



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 01 January 2015**

## EXECUTIVE NOTICES

### Chief Minister, Treasury and Economic Development

#### **Variation – Assignment**

David Pepper – Deputy Director-General (E683) Section 80A(1)(b) of the Public Sector Management Act 1994  
Andrew Kefford – Deputy Director-General (E684) Section 80A(1)(b) of the Public Sector Management Act 1994  
Fiona Barbaro – Director, Office of Industrial Relations (E309) Section 80A(1)(b) of the Public Sector Management Act 1994

### Community Services

#### **Variation – Transfer**

Katrina Giudice – Director, Customer Experience and Operations (E779) Section 80A(1)(a) of the Public Sector Management Act 1994

### Territory and Municipal Services

#### **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.

Phillip Perram – Executive Director, Business Enterprises (E580) – 31.12.14

#### **Engagement**

Phillip Perram – Executive Director, Business Enterprises (E580) Section 72 of the Public Sector Management Act 1994

## VACANCIES

### ACT Electoral Commission

**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 Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 33453)**

Gazetted: 5 January 2015

Closing Date: 16 January 2015

Details: The ACT Electoral Commission is looking for an enthusiastic and dedicated person to join our small team. This position will offer the successful applicant the opportunity to manage the Commission's internal budgeting, estimates and reporting, maintain the financial management controls, formulate and recommend financial policy and procedures, liaise with Treasury to meet Treasury's budget and reporting requirements and contribute to the overall financial management of the Commission's budget. This position requires excellent communication skills, both written and oral, and strong skills in the use of Microsoft excel, TM1 and Oracle.

Eligibility/Other Requirements: Comprehensive knowledge of or experience in financial management with tertiary qualifications in Finance, Accounting, Economics or Commerce would be an advantage.

Notes: Selection may be based on application and referee reports only. Please provide the contact details for two referees.

Contact Officer: Ian Gordon (02) 6205 0224 [ian.gordon@act.gov.au](mailto:ian.gordon@act.gov.au)

## **Calvary Health Care ACT (Public)**

### **Nursing and Midwifery**

#### **Executive**

#### **Midwife Director - Maternity Services**

#### **Registered Nurse/Midwife Level 5.3 \$121,218, Canberra (PN: LP6387)**

Gazetted: 18 December 2014

Closing Date: 19 December 2014

You will be registered with the Nursing and Midwifery Board of Australia as Registered Midwife Division 1. You will have post graduate qualifications at Masters Level in Nursing, Midwifery or Health Service Management or working towards the same. You will be able to demonstrate relevant and contemporary knowledge in the provision of midwifery and maternity services delivery in an acute organisation such as Calvary Health Care Bruce. You will also have demonstrated leadership and clinical knowledge and practice, with a consumer centred focus and a demonstrated understanding of the philosophy of the Little Company of Mary Health Care. You will have the ability to apply this leadership and knowledge in a practical manner with particular focus on strategic planning and resource management. You will also have experience and a track record of delivering high quality midwifery and maternity services in a multidisciplinary environment. You will develop a capacity and capability building culture through the development and expansion of the midwifery services at Calvary Health Care Bruce. If you are interested in this position please refer to the position description. If you further questions about this opportunity please contact Hamish Jeffrey a/Director of Nursing & Midwifery at Calvary Health Care Bruce on (02) 6201 6160.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.
3. Names and contact details (including a contact phone number) for at least 2 professional referees.

Note: To be considered for this role you must address the selection criteria and have appropriate work rights.

Calvary Health Care Bruce is a smoke free campus. Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Hamish Jeffrey (02) 6201 6594 hamish.jeffrey@calvary-act.com.au

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

### **Ward Services**

#### **Ward Services Manager**

#### **Administrative Services Officer Level 6 \$74,098 - \$84,803, Canberra (PN: 7816)**

Gazetted: 18 December 2014

Closing Date: 14 December 2014

To be eligible to apply for the Ward Services Manager position:

You will have: A Certificate IV in Workplace Training and Assessment or a commitment to undertake training within 12 months of appointment; Well developed oral communication, liaison and negotiation skills; Emotional intelligence, resilience, ability to lead, direct and influence staff members/employees; A sound understanding of the service demands in an acute care hospital; Well developed organisational skills, with specific focus on customer service delivery; and Well developed conflict resolution skills. You will be able to: Plan and coordinate (in conjunction with key stakeholders) the allocation of Ward Service Officers (WSO) in clinical areas in accordance with clinical and operational needs; Develop and maintain WSO Standard Operating Procedures (SOPs) and ensure SOPs are effectively and efficiently implemented; Ensure WSOs understand and comply with hospital policy and procedures and related legislation; Manage, supervise and support WSOs in all relevant aspects of Ward Support Services; Assist with the development and coordination of WSO orientation and ongoing training programs; Undertake relevant train the trainer programs in order to provide WSOs with the appropriate skill and competencies to successfully perform their roles (as outlined in their position descriptions); Please note: Any/all suitably qualified and skilled (potential/actual) excess officers will be considered priority; and It is anticipated that selection will be based on written applications only

and interviews may not be conducted/required. Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.
3. Names and contact details (including a contact phone number) for 2 professional referees.

Eligibility/Other Requirements: Must have appropriate work rights must address the selection criteria.

Note: Calvary Health Care Bruce is a smoke free campus Aboriginal and Torres Strait Islander people are encouraged to apply. Calvary Health Care Bruce is operated by the Little Company of Mary group and is a 220 bed public hospital on the north side of Canberra.

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

Contact Officer: Christopher Hicks (02) 6264 7239 [christopher.hicks@calvary-act.com.au](mailto:christopher.hicks@calvary-act.com.au)

### **Capital Metro**

**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 and Operation**

##### **Executive Director, Governance and Operations**

**Executive Level 2.4 \$238,982 to \$251,417 depending on current superannuation arrangements, Canberra (PN: E771)**

Gazetted: 23 December 2014

Closing Date: 12 January 2015

Details: The Executive Director works collaboratively with the Minister's Office, the Project Director and other senior members of the Project Team, the Project Board, other Executives across the ACTPS, and key government and non-government stakeholders. He/she provides executive leadership on Governance for the Capital Metro Agency (CMA), and the development and prosecution of agreed probity, financial, HR, corporate and project control, risk management and governance strategies. He/she leads the communications and stakeholder engagement team in the provision of high quality and responsive public information for the Capital Metro project, and is responsible for all communications and media in relation to Capital Metro Agency operations. Reporting to the Director-General CMA (Project Director), the Executive Director leads the Governance and Operations Division which is comprised of the following branches: Governance and Operations; Communications and Stakeholder Engagement; and Project Management and Control.

Remuneration: The position attracts a remuneration package ranging from \$238,982 to \$251,417, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$191,308.

Contract: The successful applicant will be engaged under a performance based contract for the period January 2015 to October 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: All applications, including application coversheet, your written response to selection criteria, resume and referee report (if required) must be submitted to Shared Services.

Applications should be sent to: [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Nikki Pulford (02) 6205 5466 [nikki.pulford@act.gov.au](mailto:nikki.pulford@act.gov.au)

### **Chief Minister, Treasury and 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](mailto:jobs@act.gov.au)**

## **Shared Services**

### **Shared Services ICT**

#### **Executive Director, Shared Services ICT**

**Executive Level 2.4 \$238,982 to \$251,417 depending on current superannuation arrangements, Canberra (PN: E781)**

Gazetted: 23 December 2014

Closing Date: 6 January 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking expressions of interest for the temporary vacancy for up to three months (with the possibility of extension) for the position of Executive Director Shared Services Information Communications and Technology (SSICT). Shared Services ICT is a major delivery arm that provides effective leadership and management in the planning and delivery of robust and effective ICT systems and services to enable government outcomes. The role is responsible for the overall management, motivation and leadership of Shared Services ICT to ensure staff contribution to the outcomes and that the business unit's objectives are achieved.

Eligibility/Other Requirements: This vacancy is open to ACTPS employees. The successful applicant will be required to demonstrate strong strategic leadership and people management abilities including high level relationship building skills with a proven ability to respond effectively in a fast paced environment.

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

Remuneration: The position attracts a remuneration package ranging from \$238,982 to \$251,417, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$191,308.

Contract: The successful applicant will be engaged under a performance based contract for a period of three months with the possibility of extension. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Applicants are requested to submit an expression of interest (no more than two pages) outlining their skills and abilities with a current curriculum vitae and contact details of two referees.

Applications should be sent to the contact officer.

