



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 01 March 2012**

## **Justice and Community Safety**

### **Contract Cessation**

**Kuan Sky** - Deputy Chief Solicitor, Litigation, Government Solicitor's Office (E458) – 31 January 2012

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.

## **VACANCIES**

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

#### **Allied Health**

#### **Medical Imaging**

#### **Medical Imaging**

#### **Sonographer/Radiographer**

#### **Health Professional Level 4 \$83, 816 - \$92, 918, Canberra (PN: 7426)**

Gazetted: 01 March 2012

Closing Date: 22 March 2012

Calvary Health Care ACT's- Medical Imaging Department is looking for applications to fill 2 Sonographer Positions - 1 full-time and 1 part-time. Successful applicants will be a fully qualified Sonographer with experience in General Sonography including Obstetrics, some Vascular and Musculo-skeletal Ultrasound. It will be advantageous to also have a qualification in Medical Diagnostic Radiography acceptable to the Australian Institute of Radiography. The focus will be on the delivery of a contemporary Ultrasound service within a busy Hospital environment with an emphasis on highly developed clinical skills and evidence based patient care. The successful applicants will be part of a dedicated team with excellent communication skills and commitment to Professional Development and Mentoring of Trainee Sonographers.

For selection criteria, to apply or for further information about this vacancy, visit our website [www.calvary-act.com.au](http://www.calvary-act.com.au)

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Hammam Hijazi (02) 6201 6141 [hammam.hijazi@calvary-act.com.au](mailto:hammam.hijazi@calvary-act.com.au)

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

#### **Human Resources**

#### **Recruitment**

#### **Recruitment**

#### **Human Resources Officer**

#### **Administrative Services Officer Class 4 \$56,879 - \$61,756., Canberra (PN: 7160)**

Gazetted: 01 March 2012

Closing Date: 8 March 2012

Calvary Health Care ACT wishes to recruit a Human Resource Officer to work in the Recruitment team. The successful candidate will bring to this role: Understanding of point to point recruitment processes Sound communication skill both written and verbal Great attention to detail Ability to work as part of a busy team.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Louise Dickson (02) 6201 6928 [louise.dickson@calvary-act.com.au](mailto:louise.dickson@calvary-act.com.au)

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

### **Canberra Institute of Technology**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Centres**

#### **Centre for ICT**

#### **Business Development Coordinator**

#### **Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 20604)**

Gazetted: 02 March 2012

Closing Date: 20 March 2012

The Business Development Coordinator will work within the CIT for the Centre and work closely with Centre staff and the Business Development Unit to identify, win and manage commercial projects. Liaise with Industry business to identify opportunities for the Centre and build a working relationship with the private and public sectors. Prepare costing for programs and bid for work by responding to tenders that are relevant to the Centre. Project manage the delivery of the work that the Centre wins and work closely with the Business Development teams across the CIT to achieve identified commercial targets for the Centre.

Eligibility/Other Requirements: Possess such other qualifications and/or experience acceptable for the position.

Note: This is a temporary position available from March 2012 to 19 March 2013, with a possible extension up to five (5) years.

Contact Officer: William Nauenburg (02) 6207 4030 [william.nauenburg@cit.edu.au](mailto:william.nauenburg@cit.edu.au)

### **Chief Minister and Cabinet**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Policy**

##### **Director, Cabinet and Intergovernmental Relations**

**Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E287)**

Gazetted: 05 March 2012

Closing Date: 23 March 2012

The Chief Minister and Cabinet Directorate (CMCD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, the Minister for Industrial Relations, and the Cabinet on policy development, service delivery and whole of government issues, facilitates the implementation of government priorities and provides high level executive support and policy advice. CMCD would like to appoint an outstanding senior executive to the role of Director, Cabinet and Intergovernmental Relations. This position leads a small team providing whole of government coordination and support for Cabinet, intergovernmental relations and a range of across government issues. To support this, demonstrated leadership and strategic policy capacity are required. Tertiary qualifications in a relevant field will be highly regarded.

Note: This position attracts a remuneration package ranging from \$195,141–\$206,068, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$156,093 pa. The successful applicant will be engaged under an executive contract for up to five years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Selection documentation is available by calling Emma Talbot on (02) 6207 5879.

Contact Officer: Pam Davoren (02) 6207 6136 [pam.davoren@act.gov.au](mailto:pam.davoren@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)**

#### **Housing and Community Services**

##### **Housing ACT**

##### **Gateway Services**

##### **Gateway Support Officer**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 28902, several)**

Gazetted: 05 March 2012

Closing Date: 20 March 2012

Gateway Support Officers are responsible for supporting and delivering front-line client services to people accessing the Central Access Point. This includes greeting clients; assisting with rebates and applications; lodgement of documentation; access to other areas of Housing ACT and linking people with community support agencies. Gateway Support Officers are also responsible for a range of administrative and support functions to all areas of the unit.

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

Contact Officer: David Worner (02) 6207 0916 [david.worner@act.gov.au](mailto:david.worner@act.gov.au)

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

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

##### **Early Intervention and Prevention Service**

##### **Early Childhood Scholarships Coordinator**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 28704)**

Gazetted: 01 March 2012

Closing Date: 8 March 2012

Early Intervention and Prevention Services are seeking a motivated person to provide management and administrative support for the delivery of the Early Childhood Scholarships Program. The successful person for this position should have a strong administrative background, a flexible and helpful approach, be able to provide a high level of customer services and communicate effectively with key stakeholders to the scholarships program.

Eligibility/Other Requirements: Previous experience administering contractual arrangements including finance management is highly desirable.

Note: This is a part-time temporary position at three days per week available until March 2013.

Contact Officer: Julie Makin (02) 6205 0408 [julie.makin@act.gov.au](mailto:julie.makin@act.gov.au)

#### **Disability ACT**

##### **Direct Service Delivery**

##### **Services for Adults with a Disability**

##### **Team Leader**

**Disability Support Officer Level 2 \$52,775 - \$59,075, Canberra (PN: 28353)**

Gazetted: 05 March 2012

Closing Date: 20 March 2012

Disability ACT has an exciting opportunity for a person with demonstrated experience in leading a team in the support of individuals with disabilities to undertake the role of Team Leader. This position will lead the initial transition of a person with a dual disability to a new living environment and then provide and facilitate ongoing support to individual clients, in consultation with clients and other relevant individuals and agencies.

