



ACT Government Gazette

Gazetted Notices for the week beginning 05 July 2012

Executive Notices

Community Services

Variation – Transfer

Bronwen Overton-Clarke – Executive Director, Housing and Community Services (E270) Section 80A(1)(a) of the Public Sector Management Act 1994

Variation – Transfer

Lois Ford – Executive Director, Policy and Organisational Services (E406) Section 80A(1)(a) of the Public Sector Management Act 1994

Education and Training

Variation – Transfer

Jayne Johnston–Executive Director, School Improvement, Tertiary and International Education (E606) Section 80A(1)(a) of the Public Sector Management Act 1994

Justice and Community Services

Engagements

David Metcalf – Deputy Parliamentary Counsel, Parliamentary Counsel's Office (E127) Section 72 of the Public Sector Management Act 1994

Paul Swain – Chief Officer, ACT Fire Brigade, Emergency Services Agency (E348) Section 72 of the Public Sector Management Act 1994

Contract Cessation

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

Danielle Krajina– Director, Transport Regulation, Office of Regulatory Services (E346) – 30 June 2012

Territory and Municipal Services

Engagements

Daniel Bailey – Director, ACT Property Group (E279) Section 72 of the Public Sector Management Act 1994

Fleur Flanery – Director, Parks and City Services Division (E611) Section 72 of the Public Sector Management Act 1994

Treasury

Contract Cessation

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

Michael Kegel – Director, Operations, Shared Services (E483) – 4 July 2012

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery Services

Nursing

Perioperative Suite

Anaesthetics and Recovery Clinical Nurse Consultant

Registered Nurse Level 3 Grade 2 \$98, 122, Canberra (PN: 7096)

Gazetted: 05 July 2012

Closing Date: 22 July 2012

Registered Nurse Level 3 Grade 2 Permanent Full Time Position This position is part of the Perioperative Services Nursing Executive and will assist the Perioperative Services Manager with the clinical and managerial functions of the Perioperative Suite. You will be expected to provide leadership in the planning, organisation and utilisation of human and

capital resources to optimise patient care outcomes and clinical activity within a budgetary framework. You will have the opportunity to: shape and develop contemporary models of service and care; participate in an exciting reform program for Perioperative Services; lead and develop a team of people dedicated to excellence; lead and support quality and research activities; and be a leader in developing best practice initiatives. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. For further confidential enquiries please contact Debbie Dickinson (02) 6201 6892 For selection documentation further information about Calvary Health Care ACT. Visit our website at www.calvary-act.com.au

Eligibility/Other Requirements:

Selection Criteria Contact Officer: Debbie Dickinson 6201 6892 debbie.dickinson@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Human Resources

Work Health Safety/ Workers Compensation Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 7747)

Gazetted: 11 July 2012

Closing Date: 25 July 2012

We are seeking an individual to fill the position of Work Health Safety/Workers Compensation Manager. The successful candidate will under limited supervision and guidance, undertake a wide variety of complex to very complex tasks related to the implementation of WHS and workers' compensation policies, programs, and procedures, and the management of related matters. This could include but is not limited to, the following: Manage and implement WHS and workers compensation related policies, procedures and practices that support Calvary Public Hospital consistent with the broader objectives of Little Company of Mary Health Care; Manage and implement changes as necessary to the hospital's WHS and workers' compensation systems, including risk management processes, resourcing advice, training requirements, reporting and documentation. Prepare and submit documentation as the hospital's representative which assert and protect the hospital's legal interests in the context of complex rehabilitation claims including arranging and interpreting specialist's reports. Take direction from LCM National Office in the areas of Work Health Safety and Workers' Compensation national policies, including stakeholder interaction with such third party providers as Ascentor.

Eligibility/Other Requirements:

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

Nursing and Midwifery Services

Learning and Development Unit

Clinical Development Nurse (Transition Program)

Registered Nurse-Level 2 CDN \$78, 157 - \$82, 990, Canberra (PN: 7984)

Gazetted: 11 July 2012

Closing Date: 25 July 2012

Transitional Clinical Development Nurses (CDN) A fully accredited hospital located in a beautiful bushland setting in the northern suburbs of Canberra. Calvary enjoys a reputation in the Canberra community for exemplary care. It is a modern healthcare service with its centerpiece being a 250-bed public general hospital that is a teaching hospital associated with The Australian Catholic University, the Australian National University and the University of Canberra. The complex also has a co-located 95-bed private hospital and a 19-bed hospice - Clare Holland House - located a short distance away from the hospital campus in an idyllic setting on the shores of Lake Burley Griffin. Calvary continues to grow and develop as we improve our services today and prepare for the services of tomorrow. The Learning and Development Unit is looking for experienced and dynamic Registered Nurse leaders to support Graduate Programs with their broad nursing experience that sees professional development, workplace culture, and flexibility as extremely important. We currently have up to 2.2 part time-full time position/s available for the role of Transitional Clinical Development Nurses.

Eligibility/Other Requirements: Selection Criteria Contact Officer: Brad Leeson 02 6201 6931 Brad.Leeson@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Clare Holland House

Office Manager

Administrative Services Officer Level 6 \$70, 913 - \$81, 460, Canberra (PN: 8474)

Gazetted: 11 July 2012

Closing Date: 18 July 2012

Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit, and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. It is located in beautiful parkland settings on the shores of Lake Burley Griffin, with views to the surrounding Brindabella Mountains.

Clare Holland House is looking for a suitable person to fill the position of Office Manager within the Palliative Care service. For further enquires please contact Jane Etchells on 6264 7300 For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au All applications must provide a response to the selection criteria. Eligibility/Other Requirements: Selection Criteria Contact Officer: Jane Etchells 02 6264 7300 jane.etchells@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Chief Minister and Cabinet

**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**

**Workforce Capability and Governance
Continuous Improvement and Workers' Compensation
Workplace Injury Performance
Strategic Performance Analyst
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30466)**

Gazetted: 10 July 2012

Closing Date: 23 July 2012

Details: Join a highly motivated team and apply your advanced analytical skills to monitor and evaluate the ACT Public Sector's workers' compensation and work health and safety performance. You will develop performance monitoring tools, undertake critical complex analyses and provide strategic advice to assist in decision-making. This role will assist, develop and recommend scheme improvement drawing on the evaluation of data and information from a wide range of sources. Eligibility/Other Requirements: Tertiary qualifications and/or equivalent relevant experience in business, statistics or other related disciplines.

Note: This is a temporary position available until 30 June 2013 with the possibility of permanency from this process.

Previous applicants should reapply and provide an application addressing the selection criteria.

