the General Service Officer Level 5/6 classification level.

Contact Officer: Malcolm Gale (02) 6207 5974 mal.gale@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 Conservation

Fire and Forestry

Fire Management Unit

Seasonal Fire Crew Register

General Service Officer Level 3/4 \$37,315-\$40,924, Canberra (PN: 09857, several)

Gazetted: 03 September 2010

Closing Date: 16 September 2010

Parks and Conservation branch of Territory and Municipal Services (TAMS) is responsible for the management of non-urban land in the ACT. In addition to the land management functions undertaken, a key role is to provide emergency support for the Emergency Services Authority. We are seeking applications from people who are interested in temporary employment as member of the Seasonal Fire Crew. Start and finish dates will vary depending on seasonal conditions and the level of fire activity, and will most likely conclude at the end of April 2011. The anticipated commencement date for this year's program is mid October 2010. To be successful in these roles, you will be highly motivated, energetic and resourceful. Working in teams, applicants will undertake a variety of tasks including the implementation of Bushfire Operation Plans, fire readiness rosters, wildfire suppression operations and other park and forest management activities. Demonstrated effective communication skills are essential. To participate in the Seasonal Fire fighting program you must satisfy a number of requirements including:

- The ability to pass the National Fire Fitness Assessment at the Arduous level, which involves walking 4.8km in 45 minutes carrying a 20kg pack; and
- Obtain accreditation in wildfire fighting to the national standards under the Public Safety Package. Training will be provided for shortlisted applicants.

Eligibility/Other Requirements: Possession of a Basic First Aid certificate and chainsaw qualifications are desirable.

Note: The established order of merit will be used to fill Seasonal Firefighter vacancies as they arise for temporary periods of up to the duration of the Seasonal Fire Crew program. Successful applicants will be employed at the General Service Officer Level 3/4 classification.

Contact Officer: Malcolm Gale (02) 6207 5974 mal.gale@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.

Territory Services Division

Sport and Recreation Services

Sportsgrounds

Sportsgrounds Maintenance Leading Hand

General Service Officer Level 5/6 \$41,573-\$45,943, Canberra (PN: 10416)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

Duties include leading and working as part of a team of employees engaged in turf management and horticultural activities, supporting the grounds manager in the operation of the COMTROL irrigation management system for sportsgrounds including irrigation programming and reporting and assistance in the preparation and implementation of day to day work programs including overseeing quality control. Some of the skills required for the position include an appropriate knowledge of and practical experience in turf and irrigation management and the operation of equipment, particularly irrigation systems and associated control mechanisms; experience and proven ability in supervision of industrial staff and contractors; a sound understanding of the needs of sporting organisations, particularly in the area of sportsground users; a sound knowledge of the industrial environment and workplace safety practices.

Eligibility/Other Requirements: Ability to undertake the physical requirements of the tasks listed on the Position Description. Advanced knowledge and experience in the operation of computerised irrigation management systems, including COMTROL system. Chemcert III Certificate or higher or equivalent. Certificate in Turf Management or Horticulture. Driver's licence essential.

Note: This is a temporary position available from 1 October 2010 until 30 September 2012. Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application.

Contact Officer: Brian Ashcroft (02) 6207 5143 brian.ashcroft@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.

Land Management and Planning)

Canberra Cemeteries

Cemetery Worker

General Service Officer Level 5/6 \$41,573-\$45,943, Canberra (PN: 44471, several)

Gazetted: 06 September 2010

Closing Date: 21 September 2010

As part of a small team of dedicated staff, carry out a wide range of activities including burials and grounds maintenance of cemeteries. The successful applicant will have proven ability in operating a wide range of plant and horticultural machinery and experience in maintenance parks and/or cemetery grounds. It will be important to have satisfactory verbal communication skills, possess high attention to detail and the ability to work with a diverse range of people and cultures is essential.

Eligibility/Other Requirements: Hold current licences: Class MR (or equivalent), Certification for Backhoe-Loader and Excavator to pass through the Soft Barrier to GSO6 level: Have completed training in OHS Awareness and Risk Management Certificate II in Government (successful applicants will be required to pass specific units or meet Recognition of Prior Learning requirements).