Eligibility/Other Requirements: Current driver's licence. Current Level 2 First Aid Certificate. Certificate IV in Community Services (Disability Support) or equivalent qualifications; or experience leading teams working with people who have a dual disability (mental health and commonly an intellectual disability); or people with complex support needs, challenging behaviour, mental health issues or other vulnerabilities, will be highly regarded.

Note: This is a temporary position available for six months. Please note that the nominated salary is the base salary only. Shift workers are eligible for penalties and allowances. Full-time, part-time hours available.

Contact Officer: Pieta Maguire (02) 6205 5209 pieta.maguire@act.gov.au

#### **Disability ACT**

#### **Service Delivery**

#### **Services for Adults**

#### **Disability Support Officer**

#### **Disability Support Officer Level 1 \$42,287 - \$43,982, Canberra (PN: 28010, several)**

Gazetted: 05 March 2012

Closing Date: 20 March 2012

Disability ACT has an exciting opportunity for experienced Support Officers to work within a team to assist with a transition of a client with a dual disability to their new home environment, and then provide ongoing support to people with a disability and identify client needs, evaluate support and provide other services to individual clients in consultation with clients and other relevant individuals and agencies.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Current Senior First Aid Certificate and PART training which are provided by Disability ACT. Experience working with people who have a dual diagnosis.

Note: This is a temporary position available for a period of 12 months. Please note that the salary nominated is for base salary only. Shift workers are eligible for penalties and allowances. Full-time, part-time and casual positions available.

Contact Officer: Pieta Maguire (02) 6205 5209 pieta.maguire@act.gov.au

#### **Education and Training**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Corporate Services**

#### **Human Resources**

#### **Director, Human Resources**

#### **Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E222)**

Gazetted: 01 March 2012

Closing Date: 13 March 2012

Expressions of interest are sought from highly motivated applicants to fill a temporary vacancy as Director, Human Resources.

The successful applicant will provide leadership in providing high quality, client focused human resources services; ensuring the safety of our workforce; providing accurate, timely and strategic advice, data and analysis; supporting the implementation of Empowering ACT Schools - Public Education initiative; shaping the direction, structure, systems, culture of the Directorate.

Note: This position is available until 31 December 2012, with the possibility of extension. The successful applicant will be engaged under a performance based contract with an attractive remuneration package ranging from \$195,141 to \$206,068 depending on current superannuation arrangements, including a cash component of \$156,093. Expressions of interest should include a supporting statement outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Nance O'Brien (02) 6205 9401 nance.obrien@act.gov.au

#### **Office for Schools**

#### **Belconnen Network**

#### **Miles Franklin Primary School**

#### **Executive Teacher**

#### **School Leader C \$91,769, Canberra (PN: 03788)**

Gazetted: 02 March 2012

Closing Date: 16 March 2012

As a member of the executive team, contribute to the development and achievement of whole school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Chris Jones (02) 6205 7533 chris.jones@ed.act.edu.au

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

#### **Office for Schools**

#### **Tuggeranong Network**

#### **Wanniassa School**

#### **Assessment/Reporting and Science**

#### **School Leader C \$91,769, Canberra (PN: 02771)**

Gazetted: 02 March 2012

Closing Date: 16 March 2012

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Karin Nagorcka (02) 6205 6200 karin.nagorcka@ed.act.edu.au

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

### **Environment and Sustainable Development**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Corporate**

##### **Government Services**

##### **Senior Manager**

##### **Senior Officer Grade A \$119,042, Canberra (PN: 15308)**

Gazetted: 07 March 2012

Closing Date: 14 March 2012

Lead a team responsible for managing the Directorate's interface with the Government, Legislative Assembly and the wider community; close liaison with and provision of high-level support to the Director-General, executives and senior managers within ESDD; manage and monitor the effective operation of ESDD's Cabinet, assembly liaison, legislative reporting and administrative law processes.

Eligibility/Other Requirements: High level knowledge and understanding of the Territory's Assembly, Cabinet and legislative frameworks and processes; a clear understanding of administrative law and its application to public administration.

Note: This position is temporary available until October 2012 with the possibility of extension.

Contact Officer: Adrian Walsh (02) 6207 1914 adrian.walsh@act.gov.au

#### **Office of the Director General**

##### **Office of the Commissioner for Sustainability and the Environment**

##### **Senior Manager**

##### **Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 10970)**

Gazetted: 05 March 2012

Closing Date: 20 March 2012

This position reports directly to the Commissioner, and its primary function is to assist the Commissioner and other staff members in providing leadership on environmental sustainability, particularly focusing on fostering sustainable practices that advance environmental protection within our social and economic frameworks. Part-time hours or job sharing may be negotiated.

Eligibility/Other Requirements: Tertiary qualifications, particularly in a discipline or disciplines related to environmental sustainability are highly desirable. This can include but is not limited to urban and regional planning, environmental management, legal studies, environmental economics and sustainability. A current driver's licence is essential.

Contact Officer: Robert Neil (02) 6207 2626 robert.neil@act.gov.au

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

#### **Planning Delivery**

##### **Territory Plan Review and Implementation**

##### **Manager, Territory Plan Variation Unit**

##### **Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 14056)**

Gazetted: 07 March 2012

Closing Date: 21 March 2012

An opportunity exists for an experienced planner with a sound understanding of the Territory Plan to lead the Territory Plan Variation Unit. The unit develops policy and undertakes the statutory functions of varying the Territory Plan. The occupant should be outcomes focused with sound people management and leadership skills. The occupant will also be able to exercise sound judgement to resolve complex matters and have excellent research, communication, representation and negotiation skills.

Eligibility/Other Requirements: Qualifications in regional and urban planning, geography, architecture, social sciences or related disciplines and/or significant work experience in urban planning are essential.

Note: This position is temporary available from 2 July 2012 to 28 June 2013. A 3.5% pay increase is expected as of 1 July 2012 in accordance with the agencies Enterprise Agreement.

Contact Officer: Garrick Calnan (02) 6207 2892 garrick.calnan@act.gov.au

#### **Corporate**

##### **Legislation**

##### **Senior Policy Officer**

##### **Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 15235)**

Gazetted: 07 March 2012

Closing Date: 28 March 2012

The Legislation Section develops, coordinates and delivers the legislation program for the Environment and Sustainable Development Directorate. It works closely with various Government Agencies as well as community and industry stakeholders.