Contact Officer: Gary King (02) 6207 8792 gary.king@act.gov.au

Community Services

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

**Disability ACT
Senior Manager
Senior Officer Grade A \$123,208, Canberra (PN: 09951)**

Gazetted: 10 July 2012

Closing Date: 24 July 2012

Details: This position is responsible for the provision of high-level advice to the Disability ACT Executive in relation to key policy, planning, intergovernmental and intra-governmental reform and community engagement in relation to issues that affect the lives of people with disability and the families who care for them and for ensuring that the team delivers on its work plan. The position incumbent will be 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.

Note: This is a temporary position available from September 2012 for a period of six months with the possibility of extension.

Contact Officer: Graham Hambleton (02) 6207 5907 graham.hambleton@act.gov.au

**Disability ACT
Strategic Policy and Planning Team
Senior Policy Officer
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 09043)**

Gazetted: 10 July 2012

Closing Date: 31 July 2012

Details: The Position is responsible for identifying current national and territorial operational policies, standards and guidelines that Disability ACT are required to meet in relation to the planning and delivery of services to people with a disability and the families who care for them. This position will be responsible for considering issues under the National Disability Reform Agenda, including how the ACT is progressing commitments under the National Disability Agreement and National Disability Strategy. The position will also consider the National Disability Insurance Scheme.

Eligibility/Other Requirements: Tertiary qualifications in a human services discipline and experience in policy development is highly desirable.

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

Contact Officer: Amanda Charles (02) 6207 5323 amanda.charles@act.gov.au

**Office for Children, Youth and Family Support
Early Intervention and Prevention Services
Child and Family Centre
Child and Family Worker
Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 19720)**

Gazetted: 10 July 2012

Closing Date: 17 July 2012

Details: The Child and Family Centres are seeking a motivated professional to fill the position of Child and Family Worker on a short term basis. The position is responsible for providing support and services for children and families, including

group programs. As part of an integrated team, the Child and Family worker will identify, develop, implement and evaluate community development initiatives that work to strengthen the community to improve outcomes for children and families.
Eligibility/Other Requirements: Social work degree with full eligibility for membership of the Australian Association of Social Workers; Psychology degree with unconditional registration as a clinical psychologist, Early Childhood Education degree or a related field

Notes: Aboriginal and Torres Strait Islander people are strongly encouraged to apply.
Contact Officer: Moira turnbull (02) 6205 2904 moira.turnbull@act.gov.au

**Office for Children, Youth and Family Support
Early Intervention and Prevention Services
Child and Family Centres**

**Indigenous Community Development Worker
Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 19567)**

Gazetted: 10 July 2012

Closing Date: 24 July 2012

Details: The Child and Family Centres, within Early Intervention and Prevention Services, are seeking to fill the position of Indigenous Community Development Worker. The position will be responsible for developing and implementing programs that support prevention and early intervention strategies for child development and community support, and establishing effective partnerships across Aboriginal and Torres Strait Islander communities, community agencies and the business sector.

Eligibility/Other Requirements: Experience in community development is highly desirable.

Note: This is a temporary position available until 30 June 2013.

Contact Officer: Denise Small (02) 6207 1993 denise.small@act.gov.au

**Office for Children, Youth and Family Support
Aboriginal and Torres Strait Islander Services
Narrabundah House Indigenous Supported Accommodation
Manager**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 09101)

Gazetted: 06 July 2012

Closing Date: 13 July 2012

Details: Duties: Aboriginal and Torres Strait Islander Services has an exciting opportunity for a self-motivated officer to be responsible for managing, under limited direction, a 4 bed supported accommodation and team, providing a culturally appropriate residential program to assist young Indigenous men in need of support. The successful applicant would be offered a position for up to three months. This opportunity will provide the successful applicant with a great insight into operations of the unit and allow you to gain valuable experience in supervision in a program area. The position occupant will work with employees and Senior Management across DHCS allowing them to broaden their knowledge of the department and its operations, along with collaboration with other Indigenous Service providers and the ACT Indigenous community. The occupant of this position manages the close interaction and supervision with staff and residents, promotes initiatives and develops innovative approaches to meet residents' needs whilst ensuring that the house provides a caring and supportive environment that contributes positively to the personal development of residents.

Notes: Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Jenny Lintern (02) 6207 6858 jenny.lintern@act.gov.au

**Housing ACT
Asset Management
Quality Improvement Unit
Project Officer**

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 10993)

Gazetted: 10 July 2012

Closing Date: 20 July 2012

Details: Quality Assurance and Continuous Improvement Team is seeking an energetic and motivated team member to assist the Team Leader in planning, developing and conducting review and audit activities as well as reporting on the effectiveness of Quality Management System processes.

Eligibility/Other Requirements: Experience in IT (including data base interrogation) and knowledge of contemporary Project Management principles and practices is desirable.

Note: This position is being readvertised as a Joint Selection Committee. Previous applicants will be considered and need not reapply.

Contact Officer: David Lascelles (02) 6205 0272 david.lascelles@act.gov.au

**Policy and Organisational Services
Finance and Budgets
Contracts and Grants Unit
Contracts Officer**

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 24898)

Gazetted: 10 July 2012

Closing Date: 24 July 2012

Details: The Contracts and Grants Unit is responsible for the contract management aspects of community grants and service agreements for the Community Services Directorate. This position has a range of duties including the

development of tender documentation, contracts and payments for non-government organisations and contributing to the development and maintenance of contract reporting and compliance across a range of human services.
Eligibility/Other Requirements: Experience in government procurement processes desirable. Experience in operating a range of computer programs including databases, Excel, and other reporting systems highly desirable.
Contact Officer: Caroline Hall (02) 6205 4655 caroline.hall@act.gov.au

Office for Children, Youth and Family Support

Youth Services

Youth Justice Case Management

Case Manager

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 07403, several)

Gazetted: 05 July 2012

Closing Date: 24 July 2012

Details: In accordance with legal requirements, relevant policy and procedures and good practice approaches, undertake assessments and supervise a caseload of young people on justice orders, both in the community and in custody.

Eligibility/Other Requirements: Relevant tertiary qualifications. At least 12 months experience in case management roles. Current driver's licence.

Contact Officer: Sarah McAuley (02) 6207 0755 sarah.mcauley@act.gov.au

Economic Development

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

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

Economic Development, Policy and Governance

Workforce and Governance

Director, Workforce and Governance

Executive Level 1.3 \$201,096 to \$212,405 depending on current superannuation arrangements, Canberra (PN: E673)

Gazetted: 11 July 2012

Closing Date: 16 July 2012

Details: The Director Workforce and Governance reports directly to the Deputy Director-General Economic Development, Policy and Governance Division and is responsible for the provision of strategic advice and support for the Directorate on governance, human resources and information management. This position is also responsible for annual reporting, risk management and audit programs, learning and development, employee relations, fleet management and information and communication technology and records management.