Desirable: Certificate III Horticulture and/or equivalent demonstrated experience in landscape construction and maintenance Chemcert® and Gravesafe® or equivalents

Note: Ability to carry out a variety of other heavy manual tasks - applicant will be required to undertake a fitness for duty test.

Contact Officer: Peter Lees 0418 659 420 peter.lees@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.

**Territory Services Division
Sport and Recreation Services
Sportsgrounds**

**Sportsgrounds Maintenance Officer
General Service Officer Level 3/4 \$37,315-\$40,924, Canberra (PN: 45599)**

Gazetted: 02 September 2010
Closing Date: 16 September 2010

Duties include working individually or as part of a team of employees engaged in turf management and horticultural maintenance activities including: line marking; surveying of lines; mowing, pruning; litter collection; irrigation inspections; and assisting with tree surgery and pest control activities. Some of the skills required for the position include; basic machinery repairs and maintenance and upkeep of hand tools; and the undertaking of all work tasks in accordance with Sport and Recreation Services Turf Management/Horticultural Maintenance Standards and Occupational Health and Safety (OHS) Legislation.

Eligibility/Other Requirements: Ability to undertake the physical requirements of the tasks listed on the Position Description. Chemcert III Certificate, Chainsaw Certificate - basic felling/crosscut. Driver's licence essential.

Note: This is a temporary position available 1 October 2010 until 30 September 2012. Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application.

Contact Officer: Brian Ashcroft (02) 6207 5143 brian.ashcroft@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.

**InTACT
Operations
Health ICT-Business Systems Support
Operations Manager**

Senior Officer Grade A \$112,211, Canberra (PN: 00783)

Gazetted: 06 September 2010
Closing Date: 21 September 2010

Applications are sought from suitably qualified candidates for the position of Operations Manager, Health ICT, InTACT. The Operations Manager is responsible for the delivery of effective, efficient, customer focussed, day to day operational ICT services to ACT Health, and is a key member of the Health ICT senior management team.

Contact Officer: William Mudge (02) 6205 0148 william.mudge@act.gov.au

Department of 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
Financial Analyst**

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 19311)

Gazetted: 02 September 2010
Closing Date: 9 September 2010

As a senior officer in the division, you will be expected to; undertake and assist others in undertaking complex investigations; research and analysis into major policy and government services; provide policy advice to government on a range social and financial issues; liaise with government agencies, businesses and the community sector; prepare ministerial submissions, correspondence, briefings and reports and assist in the professional development of staff in the division.

Eligibility/Other Requirements: Tertiary qualifications are highly desirable.

Contact Officer: David Read (02) 6205 0207 david.read@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 Gambling and Racing Commission
Legislation and Policy Review
Administrative Officer**

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 55419)

Gazetted: 06 September 2010
Closing Date: 20 September 2010

As part of the Commission's Legislation and Policy review section, the successful applicant will be required to work as part of a small team to develop and implement regulatory policy proposals relating to gambling legislation. Duties will include assisting with the preparation of regulatory and policy advice and related correspondence; research, prepare and coordinate reports, submissions and briefings on gambling matters; and negotiate, liaise and represent the Commission in dealings with other government agencies, industry and the public.

Contact Officer: Ron Leonard (02) 6207 0378 ron.leonard@act.gov.au

**Finance and Budget
Budget Coordination and Reporting
Reporting
Senior Manager**

Senior Officer Grade A \$112,211, Canberra (PN: 43386)

Gazetted: 02 September 2010

Closing Date: 16 September 2010

An exciting opportunity exists for a talented, highly motivated and suitably qualified financial management professional to fill the Senior Manager role of a focused multi-disciplinary team within ACT Treasury's Whole of Government financial reporting area. To succeed in this challenging role the successful applicant must: possess excellent financial management, accounting and financial systems expertise; highly developed conceptual and analytical skills including a strong background in the provision of strategic advice; have the ability to work to tight deadlines; exercise sound judgment and demonstrate excellent communication and interpersonal skills. You will be responsible for the management of work flows involved with the analysis and preparation of various Territory Financial Reports and other documentation as required under the *Financial Management Act 1996*, and GFS financial reporting requirements, including the Annual Budget, Quarterly and Annual Consolidated Financial Statements for the Territory and Intergovernmental Financial Reports. You will also be directly managing and mentoring a small team and have the ability to critically analyse the business systems and processes used to build organisational capability, responsiveness and promote continual improvement.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in accounting, economics, finance or similar field and membership in a professional accounting body are essential.