Contact Officer: Jill Divorty (02) 6207 5757 [jill.divorty@act.gov.au](mailto:jill.divorty@act.gov.au)

## **Procurement**

### **Infrastructure Procurement Group**

#### **Civil Infrastructure**

#### **Director, Civil Infrastructure**

**Executive Level 1.3 \$213,051 to \$223,976 depending on current superannuation arrangements, Canberra (PN: E750)**

Gazetted: 23 December 2014

Closing Date: 6 January 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service (ACTPS) and provides strategic advice and support to the Directorate's Ministers and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives. The Economic Development focus is on facilitating business development, investment, tourism and events, sport and recreation, arts, and other government activity, often in coordination with the private sector, to increase the economic performance of the ACT. Economic Development is also responsible for land release, facilitating projects through the office of Coordinator-General, and Procurement and Capital Works. Procurement and Capital Works facilitates the procurement of over \$1 billion of capital works, goods and services on behalf of the ACT Government agencies; prepares tenders and contracts; project manages works; develops, implements and provides advice on procurement policy and processes; maintains the Government's Contracts Register; administers the Government's prequalification and Work Health and Safety Active Certification schemes; and delivers Government capital works and infrastructure projects. The position of Director, Civil Infrastructure is responsible for ensuring the efficient and effective delivery of government procurement and project management processes, in addition to managing the reporting aspect of ACT Government Capital Works programs. Annually, Procurement and Capital Works facilitates procurement of infrastructure contracts with a significant value.

Notes: Selection may be made on application and referee reports only.

Remuneration: The position attracts a remuneration package ranging from \$213,051 to \$223,976, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,083.

Contract: The successful applicant will be engaged under a performance based contract for the period 31 January 2015 to 30 June 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Interested individuals should submit a short (maximum three page) application addressing the selection criteria, along with their resume and contact details of two referees.

Applications should be sent to the contact officer.

Contact Officer: George Tomlins (02) 6207 8944 [george.tomlins@act.gov.au](mailto:george.tomlins@act.gov.au)

## **Procurement**

### **Infrastructure Procurement Group**

#### **Commercial Infrastructure**

##### **Director, Commercial Infrastructure**

**Executive Level 1.3 \$213,051 to \$223,976 depending on current superannuation arrangements, Canberra (PN: E751)**

Gazetted: 23 December 2014

Closing Date: 6 January 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service (ACTPS) and provides strategic advice and support to the Directorate's Ministers and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives. The Economic Development focus is on facilitating business development, investment, tourism and events, sport and recreation, arts, and other government activity, often in coordination with the private sector, to increase the economic performance of the ACT. Economic Development is also responsible for land release, facilitating projects through the office of Coordinator-General, and Procurement and Capital Works. Procurement and Capital Works facilitates the procurement of over \$1 billion of capital works and goods and services on behalf of the ACT Government agencies; prepares tenders and contracts; project manages works; develops, implements and provides advice on procurement policy and processes; maintains the Government's Contracts Register; administers the Government's prequalification and Work Health and Safety Active Certification schemes; and delivers Government capital works and infrastructure projects. The position of Director, Commercial Infrastructure is responsible for ensuring the efficient and effective delivery of government procurement and project management processes, in addition to managing the reporting aspect of ACT Government Capital Works programs. Annually, Procurement and Capital Works facilitates procurement of infrastructure contracts with a significant value.

Eligibility/Other Requirements: Candidates will be required to provide high quality leadership and strategic planning for infrastructure procurement and project delivery in the management and overseeing of the project management of major contracts comprising a significant proportion of the capital works budget.

Notes: Selection may be made on application and referee reports only.

Remuneration: The position attracts a remuneration package ranging from \$213,051 to \$223,976, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,083.

Contract: The successful applicant will be engaged under a performance based contract for the period 31 January 2015 to 30 June 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Interested individuals should submit a short (maximum three page) application addressing the selection criteria, along with their resume and contact details of two referees.

Applications should be sent to the contact officer.

Contact Officer: George Tomlins (02) 6207 8944 [george.tomlins@act.gov.au](mailto:george.tomlins@act.gov.au)

## **Arts, Business, Events, Tourism and Sport**

### **Sport and Recreation Services**

#### **Sport and Recreation Facilities**

##### **Manager**

**Senior Officer Grade A \$127,557, Canberra (PN: 34853)**

Gazetted: 18 December 2014

Closing Date: 31 December 2014

Details: Sport and Recreation Services are seeking an experienced manager and highly organised person to undertake the role of Senior Manager Sport and Recreation Facilities. The diverse and busy senior role includes the management and leadership of a team delivering a variety of operational, management, advocacy and policy development activities. The role includes ensuring effective delivery of key projects, contract management, sportsground and facilities management and the effective delivery of strategic projects. The successful applicant will be required to represent the Directorate, nurture alliances, relationships and partnerships, lead and manage day-to-day operations of the team, monitor leasing arrangements and contracts, coordinate stakeholders, prepare complex briefs, submissions and complex business cases and associated budget management, capital works and recurrent bids.

Notes: Selection for this position may be based on written application and referee reports only.

Contact Officer: Rebecca Kelley (02) 6207 4389 rebecca.kelley@act.gov.au

**Workplace Safety and Industrial Relations**

**Office of the Executive Director**

**Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 31716)**

Gazetted: 22 December 2014

Closing Date: 2 January 2015

Details: The Workplace Safety and Industrial Relations Division are seeking an experienced policy and project officer to coordinate the delivery of whole of government Healthy Weight Action Plan initiatives. The successful applicant will prepare complex/sensitive ministerial reports and advice, liaise with the ministers' offices, foster collaborative partnerships with directorates, provide high level secretariat support for relevant committees and assist in the efficient management and delivery of Healthy Weight Action Plan and other healthy lifestyle initiatives.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience will be highly regarded.

Notes: This is a temporary position available for a period of up to two years. Selection may be based on application and referee reports alone, or may involve interview and/or practical task assessment.

Contact Officer: Michael Young (02) 6205 3095 michael.young@act.gov.au

**Shared Services ICT**

**Business Application Management**

**Health ICT**

**Critical Systems Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 21700)**

Gazetted: 06 January 2015

Closing Date: 21 January 2015

Details: This role provides application support and life-cycle management for a number of the Health Directorate's critical systems and their associated components. This position is required to liaise with vendors, users and other technical staff in relation to implementation, system support, maintenance and enhancements.

Eligibility/Other Requirements: The possession of, or the ability to attain, a baseline security clearance is a requirement. Education and/or professional qualifications in information technology are highly desirable. Experience in and/or knowledge of the Health environment including an understanding of hospitals critical systems are highly desirable. Educational and professional qualifications checks may be undertaken prior to employment.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Karen Chudleigh (02) 6174 8013 karen.chudleigh@act.gov.au

**Workplace Safety and Industrial Relations**

**Continuous Improvement and Workers' Compensation**

**Workers' Compensation Policy**

**Senior Policy Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34301)**

Gazetted: 22 December 2014

Closing Date: 2 January 2015

Details: The Workplace Safety and Industrial Relations Division is seeking an experienced Policy and Project Officer to join its Workers' Compensation Policy Team. The successful applicant will lead and be involved in a range of regulatory and policy initiatives designed to improve workers' compensation scheme performance.

Eligibility/Other Requirements: Experience in personal injury scheme management or tertiary qualifications in a related area will be highly regarded.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency from this process. Selection may be based on application and referee reports alone, or may involve interview and/or practical task assessment.

Contact Officer: Michael Young (02) 6205 3095 michael.young@act.gov.au

**Arts, Business, Events, Sport and Tourism**

**Innovation Trade and Investment**

**Small Business and Skills**

**Project Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 15587)**

Gazetted: 05 January 2015

Closing Date: 19 January 2015

Details: Expressions of Interest are sought from suitably experienced and motivated individuals to fill the role of Project Manager in the Small Business and Skills Section, part of Innovation, Trade and Investment Branch within Chief Minister, Treasury and Economic Development Directorate. The Small Business and Skills Section is outward focused and deals with a range of local, national and international initiatives. The team delivers several websites and associated social media accounts; promotion of Canberra as a study destination of choice; small business engagement around skills attraction where the local workforce cannot meet their needs; delivery of ACT Skilled and Business Migration Program within Department of Immigration and Border Protection policy parameters; participation in the national Business Online Services Project which delivers the Australian Business Licence and Information Service and the Australian Business Account; Indigenous business support; and ad hoc general support to small businesses including coordination following emergency or disaster situations. To be successful in this role you will need to demonstrate solid project/change management experience; procurement and contract management skills; a solid customer focus including an understanding of customer experience in online environments; strong oral and written communication skills with the ability to effectively represent the ACT Government in a range of environments including cross jurisdiction working groups. Preparation of briefs and other complex written material is a routine requirement of this position.

Eligibility/Other Requirements: An understanding of the ACT Business Environment and ICT projects would be highly regarded.

Notes: This is a temporary position available from 27 February 2015 to 26 February 2016.

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

**Business, Tourism, Events and Sport**

**Innovation Trade and Investment**

**Invest Canberra**

**Senior Trade and Investment Advisor**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 09684)**

Gazetted: 06 January 2015

Closing Date: 20 January 2015



Details: Invest Canberra is seeking an experienced Senior Trade and Investment Advisor to support trade development and investment facilitation initiatives. The position will manage the delivery of niche trade development programs aimed at building the capability of enterprises to export to new markets.

