



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 02 December  
2010**

## **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>

#### **Canberra Hospital and Calvary Health Care ACT**

##### **Surgical SMT**

##### **Medical Staff**

##### **Anaesthesia**

**Staff Specialist Band 1-5, \$137,660-\$169,877**

**Senior Specialist \$185,984**

**Visiting Medical Officer - Negotiable \$Refer above, Canberra (PN: 16481)**

Gazetted: 09 December 2010

Closing Date:

Positions are available for anaesthetists to join the Department of Anaesthesia and Pain Management at Canberra Hospital and Calvary Health Care (Bruce Campus) in the Australian Capital Territory. The Department of Anaesthesia and Pain Management at Canberra Hospital provides a comprehensive range of clinical anaesthesia services for all surgical specialities including cardiothoracic, neurosurgery and paediatric surgery along with an active preadmission clinic, a post-anaesthesia care unit and an acute and chronic pain management service. Canberra Hospital is the principal and major trauma hospital for Canberra and the South East region of the New South Wales with a population of over half a million. The hospital is well equipped with over 600 beds, 13 operating theatres and a 22 bed Intensive Care Unit with an annual caseload is over 12,000. The Department and the Canberra Hospital play a major role in the Aeromedical Retrieval Service with the Snowy Mountains Hydro Southcare helicopter. Canberra Hospital is the principal teaching hospital of the Australian National University (ANU) Medical School. Professor Thomas Bruessel, the Director of the Department, holds the Chair of the Anaesthesia at the ANU. Strong research links to the John Curtin School of Medical Research at the ANU. The Department of Anaesthesia and Pain Management offers a comprehensive rotational training scheme in anaesthesia and pain management. The Canberra Region Rotation Registrar Training Program is accredited for 4 Senior Registrars/Provisional Fellows and 23 Registrars. Calvary Health Care is a general hospital of 250 beds performing 4500 operations per year in a range of surgical disciplines including general surgery, orthopaedics, ENT, Urology, Ophthalmology, Obstetrics & Gynaecology and Faciomaxillary surgery. The hospital incorporates a 14 bed level 2 ICU/HDU which enables major surgery in all disciplines. Calvary Hospital is a teaching hospital of ANU Medical School and an accredited hospital of the Canberra Region Anaesthetic Trainee Rotation. Canberra is a beautiful city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to numerous national icons and monuments. The coast and ski fields are an easy day trip, is within a 3 hour drive from Sydney and there are regular air links to all major cities in Australia.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Australian and New Zealand College of Anaesthetists or an equivalent higher specialist qualification. Possession of a higher medical qualification as provided for in the ACT Public Sector Medical Practitioners Union Collective Agreement 2008-2011.

Note: An attractive remuneration package is available to the successful applicant either as a Visiting Medical Officer or salaried specialist.

Contact Officer: Professor Dr. Thomas Bruessel, Director of the Department of Anaesthesia and Pain Management (02) 6244 3245 Dr Stephen Brazenor, Director, Department of Anaesthesia and Perioperative Medicine, Calvary Health Care (02) 6201 6352 Refer above Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

#### **The Canberra Hospital**

##### **Surgical SMT**

##### **Intensive Care Unit**

##### **Clinical Support Nurse**

**Registered Nurse Level 3.1 \$83,861-\$87,312, Canberra (PN: 14142)**

Gazetted: 09 December 2010

Closing Date: 23 December 2010

This full time opportunity exists for a dynamic, motivated person to fill the position of Clinical Support Nurse within the Intensive Care /High Dependency Unit of The Canberra Hospital. This position requires a registered Nurse with a passion for providing education and professional development opportunities for staff, and a demonstrated record of achievement in all aspects of clinical practice and modes of care, education, and research.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds or is progressing towards a tertiary qualification at masters level relevant to the clinical area is desirable.

Contact Officer: Jennifer Rochow (02) 6244 2756

**Aged Care and Rehabilitation  
Aged Care and Rehabilitation Administration  
Registered Nurse  
Registered Nurse Level 3.1 \$83,861-\$87,312, Canberra (PN: 29122)**

Gazetted: 09 December 2010  
Closing Date: 23 December 2010

The Aged Care and Rehabilitation Service is seeking a registered nurse with demonstrated experience in clinical and operational management, skill development, team building, change management, and quality and risk management, for the Rehabilitation Independent Living Unit.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Post Graduate qualifications in management and/or rehabilitation an advantage.

Contact Officer: Rhonda Maher (02) 6244 2205

**Community Health  
Dental Health Program  
Regional Team South  
Senior Dental Prosthetist  
Senior Professional Officer Grade C \$81,772-\$88,168, Canberra (PN: 16947)**

Gazetted: 09 December 2010  
Closing Date: 16 December 2010

The Dental Health program is seeking expressions of interest for the position of Dental Prosthetist.

Eligibility/Other Requirements: Possession of a recognised qualification in Dental Prosthetics. Hold or is eligible for registration to the Dental Technicians and Dental Prosthetists Board of the ACT. Considerable experience in and knowledge of current dental prosthetic procedures. A knowledge and understanding of Industrial Democracy, Equal Employment Opportunities and Occupational Health and Safety principles and practices.

Note: This position is temporary for a period of 12 months commencing 30 December 2010.

Contact Officer: Alan Davis (02) 6205 2184

**The Canberra Hospital  
Surgical SMT  
Intensive Care Unit  
Project and Policy Officer  
Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 21144)**

Gazetted: 09 December 2010  
Closing Date: 23 December 2010

The opportunity exists for dynamic, motivated person to fill a Project and Policy position within the Canberra Hospital's Intensive Care, High Dependency Unit. The successful applicant must have demonstrated abilities, knowledge and skill in Intensive Care nursing, be a resource for a wide variety of staff and demonstrate commitment to ACT Health values. This is a clinical policy and project role that supports the Clinical Nurse Consultants and Assistant Director of Nursing in ensuring excellent care through the coordination of policy development and/or review and quality improvement activities.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Minimum of three years recent nursing experience at an advanced level. Experience in Intensive Care Nursing.

Note: This is a part-time position at 20.00 hours per week.

Contact Officer: Jenny Rochow (02) 6244 2756

**The Canberra Hospital  
Ambulatory and Medical Service  
Ambulatory Services  
Forensic Nurse Examiner  
Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 16712, several)**

Gazetted: 09 December 2010  
Closing Date: 16 December 2010

Dynamic Registered Nurses with excellent communication and multitasking skills are required to provide: Forensic and medical sexual assault services under FAMSAC to both male and female victims; Clinical Forensics ACT (CFACT) work components of Medical Care and Support Services working in the outreach setting of police custodial facilities of the Australian Federal Police and to work within Canberra Sexual Health Centre providing sexual health nursing assessments.