Note: Selection of the successful candidate may be based on written application and referee reports only.

Contact Officer: Marsha Guthrie (02) 6207 3998 marsha.guthrie@act.gov.au

APPOINTMENTS

ACT Health

Enrolled Nurse Level 1 \$45,683-\$48,967

Judith Mulenga 827-22284, Section 68(1), 6 September 2010

Enrolled Nurse Level 1 \$45,683-\$48,967

Mira Minawi 827-22583, Section 68(1), 6 September 2010

Enrolled Nurse Level 1 \$45,683-\$48,967

Edwin Alerre 827-22268, Section 68(1), 6 September 2010

Administrative Services Officer Class 2 \$42,233-\$46,832

Tiahn Arena 827-22604, Section 68(1), 30 August 2010

Health Professional Level 2 \$49,557-\$68,740

Jean Fitzroy 796-73565, Section 68(1), 13 September 2010

Administrative Services Officer Class 4 \$53,616-\$58,213

Ryan Gullock 828-66421, Section 68(1), 13 September 2010

Enrolled Nurse Level 1 \$45,683-\$48,967

Susan Haydock 827-22356, Section 68(1), 6 September 2010

Health Professional Level 2 \$49,557-\$68,740

Taryn Homes 827-21580, Section 68(1), 9 September 2010

Health Professional Level 2 \$49,557-\$68,740

Natasha Horoschun 828-65744, Section 68(1), 9 September 2010

Enrolled Nurse Level 1 \$45,683-\$48,967

Leanne Knight 827-22313, Section 68(1), 6 September 2010

Administrative Services Officer Class 3 \$48,103-\$51,916

Sarah Lance 827-82324, Section 68(1), 3 September 2010

Health Service Officer Level 4 \$39,707-\$41,299

Gavin Odell 827-82447, Section 68(1), 2 September 2010

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)

Nicola Palfrey 827-82746, Section 68(1), 6 September 2010

Senior Officer Grade C \$81,772-\$88,168

Kim Philpot 768-70547, Section 68(1), 6 September 2010

Enrolled Nurse Level 1 \$45,683-\$48,967

Sally Power 827-22321, Section 68(1), 6 September 2010

Enrolled Nurse Level 1 \$45,683-\$48,967

Donna Preston-Bond 827-22233, Section 68(1), 6 September 2010

Registered Nurse Level 1 \$50,607-\$68,382

Heather Purvis 827-23033, Section 68(1), 6 September 2010

Enrolled Nurse Level 1 \$45,683-\$48,967

Erica Riley 827-22276, Section 68(1), 6 September 2010

Enrolled Nurse Level 1 \$45,683-\$48,967

Chan Shuk Han 827-22348, Section 68(1), 6 September 2010

Enrolled Nurse Level 1 \$45,683-\$48,967

Kelly Simpson 827-22292, Section 68(1), 6 September 2010

Registered Nurse Level 1 \$50,607-\$68,382

Cynthia Ann Stoney 827-21695, Section 68(1), 6 September 2010

Enrolled Nurse Level 1 \$45,683-\$48,967

Carolyn Thomas 827-22241, Section 68(1), 6 September 2010

Registered Nurse Level 1 \$50,607-\$68,382

Britt Traviss 828-65920, Section 68(1), 30 August 2010

Administrative Services Officer Class 3 \$48,103-\$51,916

Sonia Wade 825-48087, Section 68(1), 1 September 2010

Health Professional Level 2 - Pharmacist \$49,557-\$68,740

Fiona Whitby 827-82076, Section 68(1), 30 August 2010

ACT Planning and Land Authority

Administrative Services Officer Class 2 \$42,233-\$46,832

Samuel Bond 827-22196, Section 68(1), 6 September 2010

Calvary Health Care ACT (Public)

Registered Nurse Level 1 \$50,607 - \$68,382

Eva Glasson, Section 68(1), 6 September 2010

Chief Minister's Department

Administrative Services Officer Class 6 \$64,583-\$74,188

Mary Clare Swete Kelly 827-21919, Section 68(1), 2 September 2010

Department of Disability, Housing and Community Services

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)