The occupant of the position will be part of a small dynamic team that delivers the legislation work program for the Directorate. The successful applicant will manage different aspects of the legislation development process. This work will include: policy research, analysis and development; the coordination and management of resources to ensure that legislation is delivered on time; the preparation of submissions, regulatory impact statements, explanatory statement etc and interaction with Parliamentary Counsel's Office. The successful applicant will work as part of a self managing team that supports each member to deliver outcomes. The successful applicant will also assist other sections in the Environment and Sustainable Development Directorate to review and develop legislation within their area of responsibility and assist in negotiations with industry on legislative proposals.

Eligibility/Other Requirements: Tertiary qualifications in Law and/or experience in the interpretation and development of legislation and legislative instruments are required. Experience in Environmental Law or Planning Regulation is desired.

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

Contact Officer: David Dunstan (02) 6207 1716 david.dunstan@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**

##### **Surgery and Oral Health**

##### **Operating Room**

##### **Clinical Nurse Consultant Post Anaesthetic Care Unit**

##### **Registered Nurse Level 3.2 \$98,122, Canberra (PN: 09998)**

Gazetted: 08 March 2012

Closing Date: 22 March 2012

Applications are invited for this dynamic position, providing leadership, coordinating patient care activities, staff allocation and rostering, clinical supervision, equipment and material resources for an 18 bed Post Anaesthetic Care Unit in this tertiary level trauma and elective perioperative unit. This unit services a range of 13 surgical specialties for the ACT and surrounding region. Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Contact Officer: Rhonda JasonSmith (02) 6244 3051

#### **Strategy and Corporate**

##### **Professional Leadership Research and Education**

##### **Nursing and Midwifery Office**

##### **Student Clinical Placement Coordinator**

##### **Registered Nurse Level 3.2 \$98,122, Canberra (PN: 14911)**

Gazetted: 08 March 2012

Closing Date: 22 March 2012

Applications are sought from experienced registered nurses or midwives for the role of Student Clinical Placement Coordinator to manage the ACT Health Directorate Student Clinical Placement Unit and the Student Placements Online data base.

Eligibility/Other Requirements: Registered or eligible to be registered with the Nursing and Midwifery Registration Board of Australia.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Toni Gwynn-Jones (02) 6205 2370 toni.gwynn-jones@act.gov.au

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

##### **Mental, Justice Alcohol and Drugs**

##### **Adult Community and Older Persons**

##### **Nurse Mental Health**

##### **Registered Nurse Level 3.1 \$86,796 - \$90,368, Canberra (PN: 26395)**

Gazetted: 08 March 2012

Closing Date: 15 March 2012

Mental Health ACT (MHACT) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their careers and other key services. At this level, it is expected that you will provide high quality interventions and support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels RN 2 and 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Bruno Aloisi (02) 6205 1067

#### **Director General Reports**

##### **Quality and Safety**

##### **Workplace Safety**

##### **Senior Safety Advisor**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 29480)**

Gazetted: 08 March 2012

Closing Date: 22 March 2012

The opportunity. Health Directorate is an ACT Government Department, which focuses on the provision of a comprehensive range of health services to the people in the Canberra region. The Health Directorate is currently seeking an enthusiastic, responsible and committed Senior Safety Advisor to join their team for an initial period of 10 months, with a possibility of extension. The role of Senior Safety Advisor will be to provide expert advice to Health Directorate executive, managers and employees on safety matters. This will be carried out through policy development and implementation, research, analysis and presentation of findings to senior management and staff within the organisation. The Senior Safety Advisor will also be responsible for promoting injury prevention in the workplace including training and education programs and advice to managers and consultative committees across Health Directorate. The role will be focused on delivering key safety projects. The person. In order to perform successfully in this role, you should have a demonstrated knowledge and experience in the application of OHS practices in large organisations, and ideally qualifications in OHS. Additionally you will have a familiarity with government OHS legislation and experience undertaking risk assessments. You will be an effective communicator with excellent negotiation and presentation skills, and will be driven by results and outcomes, with a proven ability to work independently with limited supervision within tight deadlines. The reward. Health Directorate offers highly competitive rates of pay, including PBI and excellent working conditions.

Eligibility/Other Requirements: Ideally applicants with a tertiary qualification in OHS will be highly regarded however candidates with related qualifications or appropriate experience will also be considered. Applicants need to have advanced skills in the Microsoft office suite 2007.

Note: This is a temporary position available for a period of 10 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Rob Swain (02) 6205 7065

**Director General Reports**

**Population Health**

**Health Protection Service**

**Surveillance Coordinator**

**Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 15102)**

Gazetted: 08 March 2012

Closing Date: 22 March 2012

This position is responsible for the provision of high level epidemiological advice and assistance on the surveillance and management of notifiable conditions. The applicant will be required to monitor communicable disease trends, analyse disease investigation results and provide reports as required. The ideal applicant will have practical experience in epidemiology, knowledge of current public health guidelines on communicable disease control, strong communication skills and a sound track record in program management. Excellent interpersonal and negotiation skills are essential.

Eligibility/Other Requirements: Tertiary qualifications in Epidemiology, with experience in surveillance and management of communicable diseases, statistical analysis and reporting of data.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Rebecca Hundy (02) 6205 2052

**Canberra Hospital and Health Service**

**Rehabilitation, Aged and Community Care**

**ACRS Administration**

**Veteran's Liaison Officer**

**Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 11095)**

Gazetted: 08 March 2012

Closing Date: 15 March 2012

A dynamic Registered Nurse with excellent communication and liaison skills is required to provide high level support consistently and competently to Veterans patients admitted to the Canberra Hospital.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

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

Contact Officer: Hazel Hurrell (02) 6244 3035

**Canberra Hospital and Health Services**

**Mental, Justice Alcohol and Drug Services**

**Rehabilitation and Specialty Mental Health**

**Registered Nurse**

**Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 29449)**

Gazetted: 08 March 2012

Closing Date: 15 March 2012

Forensic Services is a contemporary evidenced based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process.

Eligibility/Other Requirements: Current registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Contact Officer: Jessica Rofe (02) 6205 1551

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Access and Acute Mental Health  
Registered Nurse - Mental Health  
Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 22336, several)**

Gazetted: 08 March 2012

Closing Date: 15 March 2012

An exciting opportunity exists for experienced mental health nurses to work in a state of the art mental health inpatient unit based at The Canberra Hospital. The facility boasts a dedicated therapy area and a contemporary model of care which is consumer centred and recovery focused. Successful candidates will be able to access clinical supervision and have the opportunity to develop their skills in this specialist field of acute mental health in-patient nursing.