Notes: This is a temporary position available from 1 February 2015 until 31 December 2015.

Contact Officer: David Saunderson (02) 6207 0112 david.saunderson@act.gov.au

**Arts, Business, Events, Sport and Tourism**

**Territory Venues and Events**

**Commercial Manager**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 35035)**

Gazetted: 18 December 2014

Closing Date: 8 January 2015

Details: The Commercial Manager reports to the Territory Venue and Events (TVE) Senior Manager, Corporate. It is the role of this position to develop and implement the TVE Marketing Strategy, and the development and implement the sales strategy and sponsorship program for the TVE venues. This position seeks new business, develops and manages the sales, sponsorship and corporate hospitality programs for TVE including client liaison, relationship building and stakeholder management. A strong commercial focus is required for this role.

Eligibility/Other Requirements: At least three years experience in the venue and/or event industry. Current driver's licence. Experience in the sales and hospitality functions (conferences, functions, etc) in the venue and/or event industry.

Notes: This is a temporary position available until 4 July 2015.

Contact Officer: Liz Clarke (02) 6207 2294 liz.clarke@act.gov.au

**Land Development**

**Development Ready Estates**

**Sustainability and Innovation, Development Ready (Estates) Unit**

**Project Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 18802)**

Gazetted: 06 January 2015

Closing Date: 20 January 2015

Details: The Land Development Agency (LDA) is seeking a dynamic and knowledgeable person to fill the position of Project Officer, Sustainability and Innovation. They will work to enhance the LDA's reputation as a sustainable land developer by providing strategic direction on sustainable land release and urban redevelopment and through direct project delivery. The ideal candidate will possess sound research, writing and administrative skills as well as an interest and understanding of policies and best practice in sustainable design and development within Australia and elsewhere. Knowledge of legislation, policies and procedures governing land development in ACT or other Australian jurisdiction would be an asset.

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

Notes: This is a temporary position available from January 2015 until January 2016. This position will be filled at either the Administrative Services Officer Class 5 or Administrative Services Officer Class 6 level, dependant on the skills and experience of the successful applicant.

Contact Officer: Kerry Browning (02) 6207 1699 kerry.browning@act.gov.au

**Business Enterprise Division**

**ACT Property Group**

**Property Projects and Services**

**Facilities Maintenance Officer**

**General Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 22587)**

Gazetted: 02 January 2015

Closing Date: 9 January 2015

Details: Applications are sought to fill a position as a Planned Maintenance Supervisor within ACT Property Group. The successful applicant will need to have strong computer skills, and will be responsible for the management and implementation of work plans for numerous sites. This includes the duties of general and preventative/scheduled maintenance, supervising contractors and responding to service requests from clients and stakeholders.

Eligibility/Other Requirements: A technical/trade qualification is desirable but not essential. Current driver's licence.

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

Contact Officer: Steve McDougall 0418 631568 [steve.mcdougall@act.gov.au](mailto:steve.mcdougall@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.

## **Arts, Business, Events, Sport and Tourism**

### **Territory Venues and Events**

#### **Membership and Conference Coordinator**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 09950)**

Gazetted: 18 December 2014

Closing Date: 8 January 2015

Details: This role reports to the Commercial Manager and is to co-ordinate the conference, events and functions business for Territory Venues and Events including: Function/event sales and business development. Marketing and administrative coordination. Function coordination and delivery. Client and corporate liaison.

Eligibility/Other Requirements: At least three years experience in the venue and/or event industry. Current driver's licence. Experience in the sales and hospitality functions (conferences, functions, etc) in the venue and/or event industry.

Notes: This is a temporary position initially available 5 January 2015 until 4 July 2015 with the possibility of permanency from this process. Duties will include after hours and weekend work with interstate travel possible.

Contact Officer: Liz Clarke (02) 6207 2294 [liz.clarke@act.gov.au](mailto:liz.clarke@act.gov.au)

## **Arts, Business, Events, Sport and Tourism**

### **Territory Venues and Events**

#### **Venue Administration Support Assistant**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 35038)**

Gazetted: 18 December 2014

Closing Date: 8 January 2015

Details: This role performs financial management functions of accounts payable, accounts receivable, journal entries and maintaining purchasing records. The position also assists in the preparation and support for events at the venues managed by Territory Venues and Events (TVE); prepares routine correspondence, including finance reports and other less complex written material. In addition to maintaining the booking event system for Stromlo Forest Park, the Venue Administration Support Assistant assists the Commercial and Membership Team with marketing, sales and membership administration and support, including maintaining the Events Perfect database when required. General office tasks are also duties undertaken by the Venue Administration Support Assistant. This position requires demonstrated experience in the events/venue industry, with a sound knowledge and experience of finance system, MYOB EXO, or similar.

Eligibility/Other Requirements: C Class driver's licence. Experience in the use of Microsoft Office, MYOB EXO and an events booking system.

Notes: Duties may include after hours and weekend work. Selection for this process may be based on application and referee reports only.

Contact Officer: Michael Marsalek (02) 6256 6704 [m.marsalek@tveact.com.au](mailto:m.marsalek@tveact.com.au)

## **Workforce Capability and Governance**

### **Workplace Safety and Industrial Relations**

### **Injury Management and Safety**

#### **Claims Management Administrative Support Officer**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 09078)**

Gazetted: 05 January 2015

Closing Date: 12 January 2015

Details: The Injury Management and Safety Team in the Chief Minister, Treasury and Economic Development Directorate has a vacancy at the Administrative Services Officer Class 4 level for a Claims Management Administrative Support Officer. The team works collaboratively with business areas across ACT Government to coordinate targeted and holistic injury management rehabilitation and return to work services for injured and ill employees. Duties include consulting Directorates and Comcare to assist with the administrative management of less complex low risk compensation cases which includes implementation of injury management policies and processes, interpretation of relevant legislation and assisting with the implementation of best practice injury management across Government. The position also involves analysing information from multiple sources to prepare case reviews and action plans that support claims management processes and achieve positive outcomes. You will be rewarded with a positive team environment and flexible work arrangements and the opportunity to contribute to successful management of injured and ill workers. Successful applicants will have an eye for detail, work under limited supervision and be able to provide administrative support across a variety of tasks for other team members.

Eligibility/Other Requirements: Demonstrated experience in interpreting Safety, Rehabilitation and Compensation legislation and the management of records according to the *Territory Records Act 2002* will be highly desirable.

Notes: Those candidates found suitable may be offered a permanent position or be included in an order of merit for future permanent, fixed-term or short-term temporary vacancies. Selection may occur from application and referee reports alone, or may involve interview and/or practical task assessment.

Contact Officer: Rachel Hughes (02) 6207 8322 rachel.hughes@act.gov.au

### **Land Development**

#### **Land Development Agency**

#### **Sales and Marketing**

#### **Project Administration Officer**

#### **Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 33663)**

Gazetted: 22 December 2014

Closing Date: 12 January 2015

Details: The Land Development Agency (LDA) Marketing team is responsible for developing marketing strategies, managing and coordinating marketing communication, as well as event and public relations activities to support the LDA's corporate objectives. This position will be responsible for providing administrative and coordination support to the marketing teams.

Eligibility/Other Requirements: We are seeking a person with an enthusiastic approach combined with skills and experience in a sales and marketing support role. This position requires a person who is self motivated, organised with the ability to work flexibly, show initiative and manage a range of priorities.

Note: This is a temporary position available from 01 February 2015 to 31 July 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Melissa Anderson (02) 6205 7251 melissaa.anderson@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](mailto:jobs@act.gov.au)**

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

**Early Intervention and Prevention**

**Child, Youth and Family Services Program**

**Senior Program Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 03874)**

Gazetted: 22 December 2014

Closing Date: 23 January 2015

Details: The Office of Children, Youth and Family Support is seeking a dynamic and self motivated person, with a passion for making a difference in the lives of disadvantaged children, young people and their families to fill the position of Senior Program Officer, Child, Youth and Family Services Program. The Senior Program Officer, Child, Youth and Family Services Program (CYFSP) has responsibility for managing programs and relationships management of key community sector organisations and partnerships. The position is responsible for: Management of service funding agreements within the Child, Youth and Family Services Program, Children's Services Program and other associated programs. Relationship management of community sector organisations as part of the single relationship management model of Community Services Directorate (CSD). Development of policies and projects associated with the Child, Youth and Family Services Program, including project management and implementation. Establishing and maintaining collaborative working relationships with the community sector, across the Directorate and across the ACT Government. Leading staff and representing the Directorate at a range of Government and community forums. The position requires a high level understanding of the current policy environment, procurement and government contracting in a human services setting and knowledge of the ACT community.