Shilo Preston-Stanley 827-09709, Section 68(1), 7 September 2010

Health Professional Level 4 \$81,772-\$88,168

Rachael Roberts 765-23772, Section 68(1), 27 August 2010

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)

Susan Rossi 821-24911, Section 68(1), 25 August 2010

Department of Education and Training

School Assistant 2 \$35,912-\$39,824

Maria Teresa Dal Col 817-31699, Section 68(1), 2 September 2010

School Assistant 2 \$35,912-\$39,824

Brenda Frew 799-90536, Section 68(1), 31 August 2010

School Assistant 2 \$35,912-\$39,824

Natalie Hancock 820-88914, Section 68(1), 31 August 2010

School Assistant 2 \$35,912-\$39,824

Leanne Barbara Hanns 816-79034, Section 68(1), 2 September 2010

School Assistant 2 \$35,912-\$39,824

Thai (Cecilia) Wong 787-43149, Section 68(1), 31 August 2010

Department of Justice and Community Safety

Administrative Services Officer Class 6 \$64,583-\$74,188

Catherine Elizabeth Garrington 821-09957, Section 68(1), 1 September 2010

Legal 1 \$49,558-\$101,612

Stewart Law 827-21361, Section 68(1), 24 August 2010

Department of Territory and Municipal Services

Administrative Services Officer Class 6 \$64,583-\$74,188

Lauren Bell 821-16153, Section 68(1), 8 September 2010

Administrative Services Officer Class 1 \$22,389-\$41,241

Nicole Daly 827-22663, Section 68(1), 5 October 2010

Administrative Services Officer Class 6 \$64,583-\$74,188

Carrie-Anne Nicole 787-17685, Section 68(1), 23 September 2010

Administrative Services Officer Class 1 \$22,389-\$41,241

Julie White 827-08546, Section 68(1), 6 September 2010

Department of the Environment, Climate Change, Energy and Water

Administrative Services Officer Class 6 \$64,583-\$74,188

Esther Joy Duffy 820-98928, Section 68(1), 27 August 2010

Legislative Assembly Secretariat

Senior Officer Grade C, \$81,772 - \$88,168

Melody Carr, CORP403, Section 68(1), 13 September 2010

TRANSFERS

ACT Health

Claudine Lobo: 772-00799

From: Registered Nurse Level 2 \$71,180-\$75,582

ACT Health

To: Registered Nurse Level 2 \$

ACT Health, Canberra (PN. 19489) (Gazetted 29 July 2010)

Catherine Makings: 786-46557

From: Registered Nurse Level 2 \$71,180-\$75,582

ACT Health

To: Registered Nurse Level 2 \$

ACT Health, Canberra (PN. 19487) (Gazetted 29 July 2010)

Department of Education and Training

Leanne Chapuis: 033-28765

From: School Leader B \$96,628

Department of Education and Training

To: School Leader B \$96,628

Department of Education and Training, Canberra (PN. 19558) (Gazetted 22 July 2010)

Department of Justice and Community Safety

Caroline Jane Alice Cogger: 783-12986

From: Administrative Services Officer Class 5 \$59,800-\$63,409

Department of Justice and Community Safety

To: Administrative Services Officer Class 5 \$59,800-\$63,409

Department of Justice and Community Safety, Canberra (PN. 03855) (Gazetted 17 June 2010)

Department of Territory and Municipal Services

Sarah (Samantha) Anne Black: 791-36495

From: Senior Officer Grade A \$112,211

Department of Territory and Municipal Services

To: Senior Officer Grade A \$112,211

Department of Territory and Municipal Services, Canberra (PN. 00320) (Gazetted 29 July 2010)

PROMOTIONS

ACT Health

Corporate Services

Shane Broomfield: 310-95444

From: Senior Officer Grade C \$81,772-\$88,168

ACT Health

To: †Senior Officer Grade B \$96,618-\$108,766

ACT Health, Canberra (PN. 11189) (Gazetted 13 May 2010)

Community Health

Yvonne Cook: 789-44765

From: Health Professional Level 2 \$49,557-\$68,740

ACT Health

To: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)

ACT Health, Canberra (PN. 14822) (Gazetted 24 June 2010)

Office of the Deputy Chief Executive

Health Performance Improvement Innovation and Redesign

Susan Hayward: 261-58770

From: Senior Officer Grade C \$81,772-\$88,168

ACT Health

To: †Senior Officer Grade B \$96,618-\$108,766

ACT Health, Canberra (PN. 19673) (Gazetted 5 August 2010)