Candidates should be able to demonstrate leadership in strategic public policy and inter-governmental relations.

Experience in dealing with an extensive range of policy, sport and recreational activities, people management, government, the wider community and business is essential.

Note: This is a temporary position available asap until 16 October 2012.

Contact Officer: Cathy Hudson (02) 6207 2185 catherine.hudson@act.gov.au

Tourism, Events and Sports

Australian Capital Tourism

Office of the Director

Executive Assistant to the Director

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 01903)

Gazetted: 09 July 2012

Closing Date: 25 July 2012

Details: The Economic Development Directorate works with the business community in relation to economic development and business support programs as well as designing and delivering the Government's land release program. The Directorate leads the ACT and capital region tourism industry in creating and implementing a variety of marketing and development programs. The Directorate also facilitates access to a range of sporting and recreation activities by managing sporting programs, venues, sportsgrounds and community events. The role of the Executive Assistant to the Director, Australian Capital Tourism is to manage the day to day operations of the Office of the Director, acting as a first point of contact for enquiries to both the Director and the Branch. For a full list of duties please refer to the job description information at jobs@act.gov.au.

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

Contact Officer: Ian Hill (02) 6205 0012 ian.hill@act.gov.au

Education and Training

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

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

Director-General

Executive Level 3.10 \$332,431 to \$352,046 depending on current superannuation arrangements, Canberra (PN: E909)

Gazetted: 05 July 2012

Closing Date: 23 July 2012

Details: The ACT Government wishes to appoint an outstanding leader and educator to the position of Director-General, Education and Training Directorate. The Directorate is responsible for providing strategic educational leadership to ACT public schools and their principals. The Director-General will work with the ACT Government towards achieving the following policy priorities for the Directorate and the Canberra community: an innovative education and training system that is participative and inclusive, and supports lifelong learning; a quality government school system with skilled teachers and a high standard of student achievement; improved participation, retention and outcomes for Indigenous students and those at risk; resilient and optimistic children and young people who receive family, community and government assistance and support. The Directorate has a budget of approximately \$600 million and 5,000 staff. The ACT is in the process of establishing a new generation of quality leaders at the highest levels of the public sector. This position requires an individual who offers superior capabilities and experience in three distinct areas: directing the operations of one of the Territory's most important directorates; advising the Minister on key strategic and policy issues; working with other agencies across Government to advance the Government's agenda. The role provides a unique leadership opportunity to make a significant contribution to the future direction of the ACT education system and the opportunity to represent ACT education in the national education and training arena, at forums such as COAG. The role also involves working with the Head of Service and other Directors-General as part of the Strategic Board of the ACT Public Service on strategic priorities, cross-cutting policy and program design and delivery, and stewardship of the ACT Public Service as a whole. Note: The position attracts a total remuneration package of \$332,431 or \$352,046 per annum (depending on existing superannuation); including \$280,212 cash component, a private plated vehicle, parking and superannuation benefits. The successful applicant will be engaged under a performance-based contract for a period of up to five years. Applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly. Contact Officer: Michelle O'Donnell (02) 6205 0241 michelle.odonnell@act.gov.au

Tertiary Education and Performance

Training and Tertiary Education

Training and Skills Development

Program Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30769)

Gazetted: 09 July 2012

Closing Date: 24 July 2012

Details: The Training and Skills Development section is seeking a Program Manager to contribute to the development and implementation of policy relating to the Australian Apprenticeships program and other funded training initiatives in the ACT. The successful applicant will have strong leadership skills and enjoy working with a diverse range of stakeholders to achieve client focussed outcomes.

Eligibility/Other Requirements: Experience in the Vocational and Education Training (VET) sector is desirable.

Note: This is a temporary position available until 31 December 2012 with the possibility of an extension.

Contact Officer: Alice Clements (02) 6205 8458 alice.clements@act.gov.au

Tertiary Education and Performance

Training and Tertiary Education

Business Processes and Systems

Compliance Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 27806)

Gazetted: 10 July 2012

Closing Date: 23 July 2012

Details: The Business Processes and Systems section is seeking a Compliance Manager. The successful applicant will manage the planning, scope and scheduling of audits of Registered Training Organisations which deliver funded training programs. As an experienced auditor this manager will lead audit teams in execution of this audit schedule, report on audit findings and provide structured feedback and advice to audited organisations. In this position the successful applicant will also manage liaison with the Australian Skills Quality Authority and provide advice on opportunities for continuous improvement for all stakeholders in delivery of high quality vocational education and training.

Eligibility/Other Requirements: Diploma of Quality Auditing or equivalent, and/or a minimum of at least 3 years audit experience is desirable.

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

Finance and Corporate Support

Human Resources

HR Strategy

Project Officer - Health and Wellbeing

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 24857)

Gazetted: 05 July 2012

Closing Date: 19 July 2012

Details: Education and Training Directorate's Health and Wellbeing team is seeking applications from enthusiastic, innovative and a committed team player who would like to promote a culture of safety across the Directorate's workplaces including public schools. The successful occupant will have the opportunity to work with a broad range of clients, workplaces and activities in providing health support and advice, for accident/ incident investigation, risk assessment and safety auditing and the coordination of safety and wellbeing projects. The successful applicant will also have a demonstrated ability to coordinate health and wellbeing projects, provide safety advice, draft correspondence, and assist with the development of workplace policies, procedures and processes.

Eligibility/Other Requirements: Desirable: Experience in a Health and Safety related field and qualifications in health and safety.

Contact Officer: Leanne Ballard (02) 6205 9150 leanne.ballard@act.gov.au

Tertiary Education and Performance

Training and Tertiary Education

Training and Skills Development

Communications Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 02405)

Gazetted: 06 July 2012

Closing Date: 13 July 2012

Details: The Training and Skills Development Section is seeking a suitable Communications Officer. The successful applicant will be responsible for liaising with stakeholders and assisting with the design of internal and external communication including web content, publications and briefs. A high level of customer service and the ability to develop and maintain databases, spreadsheets and stakeholder information, including undertaking research and/or analysis is also required.

Notes: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Alice Clements (02) 6205 8458 alice.clements@act.gov.au

Environment and Sustainable Development

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

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

Corporate

Human Resources and Corporate

Assistant Records

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 23439)

Gazetted: 10 July 2012

Closing Date: 13 July 2012

Details: The Human Resources and Corporate team are looking for an enthusiastic, self motivated person to fill the role of assistant records manager. Applicants will require a sound understanding of the *Territory Records Act 2002* as well as experience managing records in a primarily digital environment.