Eligibility/Other Requirements: Essential requirements: Completion or working towards post graduate forensic nursing qualifications. Family Planning certificate, and the ability to work shift work including night duty including work on the FAMSAC afterhours roster. Registered or eligible for registration with the Nursing and Midwifery board of Australia. Current ACT drivers licence. The successful applicant will be required to participate on an on-call roster and rostered after hours duties. No previous criminal history and must undergo and pass AFP security screening. Experience in emergency, sexual health, custodial, drug and alcohol or mental health nursing is highly desirable.

Note: This is a part-time position 24.00 hours per week. Submit a maximum of a three page letter in support of the selection criteria along with a current CV and details of two professional referees. Please note that appointment may be made from application and referee reports only.

Contact Officer: Cassandra Beaumont (02) 6244 3508

**Capital Region Cancer Service  
Hospital Based Cancer Services  
Medical Oncology  
Registered Nurse  
Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 22338)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

Applications are invited from an innovative and committed Registered Nurse with a demonstrated experience in oncology/haematology background to provide best-practice and evidence-based-practice in the hospital and community setting. The successful applicant will have demonstrated ability to provide clinical skills including planning, implementation, monitoring and evaluation. The successful applicant should demonstrate a willingness to be a 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. Current driver's licence.

Note: This is part-time position at 28 hours per week.

Contact Officer: Denise Breust (02) 6244 2881

**The Canberra Hospital  
Nursing  
Surgical SMT  
ICU Outreach Nurse  
Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 21153, several)**

Gazetted: 09 December 2010

Closing Date: 23 December 2010

The opportunity exists for dynamic, motivated persons to fill a number of positions within the Canberra Hospital's Medical Emergency Team incorporating Intensive Care Outreach. The available positions will include some permanent appointments to Intensive Care Outreach and some six month rotation from critical care areas. The successful applicants must have demonstrated abilities, knowledge and skill in Critical Care nursing, be a resource for less experienced staff and demonstrate commitment to ACT Health values. These are clinical leadership roles that support the resuscitation Coordinator in ensuring excellent care, professional development and education delivery to a wide variety of staff and quality improvement activities.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board of Australia. Current basic and advanced life support certification. Current COMPASS certification. Minimum of three years full-time employment as a Registered Nurse Level 2 or equivalent in acute/critical care nursing is highly desirable. Holds or is working toward post graduate qualifications in critical care nursing is high desirable.

Note: Staff will be required to work a full rotating roster to cover all shifts.

Contact Officer: Jenny Rochow (02) 6244 2756

**The Canberra Hospital  
Women and Children's Health SMT  
Paediatric Services  
Clinical Development Nurse/Midwife  
Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 29942)**

Gazetted: 09 December 2010

Closing Date: 23 December 2010

The Canberra Hospital is seeking applications for the position of Clinical Development Nurse (CDN) – Paediatric Services from suitably qualified and experienced Registered Nurses. This position will provide clinical support and education for all nurses in the Paediatric Unit of the Canberra Hospital.

The Paediatric Program provides a comprehensive acute-care service including ambulatory care clinics and acute services to children from birth through to 18 years of age within a child-friendly, Family-Centred-Care framework, working closely with consumers, Medical and Allied Health service providers.

The position is responsible for the facilitation of clinical teaching and the development of clinical in-services utilising adult learning principles and following practice development principles. The CDN will attend to competency based assessments of all nurses and ensure mandatory skills are credentialed annually. The CDN will work collaboratively with the Clinical Nurse Consultants and Nurse Manager to identify learning needs and facilitate a clinically based orientation program and participate in quality improvement and risk management. The CDN will support reflective practice, facilitate debriefing and provide advice as required. The successful applicant will act as a role model to promote evidence-based practice and provide input into the development and revision of clinical policy.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. The applicant holds or is working towards relevant paediatric qualifications either at a certificate or postgraduate level.

Note: This position is full-time, however part-time and job sharing will be considered.

Contact Officer: Stephen Simpson (02) 6174 5147

**Aged Care and Rehabilitation  
Aged Care and Rehabilitation Community Based  
Rehabilitation  
Senior Occupational Therapist  
Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 20134)**

Gazetted: 09 December 2010

Closing Date: 10 January 2011

We are seeking applications from enthusiastic individuals for the position of Senior Occupational Therapist, to work in the Inpatient units of the Aged Care and Rehabilitation Service (ACRS) based at The Canberra Hospital.

Eligibility/Other Requirements: Degree or Diploma in Occupational Therapy or equivalent qualifications and eligibility for membership of the Australian Association of Occupational Therapists ACT Incorporated. Current driver's licence.

Note: This is a full-time permanent position. Applicants interested in temporary employment as a Senior Occupational Therapist within ACRS team are also encouraged to submit an application. This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Felicity Wilson (02) 6244 2904

**The Canberra Hospital**

**Acute Support**

**Occupational Therapy**

**Occupational Therapist**

**Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 25573, expected vacancy)**

Gazetted: 09 December 2010

Closing Date: 13 January 2011

We are seeking an experienced Occupational Therapist to join the dynamic Acute Support Team within this busy tertiary teaching hospital for the ACT and the southern areas of NSW. If you have skills across medical and surgical areas, including stroke, hands, orthopaedics and oncology, along with supervisory experience, strong communication skills, a focussed approach to managing busy workloads and proven ability to improve service delivery through quality improvement initiatives, this may be the position for you. ACT Health offers an attractive salary (including salary packaging), a positive environment for professional development, and a great lifestyle in the nation's capital.

Eligibility/Other Requirements: Degree or diploma in Occupational Therapy and eligibility for full membership of Occupational Therapy Australia. Current driver's licence.

Contact Officer: Theresa Kirwan (02) 6244 3282 or June Gunning (02) 6174 5135

**Office of the Deputy Chief Executive**

**Health Performance Improvement Innovation and Redesign**

**Health Performance**

**Information Analyst**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 21450)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

The Health Performance Unit is responsible for developing reports on the performance of the ACT Health system for consideration by the Minister, the public and senior officers. This position is responsible for the development of a regular suite of Ministerial and agency reports as well responding to urgent requests for system information. The position is also responsible for working with other team members to review reporting systems and develop new performance measures.

Contact Officer: Phil Ghiradello (02) 6205 1410

**The Canberra Hospital**

**Surgical SMT**

**Operating Room**

**Operating Theatre Nurse/Anaesthetic Nurse**

**Registered Nurse Level 1 \$51,872-\$70,092, Canberra (PN: 22077, several)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

Applications are invited from innovative and committed registered nurses with clinical competence within the specialty of Perioperative Nursing in the area of Anaesthetic Nursing. Applicants will be required to demonstrate clinical experience within the specialty area. Specialty surgery performed by The Canberra Hospital Operating Rooms includes Ear, Nose and Throat, Vascular, Cardiac, General Surgery, Plastics, Paediatrics, Urology, Orthopaedic Surgery, Neurosurgery, as well as, Obstetrics and Gynaecology. Applicants should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values that allow for the provision of high quality health care.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Post Graduate qualifications relevant to Perioperative Services desirable.