Community Health

Dental Health Program

Dental Region South

Dragana Petreski: 741-13702

From: Dental Receptionist \$42,238-\$46,835

ACT Health

To: Administrative Services Officer Class 4 \$53,616-\$58,213

ACT Health, Canberra (PN. P19798) (Gazetted 21 January 2010)

Mental Health ACT

Adult Community and Older Persons

Julia Sullivan: 817-48298

From: Registered Nurse Level 3.1 \$81,816-\$85,182

ACT Health

To: †Registered Nurse Level 3.1 \$81,816-\$85,182

ACT Health, Canberra (PN. 26359) (Gazetted 5 August 2010)

The Canberra Hospital

Maria Thomas: 820-74475

From: Health Professional Level 2 \$49,557-\$68,740

ACT Health

To: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)

ACT Health, Canberra (PN. 23534) (Gazetted 24 June 2010)

ACT Planning and Land Authority

Client Services

Corporate and Human Services

Deborah Crowe: 735-66988

From: Administrative Services Officer Class 6 \$64,583-\$74,188

ACT Planning and Land Authority

To: †Senior Officer Grade C \$81,772-\$88,168

ACT Planning and Land Authority, Canberra (PN. 15225) (Gazetted 22 July 2010)

Canberra Institute of Technology

Centres

Centre for Organisational Capability

Nina Taylor: 782-25701

From: Administrative Services Officer Class 5 \$59,800-\$63,409
Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$64,583-\$74,188
Canberra Institute of Technology, Canberra (PN. 55489) (Gazetted 15 July 2010)

Department of Education and Training

School Improvement

South and Weston Network

Duffy Primary School

Cymantha Lynette Cantrill: 766-22885

From: School Leader C \$90,412

Department of Education and Training

To: †School Leader B \$96,628

Department of Education and Training, Canberra (PN. 14287) (Gazetted 3 June 2010)

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

Belconnen Network

Canberra High School

Jodie McGurgan: 744-97670

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: †School Leader C \$90,412

Department of Education and Training, Canberra (PN. 01981) (Gazetted 10 June 2010)

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

North/Gungahlin Network

Amaroo School

Joanne Schwartz: 787-69311

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: †School Leader C \$90,412

Department of Education and Training, Canberra (PN. 12884) (Gazetted 3 June 2010)

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.

Department of Justice and Community Safety

Office of Regulatory Services

Compliance

Derise Margaret Cubin: 783-13381

From: Senior Officer Grade C \$81,772-\$88,168

Department of Justice and Community Safety

To: †Senior Officer Grade B \$96,618-\$108,766

Department of Justice and Community Safety, Canberra (PN. 07507) (Gazetted 15 July 2010)

Corporate

Capital Works and Infrastructure

Infrastructure

Graeme Neal Petteit: 821-25084

From: Administrative Services Officer Class 5 \$59,800-\$63,409

Department of Justice and Community Safety

To: †Senior Officer Grade C \$81,772-\$88,168

Department of Justice and Community Safety, Canberra (PN. 46467) (Gazetted 22 July 2010)

Department of Territory and Municipal Services

Shared Services

INTACT

Operations

Debra McArthur: 816-77602

From: Administrative Services Officer Class 1 \$22,389-\$41,241
Department of Territory and Municipal Services

To: Administrative Services Officer Class 2 \$42,233

Department of Territory and Municipal Services, Canberra (PN. 14372) (Gazetted)

This promotion has been made to a non-advertised position under section 247F.1 of the Public Sector Management Standards.

Department of Treasury

Investment and Economics

Federal Financial Relations Unit

David Matthew Pepper: 816-77741

From: Administrative Services Officer Class 6 \$64,583-\$74,188

Treasury

To: †Senior Officer Grade C \$81772-\$88,168

Department of Treasury, Canberra (PN. 55085) (Gazetted 5 August 2010)

Retirements and Dismissals

Section 221 Public Sector Management Act 1994: Susan Ross, School Assistant 2, 2 June 2010

Section 221 Public Sector Management Act 1994: Camille Kipping, Classroom Teacher, 11 August 2010

Section 221 Public Sector Management Act 1994: Patricia Medioli, Classroom Teacher, 1 July 2010

Section 221 Public Sector Management Act 1994: Sandra Ellson, Classroom Teacher, 2 July 2010

Employment Information

Applicants to employment opportunities notified in all formats of the ACT Government Gazette should be aware that the name, classification, salary scale and agency of successful applicants will be notified in all formats of the ACT Government Gazette.