Notes: Selection may be based on application only.

Contact Officer: Ruth Fiona (02) 6207 5587 ruth.fiona@act.gov.au

Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

Canberra Hospital and Health Service

Rehabilitation, Aged and Community Care

Rehabilitation

Team Leader, Community Based Aged Care and Rehabilitation Services

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 23235)

Gazetted: 12 July 2012

Closing Date: 26 July 2012

Details: The Rehabilitation, Aged and Community Care division within the ACT Health Directorate is seeking applications from suitably qualified, experienced and dynamic senior health professionals to fill an exciting new position. The successful applicant will provide a leadership role in service development and delivery for the newly expanded multidisciplinary team that will incorporate community rehabilitation, falls injury prevention and vocational assessment and rehabilitation. The team leader will work with staff across a number of health sites in Canberra.

Eligibility/Other Requirements: Degree or Diploma in relevant allied health discipline, for example Occupational Therapy, Physiotherapy, Speech Pathology, Psychology or Social Work. Eligibility for membership of the relevant national association, or registration with the relevant national board. Driver's licence.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Annegret Ludwig (02) 6244 2852

Strategy and Corporate

Professional Leadership Research and Education

Allied Health Adviser

Clinical Educator for Clinical Measurement Sciences

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 28558)

Gazetted: 12 July 2012

Closing Date: 9 August 2012

Details: This is an exciting full-time opportunity to make a significant contribution to the training and mentoring of staff and students within the Clinical Measurement Disciplines (Cardiology, Neurophysiology, Respiratory and Sleep) at the ACT Health Directorate. You will be an experienced Clinical Measurement Scientist with demonstrated experience, clinical

expertise and leadership in your clinical sciences measurement discipline. You will have clinical education skill and experience that supports and facilitates the learning of clinical measurement science staff and students using contemporary learning principles. This role requires leadership, excellent communication and negotiation skills, and the ability to develop and implement this role within the Allied Health, Dedicated Clinical Education Model in the ACT Health Directorate. The successful applicant has a willingness to work towards relevant education and clinical qualifications to perform in this role.

Eligibility/Other Requirements: A degree and significant experience in a relevant Clinical Physiology Measurement Field (Cardiology, Neurophysiology, Respiratory or Sleep). Tertiary qualification in relevant education field is desirable.

Note: This position may be required to participate in outside of standard working hours to support students. Additional benefits to ACT Health employees include attractive salary packaging arrangements. There is also provision to access tax free benefits cards including Meal Entertainment and Leisure and Accommodation cards. Selection documentation, submission of applications and further information about living in Canberra are available via the ACT Health Website under ACT Health - Employment. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Angela Borbelj (02) 6244 4577

Canberra Hospital and Health Service

Operational Support

Acute Care

Health Professional

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 28674)

Gazetted: 12 July 2012

Closing Date: 19 July 2012

Details: An opportunity exists for a Health Professional on the Cardio-Respiratory team in the Acute Support Physiotherapy Department. The successful applicant should demonstrate high level cardiorespiratory skills across a number of clinical areas, work in a multidisciplinary team, develop quality improvement activities and provide professional and student supervision.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Eligible for Australian Health Practitioner Regulation Agency Physiotherapy Registration.

Note: This is a temporary position available from 6 December 2012 until 3 July 2013. This position 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. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Lisa Gilmore (02) 6244 2154

Canberra Hospital and Health Service

Women, Youth and Children

Women and Babies

Canberra Hospital (CatCH) Midwife

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 23542, several)

Gazetted: 12 July 2012

Closing Date: 19 July 2012

Details: As part of the commitment to provide continuity of care for women of Canberra and to support graduate midwives in continuity of care models, there is a position available for an enthusiastic Level 1 Registered Midwife who is interested in working in the Continuity of Care at Canberra Hospital (CatCH) program. The midwives will work in a small midwifery group practice providing caseload midwifery care through the Antenatal and Community Clinics, Delivery Suite and postnatal care in the community.

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

Note: There are two temporary positions available from August 2012 for a period of six months with potential of extension for up to 12 months. Salary complimented with 35% loading plus car allowance. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Genny Herbert (02) 6244 3130 genny.herbert@act.gov.au

Canberra Hospital and Health Service

Rehabilitation, Aged and Community Care

Aged Care

Dietitian

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 30684)

Gazetted: 12 July 2012

Closing Date: 19 July 2012

Details: This is an exciting opportunity to work in the progressive and rewarding Rehabilitation, Aged and Community Care Program, involving health promotion activity and providing health care to the residents of ACT, in patient homes and health care facilities. Applications are sought from suitably qualified Dietitians to fill the position of Community Dietitian. The successful applicant will work within a supportive multidisciplinary team to provide health promotion nutrition activity and nutrition assessment and counselling services in a community setting. An interest or experience in health promotion is essential. Good communication skills and an ability to work in a team environment to coordinate nutrition care for clients with complex needs are required.

Eligibility/Other Requirements: Degree in Science with qualifications in Nutrition and Dietetics, or equivalent. Eligible for Accredited Practising Dietitian status with 'Dietitians Association of Australia'. Current driver's license.
Note: This is a temporary position with full-time work available until 19 October 2012 (with possibility of extension) and part time available then until end June 2013. New graduates are encouraged to apply. This position 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. Applicants must prepare responses to the Selection Criteria as a document to be uploaded and included with their application. It is recommended that interested applicants contact the Contact Officer prior to applying. The selection for the position may be filled on written application and references only.
Contact Officer: Ana O'Rourke (02) 6205 1103 ana.o'rourke@act.gov.au

**Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
Rehabilitation
Physiotherapy Assistant
Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 27216)**

Gazetted: 12 July 2012

Closing Date: 19 July 2012

Details: An exciting opportunity is available for an energetic and enthusiastic person to join the Community Rehabilitation Team (CRT) as a Health Care Assistant in physiotherapy. This is a permanent, full-time position located at Phillip Health Centre, Woden, Canberra. The successful candidate will be working directly with clients who have suffered a neurological deficit and are working to regain as much physical function as they can, including clients who have had a stroke, clients with Parkinson's Disease and clients who have had a head injury. This role requires the successful applicant to assist with health centre based multidisciplinary groups and semi supervised therapy sessions as well as occasional one to one treatments under the direction of a physiotherapist. The successful candidate will also conduct home visits, assist clients with mobilising in the community and assist with a community integration program introducing clients to a community gym setting in preparation for discharge. Applicants should be able to demonstrate interest in learning new skills and tasks, a responsible and mature attitude, initiative and an ability to work both independently and in a team environment.