Eligibility/Other Requirements: Essential qualifications and experience: Government procurement and contract management experience, preferably in the human service sector. Relevant tertiary qualifications and experience are highly desirable, but not essential. A current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable people registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

Contact Officer: Morgan Eddey (02) 6207 6306 [morgan.eddey@act.gov.au](mailto:morgan.eddey@act.gov.au)

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Housing Manager**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 09080)**

Gazetted: 19 December 2014

Closing Date: 2 January 2015

Details: This position is part of a regional tenancy team. The Housing Manager is responsible for tenancy management across a portfolio of properties and for providing advice and support to public housing tenants to assist them to maintain their tenancy. The role involves managing a range of tenancy related matters, working as part of a team and individually to meet team, organisational and individual goals, and working in partnership with clients and the community. The successful applicant will provide high quality client service, enjoy working with a diverse client group, be self motivated and well organised.

Eligibility/Other Requirements: A current driver's licence is essential. Experience in using a range of IT business and office applications.

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

Contact Officer: Vicki Phillips (02) 6205 4791 [vicki.phillips@act.gov.au](mailto:vicki.phillips@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.

**Service Strategy and Community Building**

**Service Reform and Governance**

**Organisational Governance**

**Records Officer**

**Administrative Services Officer Class 2 \$49,189 - \$54,315, Canberra (PN: 14156)**

Gazetted: 06 January 2015

Closing Date: 13 January 2015

Details: This position provides a range of activities associated with the creation and management of client and administrative records for the Office for Children, Youth and Family Support, Disability and Therapy ACT. The primary tasks include the creation and management of client files and the management of the Directorate's Recordkeeping system (TRIM).

Eligibility/Other Requirements: Driver's licence is essential. Knowledge of the TRIM system would be highly desirable.

Note: This is a temporary position available from 19 January 2015 to 27 February 2015

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Kevin Knudsen (02) 6205 4804 kevin.knudsen@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 Services**

**Women's Youth and Children**

**Obstetrics and Gynaecology**

**Obstetrics and Gynaecology with a Speciality in Maternal Fetal Medicine**

**Specialist/Senior Specialist \$147,465 - \$181,976**

**Senior Specialist \$199,231, Canberra (PN: 25843)**

Gazetted: 08 January 2015

Closing Date: 15 January 2015

The Position: Applications are invited for a permanent part time (0.4TE) position in Obstetrics and Gynaecology with a speciality in Maternal Fetal Medicine.

The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 2,800 births per year and is a principal referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital Randwick.

The department has a supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported.

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$147,465-\$181,976

Senior Specialist: \$199,231

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists or an equivalent higher specialist qualification. Also, a qualification in Maternal Fetal Medicine or, a Certificate of Obstetric and Gynaecological Ultrasound.

Contact Officer: Dr Steven Adair, Clinical Director (02) 6174 7591 or Ms Elizabeth Chatham, Executive Director, Women, Youth and Children's (02) 6174 7389

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 260

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Medicine Units**

#### **Temporary Staff Specialist - General Medicine**

#### **Staff Specialist Band 1-5 \$147,465 - \$181,976, Canberra (PN: 34532)**

Gazetted: 08 January 2015

Closing Date: 15 January 2015

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

Applications are invited for the above staff specialist position from suitably qualified medical graduates with Fellowship of the Royal Australasian College of Physicians who have or are eligible for unconditional medical specialist registration with the Australian Health Practitioner Regulation Agency (AHPRA). This is a 6 month temporary appointment with the possibility for extension.

Applicants should have had training and experience in General Medicine. Training and experience in a medical sub-specialty is preferable. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced Trainees in General Medicine. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff. Participation in the oncall and weekend arrangements for the General Medicine Unit and Medical Assessment and Planning Unit (MAPU) roster is expected.

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$147,465-\$181,976

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$294,520

Eligibility/Other Requirements: Registered or eligible for unconditional registration as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australasian College of Physicians (FRACP) in Acute General Medicine Services and/or medical sub- specialty.

Contribute to the Acute General Medicine Services on-call and after-hours roster.

Contact Officer: Dr Ashwin Swaminathan Director - Medical Assessment Planning Unit Telephone: +61 2 6244 2278  
e-mail :ashwin.swaminathan@act.gov.au

For academic enquiries, please contact: Professor Nicholas Glasgow

Dean, ANU Medical School Telephone: (02) 6125 2622 e-mail: dean.medical.school@anu.edu.au

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

## **Director General Reports**

### **Population Health**

### **Health Promotion**

## **Manager**

### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 18643)**

Gazetted: 08 January 2015

Closing Date: 15 January 2015

Details: Expressions of interest are sought to fill a temporary vacancy in the Health Promotion section of the Health Improvement Branch. Duties include leading the development, implementation and evaluation of social marketing initiatives; managing stakeholder activities related to the delivery of project objectives and outcomes; developing stakeholder relationships and networks; preparation and clearance of correspondence, briefs, submissions and reports and leading a team to work collaboratively across the organisation and with external partners.

Eligibility/Other Requirements: Relevant experience and/or tertiary qualifications in a health related discipline. High level strategic planning and project management skills and experience are desirable.

Notes: This is a temporary position available until 31 March 2015 with the possibility of extension. Selection may be based on written application only.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Tony Blattman (02) 6205 3345

## **Director General Reports**

### **Population Health**

#### **Health Promotion**

### **Senior Project Officer**

### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 24030)**

Gazetted: 08 January 2015

Closing Date: 15 January 2015

Details: Expressions of Interest are sought to fill a temporary position in the Health Promotion section of the Health Improvement Branch. Duties include leading the development, implementation and evaluation of social marketing initiatives; managing stakeholder activities related to the delivery of project objectives and outcomes; developing stakeholder relationships and networks; preparation and clearance of correspondence, briefs, submissions and reports; lead a team to work collaboratively across the organisation and with external partners.

Eligibility/Other Requirements: A tertiary qualification and/ or strong demonstrated experience in social marketing, communications, public health and/or related disciplines are desirable. Experience working within the public health, community or government sectors is highly desirable.

Notes: This is a temporary position available until 31 March 2015 with the possibility of extension. Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports only.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Susie Leydon (02) 6205 1422

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy**

**Lead Pharmacist for Rehabilitation, Aged Care and Community Care  
Health Professional Level 4 \$93,254 - \$100,382, Canberra (PN: 32635)**

Gazetted: 08 January 2015

Closing Date: 15 January 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. An exciting opportunity exists for the position of Lead Pharmacist for Rehabilitation, Aged Care and Community Care at Canberra Hospital and Health Services (CHHS) to join this team. This is a permanent full-time position that will be responsible for providing leadership, and coordination for all pharmacy services to the Rehabilitation, Aged Care and Community Care Division of CHHS. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to surgical disciplines and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia is mandatory. Postgraduate qualifications (or working towards) relevant to this position (e.g. Clinical Pharmacy, Rehabilitation, Aged Care, Management, Education or Research) and /or a minimum of five years working in RACC pharmacy services. Medication Management review accredited with the Australian College of Consultant Pharmacy or equivalent, or enrolled in said course during probation period. Membership with the Society of Hospital Pharmacists of Australia desirable.

Notes: It is expected that this position will have a 50% clinical load, with the other listed duties making up the remaining 50%. Part-time/job share will be considered. This position may move to any future subacute facilities off CHHS main campus.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Miriam Lawrence (02) 6244 2203

### **Canberra Hospital and Health Services**

#### **Women, Youth and Children**

#### **Children, Youth and Women's Health Program**

#### **Maternal and Child Health Nurse**

#### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 22759, several)**

Gazetted: 08 January 2015

Closing Date: 29 January 2015

Details: ACT Health currently has several positions available for suitably qualified Nurses and Midwives who aspire to work in the community as a Maternal and Child Health (MACH) Nurse/Child and Family Health Nurse. This is an excellent opportunity to join a professional nursing team who work in partnership with families and children, from birth to five years, in the Canberra community. The MACH service is provided Monday to Friday.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate qualifications in Maternal, Child and Family Health. Qualifications in Midwifery or Paediatrics are highly desirable. Hold a current driver's licence.

Notes: Several positions are available, full-time or part-time hours are negotiable.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Louise Murphy (02) 6205 1827

### **Canberra Hospital and Health Services**

#### **Women, Youth and Children**

#### **Women's and Babies**

#### **CatCH Midwife**

#### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 23541, several)**

Gazetted: 08 January 2015

Closing Date: 22 January 2015

Details: A rewarding and challenging opportunity exists for an enthusiastic and experienced Midwives interested in working in the Continuity of Care at Centenary Hospital (CatCH) program. CatCH Midwives provide caseload midwifery care to all risk women, including pregnancy, birthing and postnatal care within the hospital and community settings.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency as a Midwife and a current unconditional driver's licence.