Eligibility/Other Requirement: Registration or eligible to register as a Nurse with APHRA.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Ellyte Walsh (02) 6244 3223

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Allied Health  
Podiatrist**

**Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 21615)**

Gazetted: 08 March 2012

Closing Date: 22 March 2012

There is an exciting opportunity for a suitably qualified Senior Podiatrist to join the Rehabilitation, Aged and Community Care (RACC) Podiatry Team for a part-time six month temporary position with the possibility of extension.

The RACC Community podiatrist's scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. The service provides clinics across the ACT at Dickson, Tuggeranong, Belconnen and Phillip Health Centres.

We are a friendly team with strong supportive links across our facilities and meet regularly to share knowledge and develop services via quality improvement activities. We are staffed with senior clinicians who provide a wealth of knowledge and expertise to foster professional development, peer support and excellent patient outcomes.

This is a very exciting time to be working in the Health Directorate's RACC Division with the Health Implementation Program (HIP) well underway providing new health centre facilities, services and resources to meet the needs of the growing population in Canberra.

Eligibility/Other Requirements: Degree or Diploma in Podiatry, and registration with the Podiatry Board of Australia. Current driver's licence is essential.

Note: This is a temporary part-time position available for six months with the possibility of extension, working 22:03 hours per week. Days are negotiable. To complete your application, you must include a written response to selection criteria to be uploaded and included with your application. At least two written referee reports are to be included with applications. These positions may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Kerryn Maher (02) 6205 1496

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

**Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 28450, several)**

Gazetted: 08 March 2012

Closing Date: 15 March 2012

The Alcohol and Drug Service is a multidisciplinary service within the ACT Government Health Directorate, providing a range of specialist services for people affected by alcohol and other drug use. This position will work with a multi-skilled team of health professionals to provide a range of psychosocial interventions and services to the community. The successful applicants will be required to have recent demonstrated experience in the provision of comprehensive assessments, counselling and group work to a complex standard. Experience working with young people with complex issues required for the young people specific position.

Eligibility/Other Requirements: Tertiary qualifications in Psychology with unconditional registration with the Psychologists Board of the ACT or Social Work with eligibility for membership and accreditation with the Australian Association of Social Workers, or degree with postgraduate Diploma in Counselling or related discipline. Previous clinical experience is essential. Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy. Current driver's licence.

Note: Several positions available - one position is young people specific. These positions maybe required to participate in an overtime, on call and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Carmel McBride (02) 6205 1609

**Canberra Hospital and Health Service  
Rehabilitation, Aged and Community Care  
Rehabilitation  
RACC Intake Officer**



**Registered Nurse 2/Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 22323)**

Gazetted: 08 March 2012

Closing Date: 22 March 2012

The Rehabilitation, Aged and Community Care (RACC) division within the ACT Government's Health Directorate is inviting enthusiastic and suitably qualified health professionals (Allied Health Professionals or Registered Nurses) to apply for one of two permanent vacancies within the RACC Intake Service. Successful applicants will be part of a small team that assist in providing eligible clients with a single point of entry for Rehabilitation and Aged Care Program Outpatient and Community Based Services. This includes initial screening assessment/clinical decision making to determine appropriate pathway and service(s) for clients, as well as liaison with internal and external stakeholders, to ensure a streamlined and standardised process for access to Rehabilitation and Aged Care Outpatient and Community Based Services. We value interprofessional learning and collaboration, and the RACC Intake Service team supports and is supported by the multidisciplinary teams within RACC.

Eligibility/Other Requirements: Degree or Diploma and current registration (if applicable) in a recognised health profession.

Eligibility for membership to recognised professional associations as required. Current driver's licence.

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

Contact Officer: Annegret Ludwig (02) 6244 2852

**Canberra Hospital and Health Services**

**Mental, Justice Alcohol and Drugs**

**Child and Adolescent Mental Health**

**Psychologist/Social Worker/Occupational Therapist**

**Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 21868)**

Gazetted: 08 March 2012

Closing Date: 15 March 2012

CAMHS Northside is seeking applications from a suitably trained and experienced clinician to provide assessment of, and clinical management for, young people between the ages of 5 and 18, who are experiencing a moderate to severe mental illness. A suitable clinician will have experience in working with young people in a community mental health setting, and have a demonstrated ability in providing clinical management and therapy for young people. The clinician will also be willing to work within a dynamic and multi-disciplinary team setting.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current ACT registration; eligibility for membership of the appropriate professional organisation.

Note: This is a temporary part-time position at 22:05 hours, three days per week, available until 30 November 2012. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Naomi Hamill (02) 6205 1050

**Director General Reports**

**Quality and Safety**

**Workplace Safety**

**Safety Advisor**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 03837)**

Gazetted: 08 March 2012

Closing Date: 15 March 2012

Health Directorate is an ACT Government Department, which focuses on the provision of a comprehensive range of health services to the people in the Canberra region. Health Directorate is currently seeking an enthusiastic, responsible and committed Safety Adviser to join their team for an initial period of 12 months. The role of Safety Adviser will be to provide expert advice to the Health Directorate executive, managers and employees on safety matters. This will be carried out through policy development and implementation, research, analysis and presentation of findings to senior management and staff within the organisation. The Safety Adviser will also be responsible for promoting injury prevention in the workplace including training and education programs and advice to managers and consultative committees across the Health Directorate. The role will be focused on delivering key safety projects. In order to perform successfully in this role, you should have a demonstrated knowledge and experience in the application of Safe Work practices in large organisations, and ideally qualifications in OH&S. Additionally have a familiarity with government Work Health and Safety legislation and experience undertaking risk assessments. An effective communicator with excellent negotiation and presentation skills, and will be driven by results and outcomes, with a proven ability to work independently with limited supervision within tight deadlines.

Eligibility/Other Requirements: Applicants with OH&S experience in building, mining, petrochemical, and health industries and/or similar multi-industry experience will be highly regarded. Applicants need to have advanced skills in the Microsoft office suite.

Note: This is a temporary position for a period of 12 months. Health Directorate offers highly competitive rates of pay, including PBI and excellent working conditions.