Note: Applicants will be required to work a seven day rotating roster, which includes non-standard shifts and on-call.

Contact Officer: Michelle Burns (02) 6244 4218

**Capital Region Cancer Service**

**Hospital Based Cancer Services**

**Radiation Oncology**

**Radiation Therapist**

**Radiation Therapist Grade 2 \$51,727-\$72,223, Canberra (PN: 28829)**

Gazetted: 09 December 2010

Closing Date: 23 December 2010

Radiation Oncology at The Canberra Hospital seeks an enthusiastic, responsible and committed Radiation Therapist for permanent full time employment. As part of the Radiation Oncology team, the successful applicant will have the opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement

program within a dynamic multidisciplinary environment. The Department is currently equipped with the latest technology including three Varian Linear Accelerators, ARIA R&V, dedicated Philips CT Simulator, SXRT, Pinnacle 3D RTTPS and HDR brachytherapy. Expansion of the Department is planned for the near future including an additional linear accelerator and the introduction of an LDR brachytherapy service. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the Department. In addition the Radiation Oncology Private Practice Trust Fund provides the opportunity to apply for grants for conference attendance and professional development activities.

Eligibility/Other Requirements: An appropriate qualification in Radiation Therapy and unconditional registration with the ACT Medical Radiation Science Registration Board. Applicants must also hold a licence through the ACT Radiation Council.

Note: Selection may be made on application and referee reports only. Applicants will be shortlisted on the basis of written application, which should address the selection criteria. Current curriculum vitae and written referee reports must accompany the application. Commencing salary will be determined based on skills and experience of the successful applicants. Salary packaging with a fringe benefits tax-free threshold is available. Payment of appropriate relocation expenses for permanent successful interstate applicants may be considered.

Contact Officer: Kate Francis (02) 6244 2218

**The Canberra Hospital  
Ambulatory and Medical Services  
Cardiology Outpatients  
Cardiac Technologist**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 15268)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

Cardiology is seeking an enthusiastic and suitably qualified cardiac technician to join their team. The successful applicant will be required to perform and assist in a wide variety of procedures within the Cardiology Department.

Eligibility/Other Requirements: Bachelor of Science, Applied Science or equivalent.

Note: This is a part-time position at 20:00 hours per week.

Contact Officer: Linda Cox (02) 6244 2178 or (02) 6244 3765

**The Canberra Hospital  
Ambulatory and Medical Service  
Respiratory and Sleep Medicine  
Respiratory Scientist**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 15222)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

The Department of Respiratory and Sleep Medicine has an opportunity for a part-time Respiratory Scientist to join a multidisciplinary team working in the Respiratory Function Laboratory.

The successful applicant will contribute to the clinical service by providing routine and complex respiratory function measurements. Responsibilities include involvement in laboratory based quality assurance programs and must be able to work independently, show initiative and empathy towards patients. The role encompasses participation in education activities and involvement in clinical trials. The successful applicant must show commitment to becoming a valued member of our team.

Eligibility/Other Requirements: Bachelor of Science or equivalent (Physiology, Allied Health, Health Sciences). Experience working with paediatric patients would be desirable.

Note: This position is initially a part-time position at 38 hours per fortnight with the possibility of increasing work hours in the foreseeable future.

Contact Officer: Derek Figurski (02) 6244 2066

**The Canberra Hospital  
Pathology Services  
Immunoassay  
Medical Scientist**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 19441)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

ACT Pathology is a department of the Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. The Core and Calvary laboratories operate 24 hours, seven days a week, offering a wide range of haematology, transfusion and clinical chemistry testing procedures. The successful applicant will be required to undertake duties associated with the performance immunoassay testing with an emphasis on infectious serology testing. ACT pathology is seeking a skilled and experienced person to perform procedures and investigations requiring the application of professional knowledge and skill in this area.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification. A commitment to own personal development and availability to work out of hours and on weekends is essential.

Note: Applicants may be assessed based on written application only, and should address the selection criteria. Current curriculum vitae and written referee reports must accompany the applications.

Contact Officer: Gus Koerbin (02) 6244 2835

**The Canberra Hospital  
Pathology Services**

**Immunoassay**

**Medical Scientist**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 16180)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

ACT Pathology is a department of The Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. The Core and Calvary laboratories operate 24 hours, seven days a week, offering a wide range of haematology, transfusion and clinical chemistry testing procedures. The successful applicant will be required to undertake duties associated with the performance Haematology and Blood transfusion testing. ACT pathology is seeking a skilled and experienced person to perform procedures and investigations requiring the application of professional knowledge and skill in this area.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification. A commitment to own personal development and availability to work out of hours and on weekends is essential.

Note: Applicants may be assessed based on written application and referee reports only, and should address the selection criteria. Current curriculum vitae and written referee reports must accompany the applications.

Contact Officer: Gus Koerbin (02) 6244 2835

**The Canberra Hospital**

**Ambulatory and Medical Services**

**Ambulatory Services**

**Cardiac Technologist**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 21978)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

Cardiology is seeking an enthusiastic and suitably qualified cardiac technician to join their team. The successful applicant will be required to perform and assist in a wide variety of procedures within the Cardiology Department.

Eligibility/Other Requirements: Bachelor of Science, Applied Science or equivalent.

Contact Officer: Linda Cox (02) 6244 2692 or (02) 6244 3765

**The Canberra Hospital**

**Ambulatory and Medical Services**

**Department of Medical**

**Sleep Scientist**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 17205)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

The Respiratory and Sleep Medicine Department is seeking a suitably qualified individual to join the multidisciplinary team as a Sleep Scientist in the Sleep Disorders Unit. The successful applicant will be involved in activities relating to polysomnography studies, assisting with treatment strategies and patient education.

Eligibility/Other Requirements: Bachelor of Science or equivalent (Physiology, Allied Health, Health Sciences). The successful applicant must be able to work a 12 hour overnight shift on a regular basis. Previous experience working with paediatric patients desirable.

Note: This is a part-time position at 38 hours per fortnight. The position will require early evening and overnight work on a rotation roster.

Contact Officer: Derek Figurski (02) 6244 2066

**Mental Health**

**Adult Community and Older Persons**

**Tuggeranong Mental Health**

**Office Manager**

**Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 21837)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

Mental Health ACT is a contemporary evidence based service providing high quality mental health care that is guided by the principles of recovery. The service provides collaborative care involving the consumer, their carers and other key services. It is expected that this position will manage the office/administrative aspects of the community-based team by provision of high quality customer service to consumers, their network and to ACT Health personnel. The Office Manager positions for the Program are able to be rotated to provide equity and job enrichment. Operationally, this position reports to the Team Leader of the community team. Professionally, this position is supported by the Administration Discipline Principal.