Note: These are salaried full time positions with a 35% loading plus car allowance. Part-time hours will be considered. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Christine Fowler (02) 6174 7684

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Community Care Program  
Dietitian**

**Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 28117)**

Gazetted: 08 January 2015

Closing Date: 22 January 2015

Details: Applications are sought from suitably qualified and experienced Dietitians to fill a full-time permanent vacancy in the Rehabilitation Aged and Community Care (RACC) Nutrition Service. Community Care Dietitians work with an interprofessional and multidisciplinary approach to provide nutrition assessment and treatment in community settings to individuals and groups, from health centres and in patient homes. Applicants are required to have strong communication skills, experience in renal dialysis nutrition and enteral feeding. They should enjoy working as part of a team that strives to deliver high quality patient centred care to patients who often have complex needs.

Eligibility/Other Requirements: Degree in Science with qualifications in Nutrition and Dietetics, or equivalent. Eligible for Accredited Practising Dietitian status with the Dietitians Association of Australia. Current driver's licence.

Notes: This position may be required to participate in overtime, on call, and/or rotation rosters. 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.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Sarah Gordon 0421 097 392

**Canberra Hospital and Health Services**

**Deputy Director General Canberra Hospital and Health Services**

**ACT Chief Nurse**

**Administration Officer SCPU**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 33812)**

Gazetted: 08 January 2015

Closing Date: 15 January 2015

Details: The Office of the Chief Nurse is seeking an enthusiastic and suitably experienced individual to fill an Administrative Officer position in the ACT Health Student Clinical Placement Unit located at Canberra Hospital. The Student Clinical Placement Unit provides leadership, coordination and governance of student clinical placements within ACT Health facilities. The successful applicant will be required to build and maintain professional working relationships with education providers, students and other relevant internal and external stakeholders. The successful applicant will possess exceptional administrative, organisational and time management skills, and be able to work both autonomously and within a small team environment. A positive attitude, attention to detail and a strong customer service focus are essential requirements of this role.

Eligibility/Other Requirements: Experience and knowledge of data base systems in the health care sector is highly desirable.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Rowena King (02) 6174 5127

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Community Care Program**

**Night Duty Nurse - Complex Southside House**

**Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 33096, several)**

Gazetted: 08 January 2015

Closing Date: 22 January 2015

Details: Community Care Program, Community Nursing, is seeking applications from motivated and experienced Registered Nurses to share a unique and challenging position within a community setting. These positions are being offered to two Registered Nurses over 6 x 10 hour night shifts per fortnight. This position is ideally suited to Registered Nurses with excellent clinical skills and the ability to work autonomously in providing care to a young ventilator dependent patient residing in the home environment on the south side of Canberra. The Registered Nurses are responsible for the provision of care requiring nursing expertise and competence in the maintenance of the ventilated

patient. Ongoing training and support will be provided. Interested Nurses are encouraged to speak with the Contact Officer to discuss the position.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency and in possession of a current driver's licence. Recent experience in high dependency acute care setting and/or nursing of patients with complex needs is desirable but not essential. Recent experience in the care of ventilated patients is highly desirable.

Notes: These are two part-time positions being offered over 6 x 10 hour night shifts per fortnight.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Julie Winter (02) 6244 2900

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Acute Support Service**

**Clinical Psychologist**

**Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 12193)**

Gazetted: 08 January 2015

Closing Date: 22 January 2015

Details: An exciting opportunity exists for a Clinical Psychologist to join the supportive and collaborative Clinical Support Services Psychology Team based at Canberra Hospital. The team provides clinical care to acute areas (including Paediatric, and general medical caseloads such as Renal, Cardiology, Neurology, Neurosurgery) and outpatient services (e.g. Pain Management Unit, Cardiac and Pulmonary Rehabilitation). This diversity of caseload presents as an exciting opportunity to develop your skills across various areas, and work closely with other multidisciplinary colleagues. Regular professional development opportunities exist with Clinical Psychology, Psychology and multidisciplinary colleagues across ACT Health.

Eligibility/Other Requirements: General Psychology registration with the Australian Health Practitioner Regulation Agency (AHPRA). Masters/Doctoral degree in Clinical Psychology Ability to work towards or currently registered as a Clinical Psychology Registrar; Area of Practice Endorsement in Clinical Psychology.

Notes: This is a temporary part-time position at three days per week available for a period of 12 months with the possibility of extension, commencing mid February 2015. This position may be required to participate in overtime, on call, and/or rotation roster.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: June Gunning (02) 6174 5135

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy - TCH**

**Clinical Pharmacist**

**Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 18773, several)**

Gazetted: 08 January 2015

Closing Date: 22 January 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. Due to an expansion of services we are currently recruiting a variety of permanent and temporary positions for Clinical Pharmacists (HP2).

Eligibility/Other Requirements: Mandatory: Appropriate pharmacist qualifications and eligibility for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

**About our great city, Canberra, Australia's National Capital:**

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Miriam Lawrence (02) 6244 2203

**Canberra Hospital and Health Services**

**Cancer, Ambulatory and Community Health**

**Canberra Region Cancer Centre Operational Management**

**Clinical Support Administration Officer**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 27249)**

Gazetted: 08 January 2015

Closing Date: 22 January 2015

Details: An exciting opportunity exists to join the Canberra Region Cancer Centre Team in the role of Clinical Support Administration Officer. The duties of this position include collaboratively providing the booking and coordination of

patient appointments, management of patient files and the processing of accounts and billing. These tasks are undertaken in a direct customer service environment. The successful applicant will be required to have a strong customer focus, efficient and accurate database skills for the input of patient details, the ability to maintain patient filing systems and undertake front of house receptionist duties.

Eligibility/Other Requirements: Ability to work varying start/finish times between 7.30am and 6.00pm to meet the operational requirements of the centre. Experience within a health administration area including ACTPAS would be an advantage however area specific training will be provided.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Melissa Greck (02) 6174 8484

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Nursing Administration**

**Enrolled Nurse**

**Enrolled Nurse Level 1 \$53,501 - \$57,161, Canberra (PN: 24619, several)**

Gazetted: 08 January 2015

Closing Date: 15 January 2015

Details: Several positions available for Enrolled Nurses to work within the relief pool. Develop diverse skills and experience as you work across all areas within the acute setting.

The Nursing Relief Pool offers:

A supportive orientation period of up to 3 months;

Ongoing training and education through Staff Development Unit (SDU);

Rotating Rosters; and

Permanent full-time or part-time positions.

Eligibility/Other Requirements: Registered or is eligible for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Jenny Hegarty (02) 6244 2915

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Community Care Nursing  
Enrolled Nurse**

**Enrolled Nurse Level 1 \$53,501 - \$57,161, Canberra (PN: 27109)**

Gazetted: 08 January 2015

Closing Date: 15 January 2015

Details: The Community Care Program is seeking applications from Medication Endorsed Enrolled Nurses to fill a full-time permanent position. Enrolled Nurses interested in working in Community Nursing should have a wide range of clinical experience and be committed to high quality customer service with a multidisciplinary focus. These positions require an ability to work autonomously with a high level of problem solving skills. This is an exciting opportunity to work in a progressive and rewarding program, providing community nursing services to the residents of Canberra, in their homes and in Health Centre clinics. Interested nurses are encouraged to speak with the contact officer to discuss these positions.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Recent experience in a wide range of clinical hospital and/or community health settings is highly desirable.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Deirdre Barter (02) 6205 1285

**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)**

**Office of Regulatory Services  
Transport Regulation**

**Executive**

**Manager Compliance**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 33121)**

Gazetted: 23 December 2014

Closing Date: 8 January 2015

Details: Under the limited direction of the Manager, Road User Services: Lead, manage and monitor teams including Parking Review, Accredited Driving Instructors, Authorised Examiners and Proprietors. Provide a high level of customer service to medical professionals, licence holders/vehicle operators. Lead and direct staff in the provision of high level advice and compliance activities for Office of Regulatory Services (ORS) clients, including the development of a team work plan and setting of the teams work priorities. Foster an environment of working together across the various disciplines within (ORS). Implement and monitor policy and processes to provide best outcomes across a range of regulatory responsibilities. Prepare complex correspondence including ministerial and briefs. Develop and review compliance programs. Maintain records in accordance with the *Territory Records Act 2002*.

Notes: This is a temporary position available until 1 February 2016.