Eligibility to apply for advertised vacancies.

All permanent vacancies advertised in the *Gazette* are open to all Australian citizens or permanent residents¹ of Australia except where:

- the Chief Executive has decided that because of cost or operational efficiency a vacancy should be advertised as open only to permanent ACT Public Service officers and groups with eligibility rights. Restricted positions will be marked #
- a former officer of the ACTPS is restricted from re-employment under section 114 of the *Public Sector Management Act 1994*.

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the PSM Act)
- a former officer of the APS or ACTPS who has resigned, if:
 - they resigned to rear a child, after taking at least three months maternity or parental leave; and
 - they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;
 - the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and
 - they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;
- an 'officer' of an approved organisation listed in Public Sector Management Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;
- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:
 - if still employed in that temporary job; and
 - the six months eligibility period is reached before the applications close.

Excess Officers

ACTPS officers who are excess (either potentially or actually) and who apply for transfer to any advertised permanent vacancy have absolute preference and MUST be considered in isolation from, and not in competition with, applicants who are not excess.

The consideration of the excess officer(s) should be a genuine assessment of whether the officer is suitable for the vacancy, or suitable within a reasonable time including with reasonable training (generally three to six months), and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers. Officers who are potentially or actually excess and who apply for transfer should clearly identify their excess status in their application to ensure they are considered in isolation.

Should you have any queries in regard to this matter please contact your Agency's Strategic Human Resources Section..

The Standards provide that a New Zealand citizen who resides in Australia and holds a Special Category temporary residence visa (SCV) under the *Commonwealth Migration Act 1958* is to be treated as a permanent resident of Australia for the purpose of assessing that person's eligibility to be employed by the ACTPS. This means that applicants who hold a SCV will qualify under section 68 of the PSM Act for appointment to the ACT Public Service. Recognition of a SCV holder as a permanent resident only relates to the appointment of persons under the PSM Act, and does not affect a person's residency status in relation to any other federal, state or territory law.

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Employment Information

PROMOTION or TEMPORARY PERFORMANCE APPEALS and INTERNAL REVIEW

Selection principles

All selection processes (including promotion decisions) must be based on a proper assessment of merit. Merit is defined in the *Public Sector Management Act 1994* (PSM Act), as the selection of a person on the basis of an assessment of the relative efficiency of the several applicants having regard to:

- the nature of the duties to be performed; and
- the abilities, qualifications, experience, personal qualities and potential for development; of the several applicants that are relevant to the performance of the relevant duties as the case may be.

Applicants are also entitled to fair and unbiased consideration of their job application.

Definitions

For the purposes of Parts 1 and 2 dealing with promotions or temporary performance appeals and internal reviews:

'appellant' means a person who is eligible to appeal and lodges a promotion or temporary performance appeal.

'casual employee' means a person engaged under section 110 of the PSM Act to perform work for a short period on an irregular or non-systematic basis.

'employee' includes an officer, casual employee or temporary employee excluding Chief Executives and Executives.

'officer' means a person appointed under division 5.3 or 5.8 of the PSM Act. An officer is a permanent staff member of the ACT Public Service.

'promotee' means the person promoted to the position.

'respondent' means, in the case of a promotion, the person promoted to the position, or in the case of temporary performance, the person selected for temporary performance of duties.

'temporary employee' means a person engaged under division 5.7 of the PSM Act (other than a Chief Executive or Executive). A temporary employee is engaged under a temporary employment contract.

PART 1. PROMOTION OR TEMPORARY PERFORMANCE APPEALS

A promotion occurs when an officer is selected and promoted to a higher classification than the classification they hold before the promotion. Temporary performance occurs where an officer temporarily performs the duties of a higher office for a defined period (i.e. a higher classification than they currently hold).