Eligibility/Other Requirements: Possession of a current driver's license. Health related training such as Medical Terminology would be an advantage.

Contact Officer: Kelly Daly (02) 6205 1062

**The Canberra Hospital**

**Surgical SMT**

**Operating Rooms**

**Personal Assistant**

**Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 23712)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

An exciting vacancy exists for a motivated individual to work as the Personal Assistant to the Assistant Director of Nursing, Peri-Operative. The position will provide high level administrative support including office management and secretarial assistance. The successful applicant will be required to manage and maintain an appointment diary, receive and screen incoming phone calls and correspondence, draft and prepare minor correspondence as necessary. In addition, applicants should have a demonstrated ability to provide secretariat support.

Note: Selection may be based on application and one Referee Report only.

Contact Officer: Jennifer Cerato (02) 6244 4175

**The Canberra Hospital  
Ambulatory and Medical Service  
Cardiology**

**Cardiac Technician Assistant  
Technical Officer Level 1 \$43,672-\$45,879, Canberra (PN: 19190)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

Cardiology is seeking an enthusiastic and suitably qualified technical officer/cardiac assistant to join our team. The successful applicant will be required to perform and assist in a wide variety of procedures within the Cardiology Department.

Note: This position is part-time at 32:00 hours per week.

Contact Officer: Linda Cox (02) 6244 2692 or (02) 6244 3765

**The Canberra Hospital  
Surgical SMT  
Emergency**

**Clerical Officer  
Administrative Services Officer Class 2/3 \$42,233-\$51,916, Canberra (PN: 20961)**

Gazetted: 09 December 2010

Closing Date: 16 December 2010

The Canberra Hospital has an opportunity for a full time clerical officer in the dynamic and high profile Emergency Department (ED). This position will be responsible for patient records, admission and discharge procedures and provide reception services for ED. The successful applicant will be enthusiastic, have excellent interpersonal skills, enjoy working as part of a team and have well developed organisational skills.

Note: This position requires the ability to work a 24 hour rotating roster

Contact Officer: Stuart Couper (02) 6244 4500

**The Canberra Hospital  
Pharmacy Services  
Pharmacy**

**Pharmacy Stores and Imprest Officer  
Health Service Officer Level 4 \$39,707-\$41,299, Canberra (PN: 25213)**

Gazetted: 09 December 2010

Closing Date: 23 December 2010

A full-time permanent position is available in the pharmacy department at The Canberra Hospital for a Pharmacy Stores/Imprest Officer. Duties include receipt and distribution of medicines into and from the Pharmacy, servicing of medication imprests, and other similar related duties.

Contact Officer: Natalie Bula (02) 6244 2118

**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](mailto:jobs@act.gov.au)**

**Centres**

**Centre for Health, Community and Wellbeing  
Human Services**

**Program Support Officer  
Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 17688)**

Gazetted: 07 December 2010

Closing Date: 21 December 2010

Coordinate the recruitment processes and clinical placements for Nursing students. Assist in promoting Human Services activities and courses. Liaise with a wide range of internal and external stakeholders, in particular industry representatives. Undertake high level administrative tasks for the Nursing and related courses within Human Services. Eligibility/Other Requirements: Tertiary qualifications in relevant area of work; experience working in the Health sector and experience in a vocational education setting desirable.

Contact Officer: Lily Muthurajah (02) 6205 7381 [lily.muthurajah@cit.act.edu.au](mailto:lily.muthurajah@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](mailto:jobs@act.gov.au)**

**Governance**

**Public Sector Management**

**Workplace Relations**

**Administrative and Secretariat Support**

**Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 17562)**

Gazetted: 02 December 2010

Closing Date: 21 December 2010

This role provides high level administrative and secretariat support to the Government Enterprise Agreement Negotiation Team, co-ordinates meetings, and develops and maintain computerised and manual records. Prepare papers on a range of workplace relations issues and liaise with stakeholders and clients. We are looking for a person who has strong administrative and organisational skills and a strong desire to be part of a small, innovative, team with a focus on outcomes.

Note: This is a temporary position available from 12 January 2011 until 31 July 2011.

Contact Officer: Peter Gillin (02) 6205 0307 [peter.gillin@act.gov.au](mailto:peter.gillin@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](mailto:jobs@act.gov.au)**

**Policy and Organisational Services**

**Organisational Services**

**Injury Prevention and Management**

**Work Safety Advisor**

**Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 16725)**

Gazetted: 07 December 2010

Closing Date: 23 December 2010

Disability Housing and Community Services is seeking applications for a Senior Work Safety Advisor. If you have relevant experience, a passion for work safety and enjoy working with people, this is the role for you. As the work safety advisor the successful applicant will work with employees, managers, executives and external stakeholders to lead the development and implementation of innovative health and safety practices, policies and processes to create a safe work environment for the department.

Eligibility/Other Requirements: Qualifications and/or experience in work safety or other related field are highly desirable.

Contact Officer: James Hogben (02) 6205 0448 [james.hogben@act.gov.au](mailto:james.hogben@act.gov.au)

**Housing and Community Services**

**Asset Management Branch**

**Assistant Manager**

**Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 10573)**

Gazetted: 02 December 2010

Closing Date: 21 December 2010

The Asset Management Branch within Housing and Community Services is looking for experienced contract managers and project managers. The position is responsible for day to day management of one of the Teams within the Asset Management Branch. The Assistant Manager is responsible for high level management of the team and must ensure the management of the team is undertaken based on best practice principles. The Assistant Manager will assist with the management of a selection of contracts within the branch. These include the Total Facilities Management Contract, service agreements with architects, valuers and real estate agents and construction contracts. The occupant will have demonstrated experience in contract and project management and be an effective leader in the public sector.

Eligibility/Other Requirements: Experience in contract and or project management is desirable. Tertiary qualifications in a related field are beneficial.

Note: A merit list will be created from this recruitment process. The list may be used for future appointments including vacancies that may result from internal promotions to other positions.

Contact Officer: Franco Frino (02) 6205 0751 [franco.frino@act.gov.au](mailto:franco.frino@act.gov.au)

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Client Support Coordinator**

**Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 03844)**

Gazetted: 08 December 2010

Closing Date: 18 December 2010

This position provides specialist advice and support to public housing tenants who may be experiencing issues that impact on their ability to maintain a tenancy. We are looking for a person who is able to provide innovative and flexible service responses to achieve better housing and social outcomes.

Eligibility/Other Requirements: Current driver's licence. Experience in using a range of IT business and office applications is highly desirable.