Contact Officer: Rob Swain (02) 6205 7065

**Strategy and Corporate**

**Business and Infrastructure**

**Business Support Services**

**Medical Physics Registrar**

**Medical Physics Registrar \$53,803 - \$67,749, Canberra (PN: 04884)**

Gazetted: 08 March 2012

Closing Date: 22 March 2012

We are seeking suitably qualified person intending to train as a Medical Physics Specialist under the ACPSEM Training Education and Accreditation Program (TEAP). The position is reserved for those intending to specialise in Radiation Oncology Medical Physics. This is a great opportunity to work with a dynamic professional team in Canberra that is a picturesque city offering outstanding living conditions, with a relaxed country lifestyle combined with high quality city amenities where the quality of life is superior to many other cities in the world. Canberra is within a couple of hours drive of ski fields, ocean beaches and great agricultural produce as well as being within easy reach of the bustle of Sydney and Melbourne. The city is ideal for families as well as offering a good lifestyle for single people. Canberra's schools and educational institutions are amongst the best in Australia. The Australian National University is ranked in the top 20 universities in the world. There are many national icons, cultural and recreational opportunities. The excellent roads, public transport and compact city planning result in less wasted time. The successful applicants will join the Medical Physics and Radiation Engineering Section (RES) based at the Canberra Hospital, which currently consists of twelve staff. This section is integral in providing clinical, scientific and support services to the Health Directorate including to the Critical Care and Imaging and the Capital Regional Cancer Service (CRCS) divisions. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of 500,000. It is a modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1,000-bed hospital as part of the Health Improvement Program. The hospital is the major teaching hospital for the Medical School of the Australian National University. The Medical Physics and RES also has strong links with both the University of Sydney and Wollongong University. The Critical Care and Imaging Division provides comprehensive medical imaging services including three Siemens MRI (one neurosurgical), Philips PET/CT, two angiography suites, SPECT/CT, three gamma cameras, two CTs, general x-ray and sonography. The CRCS has four Varian linear accelerators, two large bore CT simulators, HDR, LDR, SXRT and the Pinnacle and Oncentra treatment planning systems. Research labs, two cardiac catheter labs and two therapy iodine rooms are also on campus. Medical Physics and Radiation Engineering is an accredited clinical site for Medical Physics Registrars training in Radiation Oncology and is applying for accreditation in Diagnostic Imaging. The multidisciplinary environment of nuclear medicine, radiology and radiation oncology and the future growth in the Health Directorate makes Medical Physics and Radiation Engineering a very attractive place to work as a Medical Physicist. The Health Directorate actively encourages and financially supports ongoing education and training.

Eligibility/Other Requirements: Medical Physics Registrar means a person who is enrolled in the ACPSEM TEAP and receiving training towards gaining ACPSEM certification in a designated specialty of medical physics. A degree in Science or higher degree majoring in Physics recognised by the Australian Institute of Physics is required. The candidate is required to be accepted into the post-graduate Medical Physics degree at an ACPSEM accredited university (or have ACPSEM exemption from this requirement).

Note: This is a temporary position available for a period of four (4) years. Salary is negotiable to nationally competitive levels and will depend on experience and qualifications. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Sean Geoghegan (02) 6244 2256

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

##### **Capital Region Cancer Service**

##### **Radiation Oncology**

##### **Radiation Therapist**

##### **Radiation Therapist Grade 1 \$51,100, Canberra (PN: 27091)**

Gazetted: 08 March 2012

Closing Date: 22 March 2012

The Radiation Oncology Department at the Canberra Hospital is seeking applications for the National Professional Development program Radiation Oncology. The successful applicant will assume a responsible role within the Radiation Oncology Department under the supervision and guidance of accredited Radiation Therapists.

Eligibility/Other Requirements: Successful completion of a degree in Medical Radiation Technology or equivalent qualification, eligibility for registration by the ACT Registration Board and eligibility to obtain a Radiation licence from the ACT Radiation Council. Registration with the NSW AIR Professional Accreditation and Education Committee (PAEC). Experience with high energy linear accelerators with electron capabilities and Multileaf Collimation (MLC), and experience with electronic verification imaging, and experience with 3D treatment planning systems with CT interface.

Note: This is a temporary position available for a period of twelve (12) months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Kym Allen (02) 6244 2241

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

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

##### **Rehabilitation**

##### **Team Leader**

##### **Senior Stores Supervisor Level 1 \$51,032-\$52,358, Canberra (PN: 14981)**

Gazetted: 08 March 2012

Closing Date: 15 March 2012

An opportunity exists to work in the Equipment Loan Service (ELS) as the Team Leader to supervise and lead an enthusiastic small team to meet the needs of the service with the direction of the Coordinator of the Oxygen and Equipment Service. The Team Leader will be responsible for organising and assisting with the delivery/collection of equipment to client's homes across the ACT community, the cleaning and maintenance of returned equipment, stores related duties and other duties as required. The successful applicant must be able to physically manage manual handling tasks related to storage, transit, assembly and installation of a wide range of equipment.

Eligibility/Other Requirements: Current driver's licence, Test and Tag (electrical) Certificate desirable.

Contact Officer: Cheryl Spence (02) 6205 2603

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

**Mental, Justice, Alcohol and Drugs  
Adult Community and Older Persons  
Social Worker**

**Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 19711)**

Gazetted: 08 March 2012

Closing Date: 15 March 2012

Mental Health ACT (MHACT) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level, it is expected that you will provide high quality interventions and support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at HPO Level 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Social Work and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current passenger vehicles driver's licence.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Bruno Aloisi (02) 6205 1067

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Wait List Coordinator**

**Administrative Services Officer Class 2 \$44,804 - \$49,683, Canberra (PN: 21030)**

Gazetted: 08 March 2012

Closing Date: 15 March 2012

Applications are sought from suitably qualified applicants for an Administrative Support Officer (ASO2) within the Division of Medicine. This is a full-time permanent Monday to Friday position. The position will provide general administrative support including scheduling and billing of appointments. The successful applicant will have high quality customer service, problem solving and interpersonal and communication skills and have an awareness of the importance of data integrity. Please submit your application addressing the selection criteria, as well as a current CV and two referee reports.

Eligibility/Other Requirements: Medical terminology certificate, or equivalent, will be considered an advantage.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Katherine Wakefield or Paul McMillan (02) 6174 5164 or (02) 6244 3523

**Canberra Hospital and Health Services**

**Operational Support**

**Support Services**

**Theatre Wardsperson Supervisor**

**Health Service Officer Level 5 \$44,465 - \$46,775, Canberra (PN: 20996)**

Gazetted: 08 March 2012

Closing Date: 15 March 2012

Would you like to work in a challenging and rewarding environment? Do you enjoy the excitement of working in a variety of areas that provide you with the opportunity to broaden your skills? If the answer is "yes", then an excellent opportunity is available as a Wardsperson to work within Ward Services of Operational Support at the Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of the Canberra Hospital. Ward Services offers ongoing training and education through Staff Development Unit (SDU) and rotating rosters. Ward Services is looking for an energetic, motivated, committed person with strong interpersonal and communication skills.