Eligibility/Other Requirements: It is required that staff at this level would have a successfully completed a Certificate IV in Allied Health Assistance or recognised equivalent. Applicants must have a current driver's licence.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Your application must include your CV and two written references.

Contact Officer: Judy Stone (02) 6174 5662

**Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
Rehabilitation
Speech Pathology Assistant
Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 27127)**

Gazetted: 12 July 2012

Closing Date: 19 July 2012

Details: An exciting opportunity is now available in Rehabilitation, Aged and Community Care (RACC) Speech Pathology team for an enthusiastic person to provide Speech Pathology Assistance for clients under the care of a Speech Pathologist. Under the direction of a Speech Pathologist, the Speech Pathology Assistant will participate in the delivery of direct and indirect treatment programs designed to improve an individual's communication and swallowing ability. The RACC Speech Pathology team delivers services in hospital and community setting. The successful applicant will be based at the Canberra Hospital and have skills in a range of areas that support the Speech Pathology service and which ensure clients receive speech pathology assistance in accordance with established guidelines. The Speech Pathology Assistant will be required to work under the direction of the service's speech pathologists, and have a Certificate IV in Allied Health Assistance.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance and current driver's licence.

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

Contact Officer: Rebecca Sullivan (02) 6244 2230

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**

**Corporate
Governance
Manager
Senior Officer Grade A \$123,208, Canberra (PN: 18580)**

Gazetted: 11 July 2012

Closing Date: 18 July 2012

Details: The Justice and Community Safety Directorate Ministerial Services Unit is a dynamic environment responsible for the management of ministerial and cabinet business. The successful applicant will be responsible for providing a high level of client service while managing and providing leadership on organisational governance issues relating to Cabinet, Parliamentary, Ministerial and whole of government matters. This includes undertaking the development and management

of complex cabinet submissions and ministerials and providing advice on complex cabinet policy issues. This role is also responsible for managing a pro-active agenda in relation to Cabinet and Assembly matters, including legislation, speeches, reports, government responses and Committee business and reports. The role is also one that requires high level communication, negotiation, representation and relationship management skills.

Eligibility/Other Requirements: Experience in managing Assembly, Cabinet and Ministerial processes.

Notes: This is a temporary vacancy available for six months initially, with the possibility of extension.

Contact Officer: Danielle Krajina (02) 620 74813 danielle.krajina@act.gov.au

ACT Corrective Services

Training and Development Unit

Manager Training Assurance and Planning

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10083)

Gazetted: 09 July 2012

Closing Date: 23 July 2012

Details: As a partner in the criminal justice system ACT Corrective Services contributes to community safety through excellence in the delivery of adult correctional services that hold the confidence of the community by: Encouraging and promoting the rehabilitation, reintegration and throughcare of offenders. The safe, humane and, where appropriate, secure management of offenders and detainees. ACT Corrective Services offers a range of employment benefits including a competitive salary, a range of professional development initiatives, salary packaging, paid parental leave for eligible employees and a fantastic work life balance. This newly created position within the Training and Development Unit will play an integral part of the team providing advice to the Senior Manager in relation to enterprise RTO governance, curriculum development and quality frameworks. Working within a small team this position will oversee the governance aspects of the Unit, including the development of policies, procedures, manuals, forms and registers. This position will drive enhancements for continual improvement to ensure the Training and Development Unit provides a quality training and professional development service for all stakeholders. The successful applicant will be able to demonstrate:

Knowledge of the VET Quality Framework and Australian Skills Quality Authority (ASQA) RTO requirements. Skills in analysing complex issues and problems and developing feasible solutions within a dynamic operational and training environment. Experience in the design, development and implementation of continuous improvement frameworks preferably within the VET and RTO sector. Experience in developing action plans and completing assignments within set timeframes to ensure that workplace learning and performance goals are achieved.

Eligibility/Other Requirements: Certificate IV in Training and Assessment is highly desirable. Knowledge of the VET Quality Framework and Australian Skills Quality Authority (ASQA) RTO requirements or an ability to quickly acquire this knowledge. A current unrestricted driver's licence is essential. It is a requirement that eligible candidates undergo a police check.

Contact Officer: Al Martin (02) 6205 1844 al.martin@act.gov.au

Office of Regulatory Services

Registrations and Client Services

Background Screening

Client Service Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30717, several)

Gazetted: 05 July 2012

Closing Date: 19 July 2012

Details: Under the general direction of the Manager; provide high level client service, either at the counter, over the phone, or in writing. Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office. Where delegated, critically examine documents for registration and reconcile relevant cash and trust accounts. Resolve more complex issues for clients and staff. Accept and account for a range of fees by exercising responsibilities as a collector of public monies. Assist with the supervision, management, training and development of other staff within a business unit. Maintain accurate records managed in a variety of databases and manual registers. Contribute to Office Regulatory Services operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to efficient work practices and sound corporate governance. Contribute to workplace diversity, participative work practices and promote OHS principles. Assist senior staff members with work in the unit to ensure objectives are achieved.

Eligibility/Other Requirements: Must hold or be willing to obtain a baseline vetting security clearance.

Notes: This is a temporary position initially available for 6 months with the possibility of extension.

Contact Officer: Nardia Cassidy (02) 6207 7889 nardia.cassidy@act.gov.au

Territory and Municipal Services

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

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

Business Enterprises

ACT Property Group

Property Projects and Services

Refrigeration and Air Conditioning Mechanic

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 26417)

Gazetted: 06 July 2012

Closing Date: 21 July 2012

Details: ACT Property Group is currently looking for experienced Plumbers, Electricians and Refrigeration and Air Conditioning Mechanic. These jobs take some initiative and responsibility, so you'll need to have completed your trade qualification, and have a few years' experience. We offer a competitive package, with an all up salary range of \$66,631-\$75,200 Refrigeration and Air Conditioning Mechanic, \$68,811-\$77,380 for Electricians, and \$69,122-\$77,690 for Plumbers, including super of 9% and access to a range of allowances, overtime and on-call on a regular basis. In your first year you could expect to earn a base salary of \$61,765, additional allowances of up to \$7,357 for Plumbers, \$7,046 for Electricians and \$4,866 for Refrigeration and Air Conditioning Mechanic; and typical overtime and on-call of \$5,000. Eligibility/Other Requirements: Trades Certificate.