Contact Officer: Bernadette Maher (02) 6207 1346 bernadette.maher@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.

**Housing and Community Services**

**Office of Multicultural and Aboriginal and Torres Strait Islander Affairs**

**Office of Multicultural Affairs**

**Executive Assistant**

**Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 55839)**

Gazetted: 03 December 2010

Closing Date: 17 December 2010

The Office of Multicultural, Aboriginal and Torres Strait Islander Affairs is seeking a suitable candidate to join the team. The successful applicant will provide high level administrative support to manage the workflow of the Director. The position occupant will require excellent interpersonal, administrative and coordination skills and have the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with Government and non Government officers.

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

**Housing and Community Services**

**Executive Unit**

**Executive Support Unit**

**Executive Assistant**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 11642)**

Gazetted: 02 December 2010

Closing Date: 16 December 2010

The successful applicant will provide high level administrative support, manage the workflow of directors in Housing and Community Services and support the work of the Executive Support Unit. The position occupant will require excellent interpersonal, administrative and coordination skills and have the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with government and non-government officers.

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

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

**Office for Children, Youth and Family Support**

**Strategic Partnerships**

**Records Management - Administrative Officer**

**Administrative Services Officer Class 2 \$43,289-\$48,003, Canberra (PN: 14156)**

Gazetted: 08 December 2010

Closing Date: 15 December 2010

The Office for Children, Youth and Family Support - Records Management is seeking applications from suitably qualified people to fill the position of Records Management, Administrative Officer. Records Management is responsible for the creation and management of the Office for Children, Youth and Family Support's files in accordance with established policies and procedures. The successful applicant would need to demonstrate knowledge of file titling using thesaurus functions, operate an electronic records management system, be customer focused and work in a small team environment.

Eligibility/Other Requirements: Current driver's licence is essential. A Certificate III in Records Management highly desirable. Knowledge of the Office for Children, Youth and Family Support services and its statutory role will be highly regarded.

Contact Officer: Kim Gardiner (02) 6205 3620 kim.gardiner@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](mailto:jobs@act.gov.au)**

**Strategy and Coordination**

**ACT Teacher Quality Institute**

**Chief Executive Officer**

**Executive Level 1.2 \$176,832 to \$186,582 depending on current superannuation arrangements, Canberra (PN: E615)**

Gazetted: 02 December 2010

Closing Date: 16 December 2010

Lead and manage the operation of the ACT Teacher Quality Institute. Support the operations and administration of the Board of the Institute.

Note: The successful applicant will be engaged under a performance based contract (up to 5 years) with an attractive remuneration package ranging from \$176,832 to \$186,582 depending on current superannuation arrangements, including a cash component of \$139,295. Employer provided benefits include superannuation, a privately plated care and parking.

Contact Officer: Michael Bateman (02) 6205 8867 michael.bateman@act.gov.au

**Strategy and Coordination  
ACT Teacher Quality Institute  
Business Development Manager  
Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 20217)**

Gazetted: 02 December 2010

Closing Date: 16 December 2010

Plan, develop and manage the Institute's business processes to meet current and future needs. Liaise with teacher regulation bodies in other jurisdiction to ensure consistency of processes.

Contact Officer: Michael Bateman (02) 6205 8867 michael.bateman@act.gov.au

**Strategy and Coordination  
ACT Teacher Quality Institute  
Business Process Manager  
Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 20215)**

Gazetted: 02 December 2010

Closing Date: 16 December 2010

Coordinate the Institute's registration, certification, accreditation, and mutual recognition processes.

Contact Officer: Michael Bateman (02) 6205 8867 michael.bateman@act.gov.au

**Strategy and Coordination  
ACT Teacher Quality Institute  
Office Services Manager  
Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 20216)**

Gazetted: 02 December 2010

Closing Date: 16 December 2010

Plan and manage the Institute's financial and administrative processes and ensure information and communications technology systems support the operation of the Institute.

Contact Officer: Michael Bateman (02) 6205 8867 michael.bateman@act.gov.au

**Strategy and Coordination  
ACT Teacher Quality Institute  
Registration Officer  
Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 20218)**

Gazetted: 02 December 2010

Closing Date: 16 December 2010

Receive and process applications for registration, monitor the effectiveness of the Institute's Code of Conduct, maintain the Institute's website.

Contact Officer: Michael Bateman (02) 6205 8867 michael.bateman@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](mailto:jobs@act.gov.au)

**ACT Corrective Services  
Alexander Maconochie Centre  
AMC Programs  
Senior Manager Offender Services and Corrections Programs  
Senior Officer Grade A \$112,211, Canberra (PN: 49856)**

Gazetted: 07 December 2010

Closing Date: 21 December 2010

Under broad direction of the Deputy Executive Director: Lead and manage the effective use of resources (both human and financial) of the Offender Services Unit and Corrections Programs Unit to ensure that objectives are met. In-depth understanding of government policy, directions, objectives and service delivery functions particularly in relation to offender management. Provide high level guidance and advice to managers regarding workload.

Eligibility/Other Requirements: Tertiary qualification in a relevant discipline and experience working with offenders are highly desirable. All eligible applicants will be subject to a Police Record Check. Applicants will be required to undertake psychological aptitude testing as part of the assessment process.

Contact Officer: Simone Fowle (02) 6207 0355 simone.fowle@act.gov.au

**ACT Corrective Services  
Business, Policy and Coordination  
Training and Development  
Senior Training and Development Officer  
Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 10083 expected vacancy)**

Gazetted: 03 December 2010

Closing Date: 21 December 2010

Under the general direction from the Manager, Training and Development: Coordinate and deliver training for staff from all ACT Corrective Services and staff from outside agencies as required. Develop and document program plans and lesson plans, including assessment tasks, for Nationally Accredited Training Packages.

Eligibility/Other Requirements: Certificate VI in Training and Assessment is essential. An updated Certificate VI in Frontline Management would be highly regarded. Experience in a correctional facility would be an advantage. A driver's licence is essential. Eligible candidates will undergo a Criminal History Record Check.

Contact Officer: Mark Bartlett (02) 6205 2947 mark.bartlett@act.gov.au

**ACT Corrective Services**

**Custodial Operations**

**Correctional Officer**

**Correctional Officer Grade 2 \$61,305-\$65,805, Canberra (PN: 15098)**

Gazetted: 03 December 2010

Closing Date: 21 December 2010

Under the general direction of the Correctional Officer Class 3: Perform the functions of a Correctional Officer in accordance with relevant legislation, post duties, policies and procedures. Maintain security and order within correctional facilities and assume control of areas as required. Ensure the provision of safe care, custody and management of all prisoners within correctional facilities.