Eligibility/Other Requirements: Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes. Knowledge of the Ward Service's operations and excellent interpersonal skills, ability to lead, supervise and train staff is highly desirable.

Note: The position is full-time however part-time hours will be considered. Applications should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability in the areas, contact details of two referees and a current curriculum vitae. Ability to work Monday to Friday or shift work as required (eight and eleven hour shifts). Applicants will be assessed in accordance with the current Collective Agreement provisions as set out in section 16.

Recruitment of this position will be based on applications that address the selection criteria and selection may be based on application and referee reports only without the need for interview. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: David Hosie (02) 6244 2610

**Justice and Community Safety**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**ACT Law Courts and Tribunal**

**Registry**

**Unit Manager**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 45991)**

Gazetted: 07 March 2012

Closing Date: 27 March 2012

The ACT Law Courts and Tribunal Administration is seeking applications from managers who are able to demonstrate the skills required to manage and lead administrative teams within the combined Courts and Tribunal Registry environment. People with high motivation, well developed communications skills and the ability to adapt to challenging situations would be suited to this key role. If you possess these attributes, coupled with a drive for striving to attain excellence in a team environment, we are interested in receiving your application.

Note: This is a temporary vacancy available from 16th April 2012 to 26th April 2013. This position is a generic position and successful applicants may be placed in any vacant Unit Manager position and will be rotated throughout the Business Unit.  
Contact Officer: Judy Talevich (02) 6207 1319 judy.talevich@act.gov.au

**Office of Regulatory Services**

**Transport Regulation**

**Road User Services**

**Licence and Registration Officer**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 12565)**

Gazetted: 07 March 2012

Closing Date: 21 March 2012

Under the general direction of the Manager Licence and Registration: Provide leadership in providing high quality service to customers when assessing and investigating medical issues of licence holders and other licence and motor vehicle registration matters: Liaise with medical professionals as needed via phone or in writing in a proactive and timely manner: Produce and process correspondence in an accurate, timely manner: Enter and retrieve information from databases in an accurate, timely manner: Supervise a small team and provide on the job training in processes and procedures, operation of on-line computer systems and office software: Manage the resolution of difficult or complex enquiries and complaints with tact and discretion, and escalate matters as necessary.

Contact Officer: Diana Sollazzo (02) 62077063 diana.sollazzo@act.gov.au

**Public Trustee for the ACT**

**Administration Officer**

**Trust Officer Level 1 \$56,322 - \$64,783, Canberra (PN: 49898)**

Gazetted: 05 March 2012

Closing Date: 12 March 2012

Undertake the role of Administration Officer for the Public Trustee and perform a range of administrative tasks as follows: develop office procedures for maintaining files stored and archived records in accordance with the Public Trustee's Records Management Plan; maintain the office work records database; purchase office supplies and furniture; co-ordinate establishments and recruitment matters for the office; co-ordinate staff training requirements; maintenance of office equipment; co-ordination and appointment of Occupational Health and Safety representatives, workplace diversity issues etc; maintain miscellaneous registers including gift register, security, safe custody, motor vehicle records and portable and attractive items. Coordinate the update and printing of office forms, brochures etc, undertake projects of an ad hoc nature for the Public Trustee including assisting with the Annual Report; undertake executive assistant duties for the Public Trustee as required, check and reconcile Public Trustee salary records with Personnel and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Driver's licence considered essential. The occupant of this position may be required to rotate throughout other positions at the same classification within the Public Trustee for the ACT.

Note: Two referee reports must be provided with applications. Selection may be based on applications and referee reports only.  
Contact Officer: Andrew Taylor (02) 6207 9800 andrew.taylor@act.gov.au

**Public Trustee ACT**

**Estates/Trusts**

**Legal Trust Officer**

**Legal 1 \$52,575 - \$107,797, Canberra (PN: 12989)**

Gazetted: 05 March 2012

Closing Date: 12 March 2012

The Applicant for the position will need to demonstrate an expertise in will preparation including drafting of wills incorporating testamentary trusts, charitable gifts, Wills for clients with competing obligations to family members. The applicant would also be required to assist staff with the preparation of complex correspondence and documentation, including briefs, deeds of arrangements and trusts deeds, and to assume responsibility for all legal issues that arise during an estate administration. A sound knowledge of the Chameleon will drafting system would be an advantage.

Eligibility/Other Requirements: Demonstrated experience in a similar position is essential, together with an current driver's licence and computer literacy applications is essential. Completion or partial completion of legal studies is desirable.

Note: As face to face interviews may not be conducted, applicants should include two referee reports with their application. The occupant may be required to rotate throughout other positions at the same classification within the Public Trustee for the ACT.  
Contact Officer: Sue La Peyre (02) 6207 9800 sue.lapeyre@act.gov.au

**Office of the Regulatory Services**

**Transport Regulation**

**Road User Services**

**Licence and Registration Officer**

**Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 00354, several)**

Gazetted: 06 March 2012

Closing Date: 20 March 2012

Under the general direction of the Manager, Licence and Registration provide high quality service to customers, which may include members of the public, Authorised Examiner Repairers, Accredited Driving Instructors and other members of the Public

Service. Produce and process correspondence, enter and retrieve information from databases in an accurate, timely manner. Work as a member of a team and provide on the job training in processes and procedures, operation of on-line computer systems and office software. Manage the resolution of difficult or complex enquiries and complaints with tact and discretion, and escalate matters as necessary.  
Contact Officer: Diana Sollazzo (02) 6207 7063 [diana.sollazzo@act.gov.au](mailto:diana.sollazzo@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)**

#### **Services Division**

##### **Human Resources**

##### **Employee Relations**

##### **Manager, Employee Relations**

##### **Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 21750)**

Gazetted: 01 March 2012

Closing Date: 8 March 2012

An opportunity is available for an appropriately skilled officer to provide leadership and management to the Employee Relations team which is responsible for the delivery of complex human resource management issues including discipline, performance management, industrial issues, conditions of service and related matters.