Notes: Applications should be emailed to: tradejobs@effectivepeople.com.au

Contact Officer: Des Linehan 0404 729 522 Des.Linehan@effectivepeople.com.au

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

Business Enterprises

ACT Property Group

Property Projects and Services

Plumber

General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 26392, several)

Gazetted: 06 July 2012

Closing Date: 21 July 2012

Details: ACT Property Group is currently looking for experienced Plumbers, Electricians and Refrigeration and Air Conditioning Mechanic. These jobs take some initiative and responsibility, so you'll need to have completed your trade qualification, and have a few years' experience. We offer a competitive package, with an all up salary range of \$66,631-\$75,200 Refrigeration and Air Conditioning Mechanic, \$68,811-\$77,380 for Electricians, and \$69,122-\$77,690 for Plumbers, including super of 9% and access to a range of allowances, overtime and on-call on a regular basis. In your first year you could expect to earn a base salary of \$61,765, additional allowances of up to \$7,357 for Plumbers, \$7,046 for Electricians and \$4,866 for Refrigeration and Air Conditioning Mechanic; and typical overtime and on-call of \$5,000. Eligibility/Other Requirements: Trades Certificate.

Notes: Applications should be emailed to: tradejobs@effectivepeople.com.au

Contact Officer: Des Linehan 0404 729 522 Des.Linehan@effectivepeople.com.au

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

Business Enterprises

ACT Property Group

Property Projects and Services

Electrician

General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 22834)

Gazetted: 06 July 2012

Closing Date: 21 July 2012

Details: ACT Property Group is currently looking for experienced Plumbers, Electricians and Refrigeration and Air Conditioning Mechanic. These jobs take some initiative and responsibility, so you'll need to have completed your trade qualification, and have a few years' experience. We offer a competitive package, with an all up salary range of \$66,631-\$75,200 Refrigeration and Air Conditioning Mechanic, \$68,811-\$77,380 for Electricians, and \$69,122-\$77,690 for Plumbers, including super of 9% and access to a range of allowances, overtime and on-call on a regular basis. In your first year you could expect to earn a base salary of \$61,765, additional allowances of up to \$7,357 for Plumbers, \$7,046 for Electricians and \$4,866 for Refrigeration and Air Conditioning Mechanic; and typical overtime and on-call of \$5,000. Eligibility/Other Requirements: Trades Certificate.

Notes: Applications should be emailed to: tradejobs@effectivepeople.com.au

Contact Officer: Des Linehan 0404 729 522 Des.Linehan@effectivepeople.com.au

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

Treasury

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

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

Shared Services

Procurement

Infrastructure Branch

Team Manager/Principle Project Officer (Procurement)

Senior Professional Officer Grade A/Senior Officer Grade A/Senior Professional Officer (Eng & Related) Grade A \$123,208 - \$125,203, Canberra (PN: P30762, several)

Gazetted: 11 July 2012

Closing Date: 6 August 2012

Details: Shared Services is a division of the Treasury Directorate of the Australian Capital Territory (ACT) Government. Shared Services provides a range of services to ACT Government Directorates including; Finance, Human Resources, Publishing and Record Services, comprehensive Procurement and ICT Services. There are currently several recruitment opportunities available within the Infrastructure Branch of the Procurement group. The Infrastructure Branch is responsible

for the project management of the ACT Government's capital works program. We are a best practice, quality focussed organisation with a commitment to achieving high value outcomes. Successful applicants have the opportunity to work within our Civil, Health or Commercial sections. In these roles you would be responsible for the high quality delivery of a range of projects using well developed procurement, project and contract management skills. The ACT Government offers excellent working conditions and benefits. These offers include 9% superannuation (9% of annual salary) as well as salary sacrificing options. Successful applicants may be provided with financial assistance to relocate to the ACT.

Note: Applicants must be permanent residents or have the pre-existing right to live and work in Australia to be considered. Please ensure separate applications are submitted if applying for more than one position.

Contact Officer: David Grey (02) 6207 7604 davide.grey@act.gov.au

Shared Services

Human Resources

Employee Relations and Training

Client Manager

Senior Officer Grade A \$123,208, Canberra (PN: 08418)

Gazetted: 06 July 2012

Closing Date: 13 July 2012

Details: Shared Services HR is seeking expressions of interest from enthusiastic, innovative and committed people to fill the role of Client Manager Employee Relations and Training. As the Client Manager you will lead a dynamic team providing a critical service to all ACT Government Directorates. This is a leadership role that needs to be innovative and collaborative to provide ACT Government's Directorates and client agencies with a range of services relating to employee relations and training.

Note: This is a temporary position available from 01 July 2012 to 31 October 2012 with possible extension.

Contact Officer: Liz Blakeley (02) 6205 3680 liz.blakeley@act.gov.au

Shared Services

Human Resources

Information and Data

Team Leader Information Management

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 11884)

Gazetted: 11 July 2012

Closing Date: 25 July 2012

Details: As the Team Leader you will manage and lead teams responsible for the development and implementation of projects and initiatives to improve the quality of ACTPS human resources data and information, employee self service and customer interfaces. This is a leadership role requiring innovation and collaboration to achieve outcomes that enhance the collection, analysis and accuracy of HR data and information.

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

Contact Officer: Liz Blakeley (02) 6205 2498 liz.blakeley@act.gov.au

Shared Services

Procurement

Infrastructure Branch

Senior Project Officer (Procurement)

Senior Professional Officer Grade B/Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: P30763, several)

Gazetted: 11 July 2012

Closing Date: 6 August 2012

Details: Shared Services is a division of the Treasury Directorate of the Australian Capital Territory (ACT) Government. Shared Services provides a range of services to ACT Government Directorates including; Finance, Human Resources, Publishing and Record Services, comprehensive Procurement and ICT Services. There are currently several recruitment opportunities available within the Infrastructure Branch of the Procurement group. The Infrastructure Branch is responsible for the project management of the ACT Government's capital works program. We are a best practice, quality focussed organisation with a commitment to achieving high value outcomes. Successful applicants have the opportunity to work within our Civil, Health or Commercial sections. In these roles you would be responsible for the high quality delivery of a range of projects using well developed procurement, project and contract management skills. The ACT Government offers excellent working conditions and benefits. These offers include 9% superannuation (9% of annual salary) as well as salary sacrificing options. Successful applicants may be provided with financial assistance to relocate to the ACT.

Note: Applicants must be permanent residents or have the pre-existing right to live and work in Australia to be considered.

Please ensure separate applications are submitted if applying for more than one position.