Eligibility/Other Requirements: Relevant custodial experience or Certificate III in Correctional Practice (Custodial) are essential. If Certificate III in Correctional Practice (Custodial) is not held it must be attained within 12 months of date of entry to the service. Relevant tertiary qualifications are desirable. Current unrestricted manual driver's licence and Senior First Aid Certificate are essential requirements. Eligible applicants will be required to undergo pre employment psychological and medical testing and a Police record check.

Contact Officer: Doug Buchanan (02) 6207 0609 doug.buchanan@act.gov.au

**Corporate**

**Capital Works and Infrastructure**

**Infrastructure**

**Operations Officer**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 43784)**

Gazetted: 03 December 2010

Closing Date: 17 December 2010

An exciting opportunity exists to join the Capital Works and Infrastructure Unit of Department of Justice and Community Safety, Corporate. The Unit is seeking applications for an Operations Officer to perform a range of duties relating to facilities and emergency management activities and carrying out inspections for quality assurance purposes. Applicants should be motivated, committed to achieving outcomes and have demonstrated experience in a Capital Works and Infrastructure environment.

Eligibility/Other Requirements: Experience in property management desirable. Certificate IV or Diploma in Project Management desirable. Current driver's licence essential.

Contact Officer: Kendall Lewer (02) 6207 8380 kendall.lewer@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 Corrective Services**

**Business, Policy and Coordination**

**Training and Development**

**Administration Support Officer**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 14176)**

Gazetted: 07 December 2010

Closing Date: 21 December 2010

Under limited direction and supervision of the Manager, Training and Development, provide a range of administrative support to the Unit, including: assist with the co-ordination and scheduling of the training courses; administer the ordering of stores and resources for training; providing quality client service; responding to general enquiries; drafting basic correspondence; data entry; contributing to the revision and development of administrative procedures; and undertake less complex research and correspondence.

Eligibility/Other Requirements: A current, unencumbered driver's licence is essential. Knowledge of the record keeping and audit requirements of a Registered Training Organisation or the capacity to quickly gain that knowledge would be an advantage.

Contact Officer: Mark Bartlett (02) 6205 2947 mark.bartlett@act.gov.au

**ACT Corrective Services**

**Community Based Corrections**

**Prisoner Employment Programs**

**Prisoner Employment Officer**

**Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 16050)**

Gazetted: 03 December 2010

Closing Date: 21 December 2010

Under the general direction of the Senior Prisoner Employment Officer: Assess, supervise and support government, community and private sector agencies in relation to community employment placements for prisoners. Monitor and

supervise prisoners employed within ACT custodial facilities. Maintain files and records relating to prisoner employment within ACT custodial facilities.

Eligibility/Other Requirements: Relevant trade and/or correctional experience is desirable. Experience in customer service with the public and private sector is desirable. Eligible applicants will be required to undergo a Criminal History Record Check and ACT Corrective Services Induction training. Eligible applicants will be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence.

Contact Officer: Julia Foley (02) 6207 2785 [julia.foley@act.gov.au](mailto:julia.foley@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](mailto:jobs@act.gov.au)**

**Property and Strategic Projects**

**ACT Property Group**

**Property Projects and Services**

**Project Officer - HVAC**

**Technical Officer Level 4 \$66,198-\$76,043, Canberra (PN: 15680, expected vacancy)**

Gazetted: 08 December 2010

Closing Date: 28 December 2010

ACT Property Group maintains the ACT Government's office building portfolio. The successful applicant will provide project management services for maintenance, repair and upgrade of building mechanical services, air conditioning and lifts, as well as providing technical advice to clients, staff and contractors.

Eligibility/Other Requirements: Relevant technical/trade qualifications. Must hold a current driver's licence.

Contact Officer: Robert Schaidreiter (02) 6213 0746 [robert.schaidreiter@act.gov.au](mailto:robert.schaidreiter@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.

**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](mailto:jobs@act.gov.au)**

**Corporate Support Division**

**Chief Executive Office**

**Executive Assistant**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 18300)**

Gazetted: 07 December 2010

Closing Date: 14 December 2010

Suitably qualified persons are invited to submit expressions of interest for appointment to the position of Executive Assistant to the Chief Executive. This position, situated within the Office of the Chief Executive, Corporate Support Division, Territory and Municipal Services (TAMS), is responsible for providing high level executive administrative support to the Chief Executive, including managing sensitive and confidential issues, managing the Chief Executive's diary and liaising with senior executives, Ministerial staff, and other ACT Government Officials, key private sector and industry stakeholders and members of the public.

Note: 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 position, contact details two referees and a current curriculum vitae. This position is available for temporary filling until 31 March 2011.

Contact Officer: Georgina James (02) 6205 8479 [georgina.james@act.gov.au](mailto:georgina.james@act.gov.au)

**Shared Services**

**Human Resource Services**

**Executive Assistant**

**Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 10203)**

Gazetted: 08 December 2010

Closing Date: 04 January 2011

A permanent position exists for an Executive Assistant to work as part of the Shared Services team. The position is a pivotal position in ACT Government working with the Directors of Human Resource Services and Finance Services. If you have great interpersonal, written and oral communication skills and well developed office administration skills, you are encouraged to apply. The successful applicant would ideally possess high level skills in computer programs including Microsoft Word, Excel, Powerpoint and Outlook.

Contact Officer: Andrew Whale (02) 6205 3680 [andrew.whale@act.gov.au](mailto:andrew.whale@act.gov.au)

**Shared Services**

**HR Services**

**Recruitment Services**

**Administrative Assistant**

**Administrative Services Officer Class 2 \$43,289-\$48,003, Canberra (PN: 09665)**

Gazetted: 08 December 2010

Closing Date: 22 December 2010

We have an opportunity for a motivated and well organised person to join the Recruitment Services team. The successful applicant will possess strong customer service skills, oral and written communication skills and will be required to contribute to the operations of the Recruitment Services team by undertaking general administrative tasks as required.

Note: Applications to be sent directly to [lisa.trevillian@act.gov.au](mailto:lisa.trevillian@act.gov.au)

Contact Officer: Lisa Trevillian (02) 6205 4527 [lisa.trevillian@act.gov.au](mailto:lisa.trevillian@act.gov.au)

**Territory Services Division**

**Exhibition Park In Canberra**

**Venue Maintenance**

**Grounds Supervisor/Venue Maintenance Support**

**General Service Officer 6 \$43,863 - \$45,943, Canberra (PN: 55415)**

Gazetted: 08 December 2010

Closing Date: 22 December 2010

Exhibition Park Corporation are seeking an experienced Grounds Supervisor/Venue Maintenance Support Officer to join the Venue Maintenance team. The successful applicant will have demonstrated high level skills in grounds, buildings and associated equipment maintenance. Reporting to the Operations Manager the Grounds Supervisor/venue Maintenance Support Officer is tasked with supervising grounds staff as well as providing general maintenance support for Exhibition Park's buildings and equipment. The successful applicant will be required to develop and implement a grounds and buildings maintenance schedule in conjunction with the Operations Manager and Exhibition Park's current priorities. Two written referees are to be provided with application.