Eligibility/Other Requirements: Tertiary studies or extensive relevant experience in a human resource related discipline is highly desirable.

Note: This is a temporary vacancy available asap until 30 June 2012 with the possibility of extension. Selection may be by application and referee reports only.

Contact Officer: Allan McLean (02) 6207 3943 [al.mclean@act.gov.au](mailto:al.mclean@act.gov.au)

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

#### **Business Enterprise Division**

##### **Canberra Cemeteries**

##### **Team Leader**

##### **General Service Officer Level 8 \$54,697 - \$57,912, Canberra (PN: 28934)**

Gazetted: 07 March 2012

Closing Date: 27 March 2012

Under limited supervision from the Grounds Manager, the occupant of this position will be required to supervise and train a team of cemetery workers, and oversee the work of contractors engaged in a range of activities applicable to the delivery of burial services and maintenance of cemeteries.

Eligibility/Other Requirements: Current MR licence/White card, Cert III in Government, Cert III Horticulture, Chemcert and Gravesafe or willingness to obtain, and the ability to carry out heavy manual tasks.

Note: Conditions for this position include a 9-day fortnight and a Cemeteries Composite Allowance of approximately \$5,200 per annum.

Contact Officer: Peter Lees 0418 659 420 [peter.lees@act.gov.au](mailto:peter.lees@act.gov.au)

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

#### **Parks and City Services**

##### **Parks and Conservation Service**

##### **Tidbinbilla**

##### **Wildlife Officer**

##### **Technical Officer Level 1 \$44,764 - \$47,026, Canberra (PN: 28870)**

Gazetted: 06 March 2012

Closing Date: 20 March 2012

The person selected for this position will join the group of wildlife staff at Tidbinbilla, who are responsible for the daily care, maintenance and breeding of a range of native Australian wildlife. The primary focus of the job is the daily care, cleaning and husbandry of the broad spectrum of animals within the collection. The work will involve opportunities for assisting with breeding programs and fieldwork associated with the threatened species projects undertaken at Tidbinbilla. There will also be opportunities to assist with husbandry of other high profile wildlife species at Tidbinbilla, such as threatened Brush-tailed Rock-wallabies, Eastern Bettongs and Corroboree Frogs. The position will report to the Senior Wildlife Officer on a day-to-day basis.

Eligibility/Other Requirements: Current driver's licence

Note: Selection may be undertaken on application only.

Contact Officer: David Dobroszczyk (02) 6205 1234 [david.dobroszczyk@act.gov.au](mailto:david.dobroszczyk@act.gov.au)

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

#### **Treasury**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

##### **Shared Services**

##### **Shared Services ICT**

**Business Development**

**Director, Business Development**

**Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E484)**

Gazetted: 07 March 2012

Closing Date: 15 March 2012

Shared Services is seeking expressions of interest for a temporary vacancy for the position of Director, ICT Business Development. The successful applicant will lead, manage and drive the strategic direction of Shared Services ICT Business Development Branch with timely and cost effective design of solutions architectures, delivery of ICT projects and the development of business systems for customer Directorates.

Eligibility/Other Requirements: Demonstrated capacity to lead and provide direction for a team of ICT specialist staff and project managers undertaking customer projects and developing ICT business systems in a complex and technically diverse enterprise, with a proven ability to develop strategic solutions with a whole of government ICT focus.

Note: This position is available asap until 31 October 2012. This position attracts a remuneration package ranging from \$195,141–\$206,068, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$156,093 pa. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

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

**Shared Services**

**Shared Services ICT**

**ICT Security**

**Team Leader Security Operations**

**Senior Information Technology Officer Grade C \$83,816 - \$90,372, Canberra (PN: 13384)**

Gazetted: 05 March 2012

Closing Date: 20 March 2012

The successful applicant will be required to provide high level technical expertise in the provision of Information and ICT Security services to the ACT Government. In undertaking this role, the occupant will be responsible for providing high level and detailed technical advice on defensive security technologies for Microsoft, Unix and Apple platforms. Conduct intensive security investigations and design, develop and implement new security methodologies and tools.

Eligibility/Other Requirements: University degree with an ICT Major, or Certification in ICT at a Tertiary institute, coupled with vendor certifications would be an advantage.

Contact Officer: Julian Valtas (02) 6207 1000 julian.valtas@act.gov.au

**Shared Services**

**Shared Services ICT**

**Operations/Platform Systems**

**Third Level Support Analyst**

**Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 17896)**

Gazetted: 05 March 2012

Closing Date: 19 March 2012

Provide technical support and advice to Shared Services ICT staff and customers relating to various Microsoft desktop operating systems, Windows Server Print Queues and an extensive range of applications installed on the enterprise wide Standard Operating Environment (SOE).

Eligibility/Other Requirements: Relevant IT Technical Certifications would be highly regarded. Possession of, or the ability to rapidly attain, a Protected Security Clearance, is mandatory.

Contact Officer: Peter Moisis (02) 6207 6756 peter.moisis@act.gov.au

**Shared Services**

**Shared Services ICT**

**Business Development/Program Office**

**Projects Administration Officer**

**Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 23876)**

Gazetted: 02 March 2012

Closing Date: 9 March 2012

The position reports directly to the Administrative Services Officer Class 6, Projects Administrator within Program Office. The role is responsible for providing effective administration and secretariat services to support the business operations of the Program Office. The successful applicant will be responsible for providing project support to the Shared Services ICT Program Office including the logging, tracking and administrative establishment and closure of IT Projects.

Note: This is a temporary position available for the period 13 March 2012 to 13 September 2012.