Contact Officer: Rebecca Wilson (02) 6207 9729 rebecca.wilson@act.gov.au

**Corporate**

**ICT Programs and Project Delivery**

**ICT Programs and Project Delivery**

**Project Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 35095)**

Gazetted: 19 December 2014

Closing Date: 7 January 2015

Details: A great opportunity exists for a motivated and experienced IT professional. The successful applicant will have experience in managing ICT projects. This role will initially project manage and coordinate activities for the KRONOS (24/7 Workforce Pay and rostering) business system upgrade project. Other projects may also need to be managed across the Justice and Community Safety Directorate (JACSD) following this. Other projects in JACSD involve supporting business process change, collaborating with key stakeholders and sponsors from multiple business units and from other Directorates to achieve results. Some of these key initiatives are outlined in the 2013/14 and 2014/15 budget papers. JACSD has a large number of government and business critical systems. The larger areas within the JACSD portfolio with significant ICT footprint include: ACT Law Courts and Tribunals, Emergency Services Agency and ACT Corrective Services. There are also a range of systems to which support provision of legal services, policy development and legislation drafting and publishing and statutory agencies' client case management.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Relevant tertiary qualifications in Project Management would be advantageous but are not essential. Knowledge of the Information Technology Infrastructure Library (ITIL) framework and PRINCE2 would be advantageous but is not essential.

Note: This is a temporary position available until 1 November 2015 with the possibility of extension.

Contact Officer: Melissa Tierney (02) 6205 3196 melissa.tierney@act.gov.au

**ACT Law Courts and Tribunal**

**Registry Operations**

**Senior Team Leader**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 22846)**

Gazetted: 06 January 2015

Closing Date: 30 January 2015

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced manager to undertake the role of Senior Team Leader, Supreme Court, Criminal Unit, Registry Operations. The successful applicant will have effective people management skills, work with a range of stakeholders, including Judicial Officers, staff, legal practitioners and relevant government agencies and be able to achieve quality outcomes for the ACT Law Courts and Tribunal Administration. Responsibilities include leading, managing and training staff to ensure that the work of the team is



effective, consistent and accurate, processing documentation provided for under ACT Law Courts and Tribunal legislation and practice directions, responding to complex enquiries, reporting on statistical or case management enquiries, assisting with the development, implementation and review of policies, practices, systems and processes, participating in the development and implementation of the new Law Courts and Tribunal ICT Case Management System, liaising with clients and exercising the statutory appointment of Deputy Registrar as required.

Notes: This is a temporary position available until 31 December 2015. This is a generic position, an order of merit will be established from this process and may be used to temporarily fill other positions at level over the next 12 months.  
Contact Officer: Anne Barr (02) 6207 1262 [anne.barr@act.gov.au](mailto:anne.barr@act.gov.au)

**Public Trustee for the ACT  
Administrative Officer**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 43749)**

Gazetted: 22 December 2014

Closing Date: 29 December 2014

Details: The Public Trustee is looking for an Officer to perform a variety of administrative support tasks within the Financial Management Services Unit (including Reception). The duties include examination of accounts maintained and lodged by persons appointed as financial manager for persons with a decision-making disability and may include collect, register and distribute incoming/outgoing mail, attend to daily banking and document lodgements, data base entries, maintain statistics, prepare basic correspondence. Assist Trust Officers in processing Powers of Attorney and Management Orders of the ACT Civil and Administrative Tribunal (ACAT) and other duties as required.

Eligibility/Other Requirements: A current driver's licence. Ability to use Microsoft Office Suite and MYOB would be an advantage.

Notes: Selection may be based on written application and referee report only. It is in the interest of applicants to include two referee reports which address the selection criteria, with their applications.

Contact Officer: Jennifer Woolrych (02) 6207 9819 [jennifer.woolrych@act.gov.au](mailto:jennifer.woolrych@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](mailto:jobs@act.gov.au)**

**Directorate Services Division**

**Governance**

**Policy and Planning**

**Policy and Systems Coordination**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 10047)**

Gazetted: 05 January 2015

Closing Date: 19 January 2015

Details: We are looking for a motivated and dynamic team member with experience in the management of a user focused intranet with a strong understanding of accessibility requirements. You will also have a sound understanding of innovative technologies that can deliver strong business outcomes.

Notes: This is a temporary position available until June 2015, with the possibility of permanency.

Contact Officer: Sue Reif (02) 6207 5769 [sue.reif@act.gov.au](mailto:sue.reif@act.gov.au)

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

**Directorate Services  
Operational Support**

**Asset Information Group**

**Spatial Integration Architect**

**Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 23568)**

Gazetted: 07 January 2015

Closing Date: 14 January 2015

Details: The position reports directly to the Spatial Infrastructure Manager. The position is a subject matter specialist responsible for solution delivery of the integration of spatial and related information. Operational Support's managed and administered business systems include the Corporate Geographic Database (CGD) and Integrated Asset Management System (IAMS).

Eligibility/Other Requirements: Experience and knowledge of ESRI platform and spatial tools such as FME. Experience and knowledge of Databases (Oracle, Access) and related tools such as SQL, TOAD. A tertiary level qualification appropriate to the scope of activities to be performed is highly desirable.

Note: This is a Temporary vacancy available from 19 January 2015 to 1 May 2015 with the possibility of extension.

How to Apply: Potential candidates need to provide written applications addressing all aspects of the selection criteria, contact details of at least two referees and current curriculum vitae. Selection for this position may be based on written application and referee reports only. Enquiries about the position can be made with the contact officer.

Application is to be sent to the

contact officer:

Chris Comer (02) 6207 6557 [chris.comer@act.gov.au](mailto:chris.comer@act.gov.au)

**APPOINTMENTS**

**Capital Metro**

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Karen McKernan 844-83125, Section 68(1), 5 January 2015

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 4 \$61,874 - \$66,997**

Melanie Barnes 843-98692, Section 68(1), 19 December 2014

**Administrative Services Officer Class 5 \$68,766 - \$72,789**

Jodie Gardiner 844-83539, Section 68(1), 19 December 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Paul Ian Morgan 607-58382, Section 68(1), 5 January 2015

**Education and Training**

**Senior Officer Grade B \$109,831 - \$123,642**

Liana Dobson 835-44547, Section 68(1), 24 December 2014

**General Service Officer Level 10 \$70,913 - \$81,460**

Robert Hatcliffe 835-28600, Section 68(1), 5 January 2015

**Senior Officer Grade A \$127,557**

Christine Edith Lucas 033-39894, Section 68(1), 7 January 2015

**General Service Officer Level 6 \$48,163 - \$50,446**

Leonie Robinson 843-33151, Section 68(1), 23 December 2014

**General Service Officer Level 6 \$48,163 - \$50,446**

Daryl Taylor 843-38534, Section 68(1), 22 December 2014

**Environment and Planning**

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Richard Hekimian 836-03017, Section 68(1), 19 December 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Meaghan Russell 844-76654, Section 68(1), 2 January 2015

**Administrative Services Officer Class 5 \$68,766 - \$72,789**

Johanna Wallner 844-01396, Section 68(1), 1 January 2015

**Health**

**Registered Nurse Level 1 \$58,989 - \$78,799**

Risolly Arimbur Paul 825-49485, Section 68(1), 18 December 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Dorota Baker, Section 68(1), 5 January 2015

**Administrative Services Officer Class 2/3 \$49,189 - \$59,980**

Catherine Barnetson 834-53338, Section 68(1), 1 January 2015

**Health Professional Level 1 \$53,784 - \$68,527**

Faith Bivirakare 844-83707, Section 68(1), 12 January 2015

**Senior Officer Grade C \$93,254 - \$100,382**

Amanda Boers 842-89672, Section 68(1), 8 January 2015

**Health Service Officer Level 3 \$44,914 - \$46,374**

Nenita Dimabuyo 840-51883, Section 68(1), 18 December 2014

**Health Professional Level 1 \$53,784 - \$68,527**

Samuel Durant 844-83344, Section 68(1), 2 January 2015

**Cadet – Practical Training \$43,064 - \$47,373**

Casey Edwards 844-82755, Section 68(1), 5 January 2015

**Administrative Services Officer Class 2/3 \$49,189 - \$59,980**

Casey Hayne 831-22993, Section 68(1), 5 January 2015

**Health Professional Level 4 \$93,254 - \$100,382**

Lok Leung 844-82990, Section 68(1), 5 January 2015

**Registered Nurse Level 1 \$58,989 - \$78,799**

Martin Ngor 831-24366, Section 68(1), 8 January 2015

**Senior Officer Grade B \$109,831 - \$123,642**

Joanna Redmond 844-83213, Section 68(1), 5 January 2015

**Registered Nurse Level 1 \$58,989 - \$78,799**

Semi Sebastian 834-44407, Section 68(1), 18 December 2014

**Staff Specialist 1-5 \$147,465 - \$181,976**

Ashwini Tambe 833-59309, Section 68(1), 5 January 2015

**Justice and Community Safety**

**Administrative Services Officer Class 5 \$68,766 - \$72,789**

Kacie O'Sullivan 836-06365, Section 68(1), 24 December 2014

**Legal 1 \$57,353 - \$115,508**

Katherine Reimers 748-90982, Section 68(1), 5 January 2014

**Territory and Municipal Services**

**Capital Linen Service Band 8 \$93,254 - \$100,382**

Jan Anderies Nicolaas Cilliers 836-11893, Section 68(1), 19 December 2014

**Technical Officer Level 3 \$61,148 - \$69,377**

Alexander Makin 844-83598, Section 68(1), 19 January 2015

**Administrative Services Officer Class 4 \$61,874 - \$66,997**

Anne Paliaga 844-83635, Section 68(1), 5 January 2015

**General Service Officer Level 3/4 \$40,973 - \$44,935**

Russell Tapp 844-00289, Section 68(1), 23 December 2014

**TRANSFERS**

**Calvary Health Care ACT (Public)**

**Mary Ann Kuhl 774-30164**

From: Senior Staff Specialist \$199,231

ACT Health

To: Senior Staff Specialist \$199,231

Calvary Health Care ACT, Canberra (PN. 6780) (Gazetted 10 April 2014)