Eligibility/Other Requirements: Demonstrated experience in grounds/building maintenance. Forklift licence is desirable.

Note: Selection may be based on applications and referees reports only.

Contact Officer: Rene Bol 6241 3022 [rene@epic.act.gov.au](mailto:rene@epic.act.gov.au) Applications can be forwarded to: Exhibition Park In Canberra PO Box 456 Dickson ACT 2602

**Territory Services Division**

**Exhibition Park In Canberra**

**Venue Maintenance**

**Groundsman/Venue Maintenance Support**

**General Service Officer 4 \$39,251 - \$40,924, Canberra (PN: 55409)**

Gazetted: 08 December 2010

Closing Date: 22 December 2010

Exhibition Park Corporation are seeking an experienced Groundsman/Venue Maintenance Support Officer to join the Venue Maintenance team. The successful applicant will have demonstrated skills in grounds, buildings and associated equipment maintenance. Reporting to the Grounds Supervisor/Venue Maintenance Support Officer the Groundsman/Venue Support Officer is tasked with providing general maintenance support for Exhibition Park's buildings and equipment as directed. The successful applicant will be required to implement the grounds and buildings maintenance schedule in conjunction with the Operations Manager and Exhibition Park's current priorities. Two written referees are to be provided with application.

Eligibility/Other Requirements: Demonstrated experience in grounds/building maintenance. Forklift licence is desirable.

Note: Selection may be based on applications and referees reports only.

Contact Officer: Rene Bol 6241 3022 [rene@epic.act.gov.au](mailto:rene@epic.act.gov.au) Applications can be forwarded to: Exhibition Park In Canberra PO Box 456 Dickson ACT 2602

**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](mailto:jobs@act.gov.au)**

**Office of the Chief Executive**

**Climate Change and Natural Environment**

**Sustainability Programs - Schools Unit**

**Project Officer**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 21583)**

Gazetted: 08 December 2010

Closing Date: 28 December 2010

The ACT Department of the Environment, Climate Change, Energy and Water is seeking a part-time officer to work with the ACT Sustainable Schools Initiative (AuSSI) three days per week. Tasks include: recording, monitoring, evaluating and reporting progress on schools as they reduce their ecological footprint; assisting schools to become more sustainable in the management of waste, water, energy and school grounds/biodiversity; and ensuring sustainability actions are integrated into the school curriculum.

Eligibility/Other Requirements: Teaching qualifications desirable but not essential. An understanding of the principles of environmental sustainability.

Note: This is a temporary part-time position at three days a week for one year with a possibility of an extension.

Contact Officer: Vanessa Whelan 0418 295 807 [vanessal.whelan@act.gov.au](mailto:vanessal.whelan@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](mailto:jobs@act.gov.au)**

**Finance and Sales**

**Sales**

**Sales Director**

**Senior Officer Grade A \$112,211, Canberra (PN: 55314)**

Gazetted: 07 December 2010

Closing Date: 21 December 2010

The Finance and Sales Division is seeking an enthusiastic leader and team player with the ability to successfully deliver key outcomes on time and within budget. Working in an exciting, unpredictable and politically sensitive environment, you will demonstrate proven people management skills of an exceptionally high order, including high quality leadership, negotiation, influencing, persuading, representation and conflict resolution skills and highly developed analytical skills with the ability to think strategically and creatively. This position reports directly to the General Manager, Finance and Sales and provides an over arching strategic coordination role for the sale of residential, industrial and commercial land in the ACT. The position requires a broad understanding of the building industry and a thorough knowledge of the ACT Government legislative framework in relation to land development and sales. The talent to quickly build and foster effective working relationships with builders, engineers, developers and other key industry and government stakeholders at local, federal and national level is essential to this role.

Eligibility/Other Requirements: Relevant tertiary and/or professional qualifications highly desirable.

Note: Interviews may not be held for this position. Selection may be assessed on application and references only.

Contact Officer: Matthew Kelly (02) 6205 0309 matthew.kellylda@act.gov.au

**Urban Renewal**

**Sustainability and Innovation**

**Project Officer**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 18802)**

Gazetted: 07 December 2010

Closing Date: 21 December 2010

The Sustainability and Innovation section supports the delivery of more environmentally and socially sustainable land development and construction in the Land Development Agency greenfield estates and urban renewal projects. The Project Officer will support and contribute to the activities of this small, dynamic professional team, working to bring change to the ACT by building knowledge and a culture of sustainability in the agency. The successful applicant will bring effective research, writing and administrative and interpersonal skills, coupled with an interest and basic knowledge of the principles of sustainability. The position offers a unique opportunity to learn about the role of a government land organisation and be mentored by experienced professionals in the broad field of environmental design.

Eligibility/Other Requirements: Tertiary qualifications or equivalent work experience in sustainability or a related field highly desirable.