Contact Officer: Steve Rayner (02) 6207 8787 steve.rayner@act.gov.au

## **APPOINTMENTS**

### **Canberra Institute of Technology**

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

Crisel Mae Grubb 821-03272, Section 68(1), 2 March 2012

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

Annabel Carolyn Mayo 827-13548, Section 68(1), 29 February 2012

### **Community Services**

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

Edwin Calapardo Camporeddondo 820-87268, Section 68(1), 1 March 2012

**Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)**

Kirsty Herriot 835-64345, Section 68(1), 27 February 2012

**Health Professional Level 1 \$49,178 - \$63,212**

Jaclyn Isabel Kook 821-07118, Section 68(1), 29 February 2012

### **Education and Training**

**Senior Officer Grade C \$86,750 - \$93,535**

Charrissa Chew-Moriarty 835-64417, Section 68(1), 5 March 2012

**Senior Officer Grade C \$86,750 - \$93,535**

Kristen Laurent 835-66666, Section 68(1), 5 March 2012

### **Health**

**Enrolled Nurse Level 1 \$48,464 - \$51,948**

Rekha Benny 824-32471, Section 68(1), 6 March 2012

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

Samantha Leicht 827-61515, Section 68(1), 5 March 2012

**Registered Nurse Level 1 \$53,688 - \$72,545**

Michelle Pan 835-67183, Section 68(1), 5 March 2012

**Administrative Services Officer Class 4 \$56,879 - \$61,756**

Andrew Powell 827-83538, Section 68(1), 13 February 2012

**Registered Nurse Level 1 \$53,688 - \$72,545**

Achamm Sam Thomas 824-32121, Section 68(1), 20 February 2012

**Radiation Therapist Grade 2 \$53,020 - \$74,029**

(Kathy) Ngoc Khanh Thy Tran 827-60344, Section 68(1), 6 February 2012

**Administrative Services Officer Class 2/3 \$44,804 - \$55,076**

Laticia Wedhorn 833-46591, Section 68(1), 2 February 2012

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

Rachel Williams 827-61558, Section 68(1), 5 March 2012

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

Maree Wright 835-63553, Section 68(1), 14 February 2012

### **Justice and Community Safety**

**Correctional Officer Class 1 \$51,611 - \$61,934**

Wayne Cockburn 827-52096, Section 68(1), 29 February 2012

**Correctional Officer Class 1 \$51,611 - \$61,934**

Michael Lobo 821-06422, Section 68(1), 29 February 2012

### **Territory and Municipal Services**

**Senior Officer Grade B \$102,499 - \$115,387**

Dennis Skerry 754-16959, Section 68(1), 5 March 2012

**Treasury**

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

Craig Kettniss 789-60052, Section 68(1), 5 March 2012

**TRANSFERS**

**Health**

**Cassandra Luke: 799-89674**

From: Enrolled Nurse Level 1 \$51,948

Health

To: Enrolled Nurse Level 1 \$51,948

Health, Canberra (PN. 24264) (Gazetted 26 January 2012)

**Justice and Community Safety**

**Douglas Wright: 747-55086**

From: Ambulance Manager Level 1 \$90,522 - \$97,520

Justice and Community Safety

To: Intensive Care Paramedic 2 \$80,087 - \$88,986 plus penalties

Justice and Community Safety, Canberra (PN. 23899) (Gazetted 29 November 2011)

**PROMOTIONS**

**Economic Development**

**Economic Development, Policy and Governance**

**Business Development**

**Laura Hartley: 517-76140**

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

Economic Development

To: †Senior Officer Grade A \$115,016

Economic Development, Canberra (PN. 27825) (Gazetted 20 January 2012)

**Policy and Governance**

**Business Program and Industry**

**Glen Hasset: 827-23535**

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

Economic Development

To: †Senior Officer Grade A \$115,016

Economic Development, Canberra (PN. 27813) (Gazetted 20 January 2012)

**Health**

**Director General Reports**

**Financial Management**

**Revenue and Financial Support**

**Maria Alfano: 820-98098**

From: Administrative Services Officer Class 3 \$51,032 - \$55,076

Health

To: Administrative Services Officer Class 4 \$56,879 - \$61,756

Health, Canberra (PN. 20130) (Gazetted 11 January 2012)

**Director General Reports**

**Financial Management**

**Revenue and Financial Support**

**Michele Jones: 816-85004**

From: Administrative Services Officer Class 2/3 \$44,804 - \$55,076

Health

To: Administrative Services Officer Class 4 \$56,879 - \$61,756

Health, Canberra (PN. 27368) (Gazetted 11 January 2012)

**Director General Reports**

**Financial Management**

**Revenue and Financial Support**

**Helen Lee: 261-02697**

From: Administrative Services Officer Class 4 \$56,879 - \$61,756



Health

To: Administrative Services Officer Class 6 \$68,515 - \$78,705  
Health, Canberra (PN. 27345) (Gazetted 22 December 2011)

**Canberra Hospital and Health Services  
Rehabilitation Aged and Community Care**

**Raelene McNaughton: 261-29064**

From: Health Professional Level 4 \$83,816 - \$90,372  
Health

To: †Health Professional Level 5 \$1114,485  
Health, Canberra (PN. 29701)

This Promotion to a non-advertised position.

**Justice and Community Safety**

**ACT Government Solicitor**

**Civil Litigation**

**Elizabeth Claire Bryce: 827-29195**

From: Graduate Administrative Assistant \$54,956 - \$56,700  
Justice and Community Safety

To: †Legal 1 \$63,856

Justice and Community Safety, Canberra (PN. 27086)

This Promotion is to a non-advertised position.

**Office of Regulatory Services**

**Finance and Budgets**

**Dragana Cvetkovski: 772-39474**

From: Senior Professional Officer Grade C \$86,750 - \$93,535  
Justice and Community Safety

To: †Senior Professional Officer Grade B \$102,499

Justice and Community Safety, Canberra (PN. 20246) (Gazetted 28 November 2011)

**Emergency Services Agency**

**ACT Ambulance Service**

**Operations**

**Helen Mardi Petrou: 754-04683**

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

Justice and Community Safety

To: †Intensive Care Paramedic 2 \$80,087 - \$88,986 plus penalties

Justice and Community Safety, Canberra (PN. 19350) (Gazetted 29 November 2011)

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

**Emergency Services Agency**

**ACT Ambulance Service**

**Operations**

**Vincent James Ryan: 786-27604**

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

Justice and Community Safety

To: †Intensive Care Paramedic 2 \$80,087 - \$88,986 plus penalties

Justice and Community Safety, Canberra (PN. 19361) (Gazetted 29 November 2011)

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

**Emergency Services Agency**

**ACT Ambulance Service**

**Operations**

**Richard Scott Seddon: 702-71690**

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

Justice and Community Safety

To: †Intensive Care Paramedic 2 \$80,087 - \$88,986 plus penalties

Justice and Community Safety, Canberra (PN. 21470) (Gazetted 29 November 2011)

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

**CORRIGENDA**

**Health**

**Canberra Hospital and Health Services**

**Medicine**

**Renal**

**Marcelo Aguanta: 813-18722**

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

Health

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

Health, Canberra (PN. 27024) (Gazetted 3 November 2011)

Original notification as a promotion in the gazette of 22 December 2011

Note: This is a permanent transfer at level.