**Health**

**Elita Barrett: 786-92545**

From: Senior Officer Grade B \$109,831 - \$123,642  
Justice and Community Safety  
To: Senior Officer Grade B \$109,831 - \$123,642  
Health, Canberra (PN. 29709) (Gazetted 2 October 2014)

**Kate Phillips: 796-72677**

From: Health Service Officer Level 4 \$93,254 - \$100,382  
Health  
To: Health Professional Level 4 \$93,254 - \$100,382  
Health, Canberra (PN. 12094) (Gazetted 6 November 2014)

**Jane Temperley: 786-46098**

From: Registered Nurse Level 3.2 \$106,172  
Health  
To: Registered Nurse Level 3.2 \$106,172  
Health, Canberra (PN. 19577) (Gazetted 23 October 2014)

**Kirsten Willett: 741-16348**

From: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)  
Calvary Health Care ACT (Public)  
To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)  
Health, Canberra (PN. 20222) (Gazetted 4 September 2014)

## PROMOTIONS

### Calvary Health Care ACT (Public)

#### **Calvary Health Care ACT**

##### **Allied Health**

##### **Physiotherapy**

Jeanie Weber: 1610673

From: Health Professional Level 3 \$80,997-\$89,579 (up to \$89,579 on achieving a personal upgrade)  
Calvary Health Care ACT  
To: Health Professional Level 4 \$93,354-\$100,382  
Calvary Health Care ACT, Canberra (PN. 8294) (Gazetted 3 September 2014)

### Canberra Institute of Technology

#### **Business, Tourism and Accounting**

##### **Management and Business**

##### **Jennifer Carmichael: 820-7895**

From: Teacher Level 1 \$65,460 - \$87,344

Canberra Institute of Technology

To: †Teacher Level 2 \$93,298

Canberra Institute of Technology, Canberra (PN. 34888) (Gazetted 25 November 2014)

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

#### **Business, Tourism and Accounting**

**Business and Administration**

**Shari Madden: 793-8445**

From: Teacher Level 1 \$65,460 - \$87,344

Canberra Institute of Technology

To: †Teacher Level 2 \$93,298

Canberra Institute of Technology, Canberra (PN. 34886) (Gazetted 26 November 2014)

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, Treasury and Economic Development**

**Shared Services**

**Shared Services ICT**

**Project Management Office**

**Mohena Arora: 836-07886**

From: Graduate Administrative Assistant \$61,874 - \$63,771

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Chief Minister, Treasury and Economic Development, Canberra (PN. 31183)

**Shared Services**

**Shared Services Executive**

**Strategic Finance**

**Shuk Chu: 827-49110**

From: Senior Officer Grade C \$93,254 - \$100,382

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$109,831 - \$123,642

Chief Minister, Treasury and Economic Development, Canberra (PN. 01573) (Gazetted 25 November 2014)

**Land Development and Corporate**

**Corporate and Governance**

**Strategic Finance**

**Karen Lee De Britt: 543-25433**

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Chief Minister, Treasury and Economic Development, Canberra (PN. 18786) (Gazetted 4 December 2014)

**Land Development and Corporate**

**Policy, Projects and Legislation**

**Gaming and Racing Policy**

**Shane Donohoe: 836-10102**

From: Graduate Administrative Assistant \$61,874 - \$63,771

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Chief Minister, Treasury and Economic Development, Canberra (PN. 34859)

**Procurement**

**Infrastructure Procurement Group**

**Jonathon Dragos: 836-08280**

From: Graduate Administrative Assistant \$61,874 - \$63,771

Chief Minister, Treasury and Economic Development  
To: Professional Officer Class 1 \$49,452 - \$69,377  
Chief Minister, Treasury and Economic Development, Canberra (PN. 31576)

**Shared Services**

**Finance**

**Reporting and Governance**

**Luke Edmondson: 836-08221**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 07408)

**Finance and Budget**

**Budget Coordination and Reporting**

**Andrew Fahey: 836-08459**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 34964)

**Shared Services**

**Shared Services ICT**

**Business Analysis**

**Mitchell Hardiman: 836-08096**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 31584)

**Shared Services**

**Procurement**

**Goods and Services**

**Matthew Hart: 836-08272**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 30791)

**Land Development and Corporate**

**Infrastructure and Capital Works**

**Infrastructure Policy**

**Mohammadali Lashkari: 836-06998**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Professional Officer Class 1 \$49,452 - \$69,377  
Chief Minister, Treasury and Economic Development, Canberra (PN. 35115)

**Shared Services**

**Shared Services ICT**

**Desktop Services**

**Phu-Anh Le: 836-08088**

From: Graduate Administrative Assistant \$61,874 - \$63,771

Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 19602)

**Shared Services**

**Shared Services ICT**

**Desktop Services**

**Jieyi Liao: 836-13098**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 27581)

**Shared Services**

**Shared Services ICT**

**Microsoft Development**

**Daniel Loth: 836-08125**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 05091)

**Shared Services**

**Human Resources**

**Information and Data**

**Angela McCaughey: 836-08256**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 33490)

**Shared Services**

**Shared Services ICT**

**Platform Systems**

**Abass Olaode: 836-08192**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14505)

**Shared Services ICT**

**Operations**

**Platform Systems**

**Anastasios Papazoglou: 827-62219**

From: Information Technology Officer Class 2 \$70,913 - \$81,460  
Chief Minister, Treasury and Economic Development  
To: †Senior Information Technology Officer Grade C \$89,786 - \$96,809  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14679) (Gazetted 28 November 2014)

**Shared Services**

**Human Resources**

**Territory Records Office**

**Megan Robinson: 836-08248**



From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 35056)

**Policy and Cabinet**

**Strategic Policy and Cabinet**

**Kumudahsini Samarakoon: 836-08299**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 34963)

**Procurement**

**Infrastructure Procurement Group**

**Health Infrastructure Program**

**Peter Stringfellow: 836-08264**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Professional Officer Class 1 \$49,452 - \$69,377  
Chief Minister, Treasury and Economic Development, Canberra (PN. 31577)

**Shared Services**

**Shared Services ICT**

**Networks**

**Timmee Tindall-Pickernell: 836-08205**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 11466)

**Shared Services ICT**

**Business Application Management**

**Directorate ICT Operations**

**Chang Ting: 840-49062**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14378)

**Workplace Safety and Industrial Relations**

**Continuous Improvement and Workers' Compensation**

**Workers Compensation**

**Polly Walker-Dorras: 836-08475**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 32157)

**Land Development and Corporate**

**Policy, Projects and Legislation**

**Office of the Coordinator-General**

**Ashleigh Went: 836-10487**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 34857)

**Shared Services ICT**

**Executive**

**Enterprise Architecture and Hybrid Cloud**

**Xu (Grace) Xu: 836-08141**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Chief Minister, Treasury and Economic Development, Canberra (PN. 01367)

**Community Services**

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

**Business Support**

**Kostantina Brendas: 777-84472**

From: Senior Officer Grade B \$109,831 - \$123,642  
Community Services  
To: †Senior Officer Grade A \$127,557  
Community Services, Canberra (PN. 26671) (Gazetted 20 November 2014)

**Service Strategy and Community Building**

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

**Multicultural Affairs**

**Natasha Dunne: 836-10129**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Community Services  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Community Services, Canberra (PN. 32520)

**Housing and Community Services**

**ACT Asset Management Service**

**Contract Management**

**Stephanie Henry: 836-10145**

From: Graduate Administrative Assistant \$61,874 - \$63,771  
Community Services  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Community Services, Canberra (PN. 20022)

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Vicki Robin Phillips: 827-32474**

From: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Community Services  
To: †Administrative Services Officer Class 6 \$74,098 - \$84,803  
Community Services, Canberra (PN. 34518) (Gazetted 16 October 2014)  
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**

**ACT Asset Management Service**

**Property Management**

**Benjamin Wise: 836-10137**

From: Graduate Administrative Assistant \$61,874 - \$63,771

Community Services

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Community Services, Canberra (PN. 20026)

**Education and Training**

**Office for Schools**

**Belconnen Network**

**Southern Cross Early Childhood School**

**Kirsty Stewart: 787-63817**

From: Classroom Teacher \$57,169 - \$90,388

Education and Training Directorate

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 16306) (Gazetted 27 October 2014)

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 Planning**

**Strategic Planning**

**Major Projects and Transport**

**Ben Essery: 835-67634**

From: Graduate Administrative Assistant \$61,847 - \$63,771

Environment and Planning

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Environment and Planning, Canberra (PN: 34845)

**Construction and Client Services**

**Client Services**

**Customer Services**

**Karen Munday: 836-06779**

From: Administrative Services Officer Class 2 \$49,189 - \$54,315

Environment and Planning Directorate

To: †Administrative Services Officer Class 3 \$55,732 - \$59,980

Environment and Planning, Canberra (PN. 18443) (Gazetted 13 November 2014)

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.