Contact Officer: Rob Thorman (02) 6207 5602 rob.thorman@act.gov.au

**APPOINTMENTS**

**ACT Health**

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

Lesley Barham 827-27835, Section 68(1), 1 December 2010

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

Marion Bateup 827-82848, Section 68(1), 6 December 2010

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

Divya James 827-26736, Section 68(1), 25 November 2010

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

Kristeen Newell 261-47289, Section 68(1), 3 December 2010

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

Thao Nguyen 829-68217, Section 68(1), 6 December 2010

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

Julia Roberts 827-24765, Section 68(1), 6 December 2010

**Senior Officer Grade B \$96,618-\$108,766**

Jessica Ryder 821-07468, Section 68(1), 28 December 2010

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

Susan Colleen Simpson 821-06377, Section 68(1), 26 November 2010

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

Frances Wilson 825-49020, Section 68(1), 9 December 2010

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

Diane Wing 827-26453, Section 68(1), 6 December 2010

**Canberra Institute of Technology**

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

Bronwyn Bunnnett 799-89594, Section 68(1), 25 November 2010

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

Martin Kenneth Stallard 706-82313, Section 68(1), 1 December 2010

**Department of Disability, Housing and Community Services**

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

Andrew Fleming 827-17469, Section 68(1), 29 November 2010

**Administrative Services Officer Class 5 \$61,295-\$64,994**

Benjamin Skinner 827-27448, Section 68(1), 1 December 2010

**Department of Justice and Community Safety**

**Paralegal Grade 1 (upper) \$49,354-\$53,616**

Benjamin Allison 827-12158, Section 68(1), 6 December 2010

**Senior Officer Grade B \$96,618-\$108,766**

Estelle Blackburn 827-28256, Section 68(1), 6 December 2010

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

Garry Robert Debnam 827-26509, Section 68(1), 19 November 2010

**Senior Officer Grade B \$96,618-\$108,766**

Alister John Martin 827-28125, Section 68(1), 20 December 2010

**Paralegal Grade 1 (upper) \$49,354-\$53,616**

Lorinda Millar 827-10494, Section 68(1), 6 December 2010

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

Evelyn Outteridge 827-26007, Section 68(1), 6 December 2010

**Department of Territory and Municipal Services**

**General Service Officer Level 5/6 \$41,573-\$45,943**

David Lyle Howell 827-28889, Section 68(1), 6 December 2010

**Information Technology Officer Class 2 \$66,198-\$76,043**

Baldev Mandhan 827-28838, Section 68(1), 14 December 2010

**General Service Officer Level 5/6 \$42,612-\$47,092**

Dwayne John McFarlane 827-28870, Section 68(1), 6 December 2010

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

Glen Ward 827-28192, Section 68(1), 6 December 2010

**Department of the Environment, Climate Change, Energy and Water**

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

Megan Reichstein 778-84297, Section 68(1), 29 November 2010

**Department of Treasury**

**Economics and Finance Graduate \$53,616**

David Gilchrist Creelman 827-28731, Section 68(1), 24 January 2011

**Land Development Agency**



**Senior Officer Grade B \$96,618-\$108,766**

Adam Carmody 827-23893, Section 68(1), 8 December 2010

**TRANSFERS**

**ACT Planning and Land Authority**

**Kym Ann Strudwicke: 817-48669**

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

ACT Planning and Land Authority

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

ACT Planning and Land Authority, Canberra (PN. 20362) (Gazetted 28 October 2010)

**Department of Education and Training**

**Robert Romeo Bacchetto: 333-70059**

From: Fire Brigade 5 \$72,926

ACT Fire Brigade

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

Department of Education and Training, Canberra (PN. 02470) (Gazetted 9 September 2010)

**Cultural Facilities Corporation**

**Gary Smith: 799-67547**

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

Cultural Facilities Corporation

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

Cultural Facilities Corporation, Canberra (PN: 43545) (Gazetted 11 November 2010)

**PROMOTIONS**

**ACT Health**

**Population Health**

**Epidemiology**

**Catherine Baker: 742-40955**

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

ACT Health

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

ACT Health, Canberra (PN. 29625) (Gazetted 28 October 2010)

**Mental Health ACT**

**Rehabilitation and Specialty**

**Forensic Mental Health Services**

**Kylie Betts: 821-08399**

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. 20299) (Gazetted 9 September 2010)

**Information Management and Information Technology**

**ISB Data Management**

**Zi Dong: 817-44174**

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

ACT Health

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

ACT Health, Canberra (PN. 28398) (Gazetted 30 October 2010)

**The Canberra Hospital**

**Medical Imaging**

**Administration**

**Aimee Menzies: 762-83879**

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

ACT Health

To: Administrative Services Officer Class 4 \$53,616-\$58,213  
ACT Health, Canberra (PN. 18528) (Gazetted 27 May 2010)

**Capital Region Cancer Service  
Hospital Based Cancer Service  
Judith Rafferty: 821-04902**

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

To: †Registered Nurse Level 3.1 \$83,861-\$87,312  
ACT Health, Canberra (PN. 03645) (Gazetted 28 October 2010)

**Aged Care and Rehabilitation  
Aged Care and Rehabilitation Community Based  
Susan Unicomb: 740-99525**

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

To: Registered Nurse Level 2 \$72,960-\$77,472  
ACT Health, Canberra (PN. 12357) (Gazetted 14 October 2010)

**Chief Minister's Department**

**Business and Projects  
Business and Industry Development  
Innovation and Industry Development  
Chimwemwe Mpasu: 799-93470**

From: Administrative Services Officer Class 6 \$64,583-\$74,188  
Chief Minister's Department

To: †Senior Officer Grade C \$83,816-\$90,372  
Chief Minister's Department, Canberra (PN. 19576) (Gazetted 28 October 2010)

**Department of Disability, Housing and Community Services**

**Therapy ACT  
Administration**

**Andrea Michelle Coggan: 779-13772**

From: School Assistant 2 \$35,912-\$39,824  
Department of Education and Training

To: Administrative Services Officer Class 2 \$43,289-\$40,003  
Department of Disability, Housing and Community Services, Canberra (PN. 27954) (Gazetted 17 June 2010)

**Department of Justice and Community Safety**

**Emergency Services  
ACT Rural Fire Service**

**Benjamin Ribbons: 817-34144**

From: General Service Officer Level 5/6 \$41,573-\$45,943  
Department of Territory and Municipal Services

To: Administrative Services Officer Class 6 \$64,583-\$74,188  
Department of Justice and Community Safety, Canberra (PN. 07270) (Gazetted 14 September 2010)

**ACT Law Courts and Tribunal Administration  
Registry**

**Relieving Pool**

**Christine Vasileska: 827-26330**

From: Administrative Services Officer Class 2 \$42,233-\$46,832  
Department of Justice and Community Safety

To: Administrative Services Officer Class 3 \$48,103-\$51,916  
Department of Justice and Community Safety, Canberra (PN. 44043) (Gazetted 2 September 2010)

**Corrective Services  
Community Based Corrections  
Mark Snee: 820-88092**

From: Administrative Services Officer Class 3 \$53,616-\$58,213  
Department of Disability, Housing and Community Services

To: Administrative Services Officer Class 4 \$53,616-\$58,213  
Department of Justice and Community Safety, Canberra (PN. 15981) (Gazetted 15 July 2010)

**Department of Territory and Municipal Services**

**Transport and Infrastructure  
Transport Regulation  
Public Transport Regulation  
Hayley Fakalolo: 799-97009**

From: Administrative Services Officer Class 3 \$49,306-\$53,214  
Department of Territory and Municipal Services

To: †Administrative Services Officer Class 4 \$54,956-\$59,668  
Department of Territory and Municipal Services, Canberra (PN. 10878) (Gazetted 1 October 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.

**Land Management and Planning  
Executive**

**Rachel Reid: 827-10769**

From: Administrative Services Officer Class 3 \$49,306-\$53,214  
Department of Territory and Municipal Services

To: †Administrative Services Officer Class 5 \$61,295-\$64,994  
Department of Territory and Municipal Services, Canberra (PN. 09258) (Gazetted 27 October 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.

**InTACT  
Planning and Development  
Networks and Communications Services  
Paul St Ledger: 792-43653**

From: Information Technology Officer Class 1 \$53,214-\$60,844  
Department of Territory and Municipal Services

To: Information Technology Officer Class 2 \$66,198-\$76,043  
Department of Territory and Municipal Services, Canberra (PN. 18346) (Gazetted 27 July 2010)