Contact Officer: David Grey (02) 6207 7604 davide.grey@act.gov.au

Shared Services

Procurement

Infrastructure Branch

Senior Project Officer (Procurement)

Senior Professional Officer Grade C/Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: P30764, several)

Gazetted: 10 July 2012

Closing Date: 6 August 2012

Details: Shared Services is a division of the Treasury Directorate of the Australian Capital Territory (ACT) Government. Shared Services provides a range of services to ACT Government Directorates including; Finance, Human Resources, Publishing and Record Services, comprehensive Procurement and ICT Services. There are currently several recruitment

opportunities available within the Infrastructure Branch of the Procurement group. The Infrastructure Branch is responsible for the project management of the ACT Government's capital works program. We are a best practice, quality focussed organisation with a commitment to achieving high value outcomes. Successful applicants have the opportunity to work within our Civil, Health or Commercial sections. In these roles you would be responsible for the high quality delivery of a range of projects using well developed procurement, project and contract management skills. The ACT Government offers excellent working conditions and benefits. These offers include 9% superannuation (9% of annual salary) as well as salary sacrificing options. Successful applicants may be provided with financial assistance to relocate to the ACT.

Note: Applicants must be permanent residents or have the pre-existing right to live and work in Australia to be considered.

Please ensure separate applications are submitted if applying for more than one position.

Contact Officer: David Grey (02) 6207 7604 davide.grey@act.gov.au

Shared Services

Shared Services Information and Communication Technology (ICT)

Customer Relations

Access Rights Management Liaison Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 05233)

Gazetted: 10 July 2012

Closing Date: 17 July 2012

Details: Under limited direction process and authorise user accounts for whole of Education and Training Directorate (ETD) including liaising with ETD management and schools to maintain secure access to IT services and resources.

Note: This is a temporary position available from 16 July 2012 to 21 September 2012

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

Shared Services

Shared Services Business Services

Strategic Finance

Business Systems Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 02580)

Gazetted: 06 July 2012

Closing Date: 13 July 2012

Details: The Shared Services Strategic Finance team has a temporary vacancy for a business systems officer to fill an existing vacancy in its finance and business systems team embedded within Shared Services Procurement. The successful applicant will report to the finance and business team manager and perform a variety of duties. Duties will include: Providing Oracle (PBS) support by undertaking such tasks as project creation, project budget and work plan development, and project reconciliations. Investigate Oracle (PBS) project related issues and take suitable action to resolve the issues. Assisting with other finance and business systems functions as required.

Eligibility/Other Requirements: Demonstrated experience working with a computerised financial management information system, preferably Oracle Government Financials would be highly desirable. High level written and verbal communication and liaison skills that facilitate effective working partnerships with team members and project officers are essential.

Contact Officer: Danila Marinolli (02) 6205 2668 danila.marinolli@act.gov.au

Investment and Economic Division

IED Executive

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 17539)

Gazetted: 10 July 2012

Closing Date: 26 July 2012

Details: The Investment and Economics Division is responsible for the Government's financial assets and liabilities, including superannuation liabilities and investments, economic policy and advice, insurance policy, the ACT Insurance Authority and federal financial relations. The successful applicant should be highly motivated with the ability to organise work, determine priorities and possess good communication and computer skills. The occupant of the position will perform the following duties: Provide administrative support to the Executive Director, including diary management, meeting facilitation and making travel arrangements for the Division; oversee the day to day running of the Division's Executive Unit; coordinate reporting requirements for the Division; coordinate divisional human resource activities, in consultation with Strategic HR. Provide administrative support for the Division; track divisional correspondence; process financial information; maintain salary reports for the division; coordinate information and communications technology (ICT) and building network access. Maintain records in accordance with the *Territory Records Act 2002*; undertake other duties as directed.

Contact Officer: Karen Doran (02) 6207 0337 karen.doran@act.gov.au

Shared Services

Information and Communication Technology

Education ICT Projects

Project Officer

Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 10919, several)

Gazetted: 05 July 2012

Closing Date: 12 July 2012

Details: Assist with the deployment of Communication and Technology (ICT) projects and activities. Inspect ICT deployment for adherence to Shared Services ICT Standards and reports to technical teams.

Note: This is a temporary position available from July 2012 until 28 June 2013.

Contact Officer: Gordon White (02) 6205 5407 gordon.white@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Alison Robb 793-85686, Section 68(1), 9 July 2012

Chief Minister and Cabinet

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

Jacinta Lea Spinks 827-57137, Section 68(1), 3 July 2012

Community Services

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

Grace Hernandez 827-41143, Section 68(1), 16 July 2012

Education and Training

School Assistant 2/3 \$39,431 - \$48,474

Brenda Andrews 827-10574, Section 68(1), 9 July 2012

School Assistant 3 \$44,913 - \$48,474

Sonja Kowalczyk 835-63289, Section 68(1), 7 July 2012

School Assistant 3 \$44,913 - \$48,474

Suzanne Pamela Shelton 827-3550, Section 68(1), 10 July 2012

School Assistant 2/3 \$39,431 - \$48,474

Marilyn Whyte 787-46937, Section 68(1), 9 July 2012

Environment and Sustainable Development

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

Mac McLean 835-62796, Section 68(1), 6 August 2012

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

Portia Mufute 835-68346, Section 68(1), 6 August 2012

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

Girish Sagaram 835-68629, Section 68(1), 10 September 2012

Health

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

Amanda Husselbee 834-53848, Section 68(1), 1 August 2012

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

Carly Silberberg 828-65779, Section 68(1), 5 July 2012

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

Rebecca Underwood 834-51615, Section 68(1), 5 July 2012

Justice and Community Safety

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

Rebecca Alison Butchart 835-82148, Section 68(1), 2 July 2012

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

Lucy Knowles-Johnson 835-81700, Section 68(1), 12 July 2012

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

Victoria Rose Vanzella 835-82391, Section 68(1), 9 July 2012

Territory and Municipal Services

Bus Operator - Training \$58,463

Harold Jongerden 140-759, Section 68(1), 6 July 2012

Bus Operator - Training \$58,463

Peter Muhli 140-754, Section 68(1), 6 July 2012

Bus Operator - Training \$58,463

Heimo Ruuskanen 140-756, Section 68(1), 6 July 2012

Bus Operator - Training \$58,463

Mitchell Walden 140-758, Section 68(1), 6 July 2012

Treasury

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

Daniel Borrett 827-45910, Section 68(1), 5 July 2012

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

Jennifer Smith 795-13772, Section 68(1), 9 July 2012

TRANSFERS

Health

Cheryl Jannaway: 820-78687

From: Registered Nurse Level 2 \$75,514 - \$80,184

Health

To: Registered Nurse Level 2 \$75,514 - \$80,184

Health, Canberra (PN. 29931) (Gazetted 10 May 2012)