**Construction and Client Services**

**Construction Services**

**Utilities, Land and Lease Regulation**

**Rachel June Zsuzsa: 816-79317**

From: Administrative Service Officer Class 6 \$74,098 – \$84,803

Environment and Planning

To: †Senior Officer Grade C \$93,254 - \$100,382

Environment and Planning, Canberra (PN. 33522) (Gazetted 17 November 2014)

## **Health**

### **Canberra Hospital and Health Services**

#### **Deputy Director General Canberra Hospital and Health Services**

##### **HealthCARE Improvement**

**Bailey De Paiva: 762-89146**

From: Registered Nurse Level 2 \$81,918 - \$86,823

Health

To: †Registered Nurse Level 3.2 \$106,172

Health, Canberra (PN. 20089) (Gazetted 23 October 2014)

### **Canberra Hospital and Health Services**

#### **Rehabilitation, Aged and Community Care**

##### **Community Care Program**

**Sarah Gordon: 789-44079**

From: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$93,254 - \$100,382

Health, Canberra (PN. 29656) (Gazetted 20 November 2014)

### **Canberra Hospital and Health Services**

#### **Mental Health, Justice Health, Alcohol and Drug Services**

##### **Adult Mental Health Services**

**Maria Honeybone: 261-16191**

From: Registered Nurse Level 2 \$81,918 - \$86,823

Health

To: †Registered Nurse Level 3.1 \$93,917 - \$97,782

Health, Canberra (PN. 12207) (Gazetted 28 August 2014)

### **Canberra Hospital and Health Services**

#### **Cancer Ambulatory and Community Health**

##### **CACHS Executive**

**Justin Kerr: 836-01898**

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$93,254 - \$100,382

Health, Canberra (PN. 33023) (Gazetted 20 November 2014)

### **Canberra Hospital and Health Services**

#### **Medicine**

##### **Clinical**

**Tara Kuleas: 827-81436**

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 10062) (Gazetted 5 December 2013)

**Strategy and Corporate  
People and Workplace Strategy  
Workforce Policy and Planning  
Kelly Lancsar: 827-82586**

From: Administrative Services Officer Class 4 \$61,874 - \$66,997  
Health  
To: †Senior Officer Grade C \$93,254 - \$100,382  
Health, Canberra (PN. 14097) (Gazetted 30 October 2014)

**Canberra Hospital and Health Services  
Deputy Director General Canberra Hospital and Health Services  
HealthCARE Improvement  
Sarah Mamootil: 607-68740**

From: Registered Nurse Level 3.1 \$93,917 - \$97,782  
Health  
To: †Registered Nurse Level 3.2 \$106,172  
Health, Canberra (PN. 31821) (Gazetted 23 October 2014)

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Client Support Services  
Jessica McDonell: 828-66157**

From: Administrative Services Officer Class 3 \$55,732 - \$59,980  
Health  
To: Administrative Services Officer Class 4 \$61,874 - \$66,997  
Health, Canberra (PN. 23836) (Gazetted 15 May 2014)

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Alcohol and Drug Program  
Leah Robinson: 827-30890**

From: Administrative Services Officer Class 6 \$74,098 - \$84,803  
Justice and Community Safety  
To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)  
Health, Canberra (PN. 33456) (Gazetted 9 October 2014)

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Child and Adolescent Mental Health  
Tamara Shaw: 842-88223**

From: Health Professional Level 2 \$57,352 - \$78,731  
Health  
To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)  
Health, Canberra (PN. 23947) (Gazetted 30 October 2014)

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health  
Cancer Nursing  
Kylie Stonestreet: 786-53335**

From: Registered Nurse Level 1 \$58,989 - \$78,799  
Health  
To: Registered Nurse Level 2 \$81,918 - \$86,823  
Health, Canberra (PN. 34581) (Gazetted 6 November 2014)

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Justice Health Services**

**Graham Twycross: 827-56775**

From: Health Professional Level 2 \$57,352 - \$78,731

Health

To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Health, Canberra (PN. 25987) (Gazetted 25 September 2014)

**Justice and Community Safety**

**Transport and Infrastructure**

**Transport Regulation**

**Transport Regulation and Planning**

**Josephine Brown: 836-10954**

From: Graduate Administrative Assistant \$61,874 - \$63,771

Justice and Community Safety

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Justice and Community Safety, Canberra (PN. 35003)

**Strategic Finance**

**Yun Chen: 827-62737**

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

Justice and Community Safety

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Justice and Community Safety, Canberra (PN. 10265) (Gazetted 29 October 2014)

**Legislation Policy and Programs**

**Civil Law**

**Samantha Fuz: 836-08483**

From: Graduate Administrative Assistant \$61,874 - \$63,771

Justice and Community Safety

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Justice and Community Safety, Canberra (PN. 27144)

**Office of Regulatory Services**

**Business and Development**

**Paul Hamilton: 821-27338**

From: Administrative Services Officer Class 3 \$55,732 - \$59,980

Justice and Community Safety

To: Administrative Services Officer Class 4 \$61,874 - \$66,997

Justice and Community Safety, Canberra (PN. 05514) (Gazetted 25 November 2014)

**Office of Regulatory Services**

**Registrations and Fair Trading**

**Compliance Unit**

**Allan Peter Hough: 835-70702**

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Justice and Community Safety

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Justice and Community Safety, Canberra (PN. 33914) (Gazetted 26 November 2014)

**Strategic Finance**

**Fangqin Li: 836-04247**

From: Graduate Administrative Assistant \$61,874 - \$63,771

Justice and Community Safety

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Justice and Community Safety, Canberra (PN. 10545) s

**Office of Regulatory Services**

**WorkSafe ACT**

**Work Safety Support Team**

**Anthony Novosel: 786-59438**

From: Administrative Services Officer Class 2 \$49,189 - \$54,315

Justice and Community Safety

To: Administrative Services Officer Class 4 \$61,874 - \$66,997

Justice and Community Safety, Canberra (PN. 05557) (Gazetted 2 December 2014)

**ACT Government Solicitor**

**Litigation and Dispute Resolution**

**Simone Richards: 791-29498**

From: Government Solicitor 1 \$65,582 - \$98,203

Justice and Community Safety

To: †Government Solicitor 3 \$129,169 - \$146,123

Justice and Community Safety, Canberra (PN. 48990) (Gazetted 14 October 2014)

**ACT Law Courts and Tribunal**

**ACT Civil and Administrative Tribunal**

**Kristy Louise Soper: 784-54395**

From: Legal 1 \$57,353 - \$115,508

Justice and Community Safety

To: †Legal 2 \$125,497 - \$130,655

Justice and Community Safety, Canberra (PN. 34540) (Gazetted 3 October 2014)

**ACT Government Solicitor**

**Government Law**

**Nadiah Tarbet: 827-30903**

From: Government Solicitor 2 \$102,920 - \$123,495

Justice and Community Safety

To: †Government Solicitor 3 \$129,169 - \$146,123

Justice and Community Safety, Canberra (PN. 42620) (Gazetted 14 October 2014)

**ACT Government Solicitor**

**Government Law**

**Lisa Tomlins: 817-33600**

From: Government Solicitor 2 \$102,920 - \$123,495

Justice and Community Safety

To: †Government Solicitor 3 \$129,169 - \$146,123

Justice and Community Safety, Canberra (PN. 42625) (Gazetted 14 October 2014)

**Territory and Municipal Services**

**Directorate Services**

**Canberra Connect**

**Customer Services Integration**

**Don Sibley: 835-8910**

From: Administrative Services Officer Class 3 \$55,732 - \$59,980

Territory and Municipal Services

To: †Administrative Services Officer Class 5 \$68,766 - \$72,789

Territory and Municipal Services, Canberra (PN. 21691) (Gazetted 17 February 2014)

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.

**Directorate Services**

**Canberra Connect**

**Contact Centre**

**Duncan Taylor: 844-81760**

From: Administrative Services Officer Class 3 \$55,732 - \$59,980

Territory and Municipal Services

To: †Administrative Services Officer Class 4 \$61,874 - \$66,997

Territory and Municipal Services, Canberra (PN. 14636) (Gazetted 19 November 2014)

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.