Generally, a promotion (made under section 83 of the PSM Act) or temporary performance (made under section 101 of the PSM Act) is subject to appeal, where:

- the position is filled on
 - a permanent basis; or
 - temporary basis for more than 6 months;
- the officer was an applicant for the position; and
- the promotion/temporary performance is to any classification with a maximum salary that is less than the minimum salary of a classification equivalent to a Senior Officer Grade C.

An officer may also appeal a promotion if:

- the officer is a promotee, where the promotion is one of a number of promotions at the same level made in a selection process, and the officer believes someone may lodge an appeal against their promotion. The officer may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals.

Any suitably qualified officer may also appeal a promotion if the vacancy that has been filled was not advertised.

An appeal **cannot** be made where:

- a promotion decision is made by an unanimous recommendation of a Joint Selection Committee established under the PSM Act or agency Collective Agreements; or
- the position is filled from outside the ACTPS, i.e. an appointment (including filling the position by appointing a temporary employee); or
- the filling of the position does not constitute a promotion, such as if the position is filled by the transfer of an officer already at that or a higher level;
- the promotion is to a position which has a higher or equivalent maximum salary to the minimum salary of a Senior Officer Grade C. (These should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*).

Grounds for appealing a promotion or temporary performance decision

Provided eligibility requirements are met (see above), an officer will be required to show that they are more efficient in performing the duties of the position than the person(s) promoted or selected for temporary performance.

Generally, the Appeal Panel will assess greater efficiency by considering:

- 1 the abilities, qualifications, experience, standard of work performance and personal qualities of the appellant(s) and respondent(s) to the extent that the Panel considers that those matters are relevant to the performance of the duties of the position;
- 2 if the Chief Executive or delegate who made the promotion or temporary performance decision had regard to

the potential for further career development relevant to the position in making the merit based decision; and
3 any other relevant matter the Panel considers relevant.

How to appeal a promotion or temporary performance decision

The appeal mechanism for promotion and temporary performance decisions is set out in Agency Collective Agreements, which can be accessed from the Shared Services Internet site at:
<http://www.sharedservices.act.gov.au/docs/agreements/>

Promotion appeals must be lodged with the Convenor of Appeal Panels within 14 days of notification of the promotion in the *ACT Gazette*. Appeals against temporary performance must be lodged with the Convenor of Appeal Panels within 7 days of notification of the decision.

Shared Services Client Agencies

Officers of the following agencies must lodge applications for an appeal against a promotion or temporary performance decision using the template on the Shared Services Customer Portal at
http://sharedservices.actgovt/HRforms/Appeal_Promotion_Temp_Performance.doc.

ACT Planning and Land Authority; Canberra Institute of Technology; Chief Minister's Department; Disability, Housing and Community Services; Education and Training; Health; Justice and Community Safety; Territory and Municipal Services; and Treasury.

Completed application forms should be sent, within the timeframes specified above, to:

The Convenor of Appeal Panels Employee Relations Shared Services GPO Box 158 CANBERRA CITY ACT 2601

Scan and email: sharedserviceser@act.gov.au

Fax: (02) 6205 4629

Other Agencies

Officers of other agencies should contact their Human Resources area for advice on how to lodge an appeal (see below for a list of contacts).

PART 2. INTERNAL REVIEW

Generally, employees can seek a review of management actions or decisions that affect them in relation to their employment. There are some actions/decisions that are excluded from this right of review (e.g. decisions on classifications of an office, promotions and transfers).

However, as employees are entitled to a fair and unbiased assessment of their job application, an employee may seek an internal review about the process leading to:

- decisions that another employee perform the duties of a higher classification (with a salary less than that of a Senior Officer Grade C or equivalent classification) for periods greater than 6 months if the vacancy was advertised;
- decisions to promote, appoint or engage an employee on a temporary contract;
- decisions to transfer an employee within the Agency; or
- decisions to promote an officer to a non-advertised vacancy.

How to lodge an internal review

Agency Collective Agreements establish procedures for employees to seek an internal review of management actions that affect them. Collective Agreements are available from the Shared Services Internet site at the following link:
<http://www.sharedservices.act.gov.au/docs/agreements/>

Employees should seek advice from their Human Resources area (see contacts below), or Shared Services about internal review rights available under Collective Agreements and how to lodge a request for internal review.

Shared Services can be contacted by dialling 99 from an internal phone or 6205 5444 or emailing
sharedserviceser@act.gov.au.