PROMOTIONS

Calvary Health Care ACT (Public)

Nursing and Midwifery Services

Breast Care Nurses

Sonya Allen

From: Registered Nurse Level 1 Calvary Health Care ACT

To: Registered Nurse Level 2 (\$75,514 - \$80,184) Calvary Health Care ACT Canberra PN. 8664 (Gazetted: 08 May 2012)

Nursing and Midwifery Services

Maternity

Jane Debaecker

From: Registered Nurse Level 2 Calvary Health Care ACT

To: Registered Nurse Level 3 Grade 1 Maternity Department Calvary Health Care ACT PN: 8904 (Gazette 04 May 2012)

Nursing and Midwifery Services

Intensive Care Unit

Carol Tonkin

From: Registered Nurse Level 1 Calvary Health Care ACT

To: Registered Nurse Level 2 Intensive Care Unit Calvary Health Care ACT PN: 8864 (Gazette 20 March 2012)

Nursing and Midwifery Services

Intensive Care Unit

Rachel Longhurst

From: Registered Nurse Level 1 Calvary Health Care ACT

To: Registered Nurse Level 2 Intensive Care Unit Calvary Health Care ACT PN: 8928 (Gazette 20 March 2012)

Nursing and Midwifery Services

Intensive Care Unit

Elizabeth Regan

From: Registered Nurse Level 2 Calvary Health Care ACT

To: Registered Nurse Level 3 Grade 1 Cardiac Rehabilitation Coordinator Intensive Care Unit Calvary Health Care ACT PN: 7732 (Gazette 20 March 2012)

Canberra Institute of Technology

Centres

Fyshwick Trade Skills Centre

Adrian David Clarke: 778-77409

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

Canberra Institute of Technology

To: †Teacher Band 2 \$104,449

Canberra Institute of Technology, Canberra (PN. 52060) (Gazetted 2 May 2012)

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.

Chief Minister and Cabinet

Policy

Economic, Regional and Planning

Anastasia Chan: 793-38492

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

Chief Minister and Cabinet

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

Chief Minister and Cabinet, Canberra (PN. 12335) (Gazetted 28 May 2012)

Community Services

Office for Children, Youth and Family Support

Youth Services

Bimberi Youth Justice Centre

Grant Brewer: 799-89383

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

Community Services

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

Community Services, Canberra (PN. 02888) (Gazetted 20 April 2012)

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.

Office for Children, Youth and Family Support

Youth Services

Bimberi Youth Justice Centre

Tauangemai Latukefu: 779-07321

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

Community Services

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

Community Services, Canberra (PN. 21640) (Gazetted 20 April 2012)

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.

Housing and Community Services

Housing ACT

Tenancy Operations

Kathryn Elizabeth Looke: 816-77901

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

Community Services

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

Community Services, Canberra (PN. 25178) (Gazetted 16 May 2012)

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.

Policy and Organisational Services

Organisational Services

Allara Murray: 827-40247

From: Indigenous Trainee \$40,974-\$45,283

Economic Development

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

Community Services, Canberra (PN. 30620)

In line with the Public Sector Management Standards 2006, Division 3.11.1, Aboriginal and Torres Strait Islander Trainees may be advanced within the service on successful completion of the Program.

Office for Children, Youth and Family Support

Youth Services

Bimberi Youth Justice Centre

Garth Terlich: 817-46532

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

Community Services

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

Community Services, Canberra (PN. 02885) (Gazetted 20 April 2012)

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.

Economic Development

Land Development Agency Land Strategy and Finance Finance and Procurement Krystal Carne: 827-40247

From: Indigenous Trainee \$40,974 - \$45,283
Community Services

To: Administrative Services Officer Class 2 \$46,372 - \$51,422
Economic Development, Canberra (PN. 30620)

In line with the Public Sector Management Standards 2006, Division 3.11.1, Aboriginal and Torres Strait Islander Trainees may be advanced within the service on successful completion of the Program.

Education and Training

Office for Schools South/Weston Network Stromlo High School Luke Willsmore: 824-41925

From: Classroom Teacher \$51,178 - \$78,837
Education and Training

To: †School Leader C \$91,768
Education and Training, Canberra (PN. 02014) (Gazetted 29 May 2012)

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

Environment and Sustainable Development

Regulation and Services Sustainability Programs Christopher Dalton: 827-40220

From: Indigenous Trainee \$38,249 - \$42,272
Environment and Sustainable Development

To: Administrative Services Officer Class 2 \$46,372 - \$51,422
Environment and Sustainable Development, Canberra (PN. 30568)

In line with the Public Sector Management Standards 2006, Division 3.11.1, Aboriginal and Torres Strait Islander Trainees may be advanced within the service on successful completion of the Program.

Health

Canberra Hospital and Health Service Surgery and Oral Health Surgical Administration Debby Carriage: 820-97714

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

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 25066) (Gazetted 7 June 2012)

Canberra Hospital and Health Service Pathology Haematology Kelly Slewinski: 820-78222

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

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Health, Canberra (PN. 30570) (Gazetted 27 April 2012)

Justice and Community Safety

Office of Regulatory Services Business and Finance Services Deanne Keed: 827-40239

From: Indigenous Trainee \$38,249 - \$42,272
Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 30616)

In line with the Public Sector Management Standards 2006, Division 3.11.1, Aboriginal and Torres Strait Islander Trainees may be advanced within the service on successful completion of the Program.

Strategic Finance

Wei Li: 813-01162

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 29265) (Gazetted 21 March 2012)

Territory and Municipal Services

Roads and Public Transport

ACTION

Fleet

Darrell Shepherd: 607-83107

From: Senior Technical Officer Grade C \$89,876 - \$96,809

Territory and Municipal Services

To: †Senior Technical Officer Grade B \$106,086 - \$119,426

Territory and Municipal Services, Canberra (PN. FMM001) (Gazetted 8 May 2012)

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.

Treasury

Shared Services

Shared Services ICT

Operations/Networks and Facilities

Rodney Chalker: 772-15819

From: Information Technology Officer Class 2 \$70,913 - \$81,460

Treasury

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

Treasury, Canberra (PN. 18329) (Gazetted 21 May 2012)

Shared Services

Shared Services Human Resources

Information and Data

Georgette Parkkinen: 820-87938

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

Treasury

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

Treasury, Canberra (PN. 16609) (Gazetted 24 May 2012)

Shared Services

Shared Services Finance

Financial Applications Support

Tony Petkovski: 261-50904

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

Treasury

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

Treasury, Canberra (PN. 07052) (Gazetted 23 February 2012)