



## **ACT Government Gazette**

**Gazetted Notices for the week beginning 03 May 2012**

## **VACANCIES**

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

#### **Nursing and Midwifery Services**

##### **Maternity**

##### **Antenatal/Postnatal Ward and Midcall**

##### **Clinical Midwife Consultant**

##### **Registered Nurse Level 3.2 \$98,122, Canberra (PN: 8904)**

Gazetted: 04 May 2012

Closing Date: 25 May 2012

COME AND JOIN OUR ENERGETIC AND DEDICATED TEAM! Calvary Health Care ACT is seeking a highly motivated, skilled and experienced midwife to fill the position of Clinical Midwife Consultant Level 3.2. CHCACT is a Baby Friendly Health Accredited Maternity Unit. With 1500 births per year the Maternity Unit is well supported by Consultant Obstetricians, Paediatricians and a strong core group of experienced midwifery, medical and allied health staff.

Eligibility/Other Requirements: All Applications must address the Selection Criteria.

Contact Officer: Christine Falez (02) 6201 6565 christine.falez@calvary-act.com.au

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

#### **Quality Safety and Risk Unit**

##### **QSR Manager**

##### **Senior Officer Grade C \$86,796 - \$90,368/Registered Nurse Level 3.1 \$86,750 - \$93,535, (Canberra (PN: 9069)**

Gazetted: 04 May 2012

Closing Date: 11 May 2012

An exceptional opportunity exists for a manager with demonstrated experience in quality projects and accreditation in health care. The successful applicant will be responsible for supporting quality and safety initiatives within the public hospital as well as providing a high level of support to all departments in meeting EQulPNational requirements. The position requires high level communication skills and excellent interpersonal skills with a demonstrated ability to engage multidisciplinary teams. Calvary is seeking an officer with sound knowledge of Risk Registers, ACHS standards, best practice, quality project and change management skills to provide high level support and engagement of stakeholders in promoting innovation and quality outcomes within Calvary.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Denise Holm (02) 6201 6818 denise.holm@calvary-act.com.au

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

#### **Nursing and Midwifery Services**

##### **Nursing**

##### **Breast Care Nurses**

##### **Registered Nurse Level 2**

##### **Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 8664)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

The ACT Breast Care Nurses Team provides a vital service not only to Calvary but to the larger community of the ACT region. We are looking for a dynamic Registered Nurse with at least 3 years post graduate experience and an interest in the deliver of evidence based information, support and referral for clients diagnosed with Breast Cancer. Experience and or Post Graduate Studies in Breast Care/Palliative Care /Oncology or Women's Health would be an advantage but not essential.

Eligibility/Other Requirements: All applications must address the Selection Criteria.

Contact Officer: Anne -Maree Jolly 02 6201 6881 anne-maree.jolly@calvary-act.com.au

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

#### **Nursing and Midwifery Services**

##### **Maternity**

##### **Midcall**

##### **Registered Midwife Level 2**

##### **Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 8667)**

Gazetted: 04 May 2012

Closing Date: 25 May 2012

COME AND JOIN OUR ENERGETIC AND DEDICATED TEAM! Calvary Health Care ACT is seeking a highly motivated, skilled and experienced midwife to fill the position of Registered Midwife Level 2 - Midcall. CHCACT is a Baby Friendly Health Accredited Maternity Unit. With 1500 births per year the Maternity Unit is well supported by Consultant Obstetricians, Paediatricians and a strong core group of experienced midwifery, medical and allied health staff.

Eligibility/Other Requirements: All Applications must address the Selection Criteria.

Contact Officer: Christine Falez (02) 6201 6565 christine.falez@calvary-act.com.au

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

#### **Nursing and Midwifery Services**

##### **Nursing**

**Ward 5W**

**Enrolled Nurse 2**

**Enrolled Nurse 2 \$52, 818, Canberra (PN: Various)**

Gazetted: 03 May 2012

Closing Date:

Applications are sought for Division 2 Enrolled Nurses wishing to work part-time and short shifts. An excellent opportunity exists for two Enrolled Nurses to work on an Acute Medical Ward at Calvary Hospital. The successful applicants will work opposite shifts to cover a 7 day a week roster, 4 hours a day. The successful applicant will have demonstrated skills and knowledge in Acute General Medical Nursing. They will be contributing to the provision of excellence in nursing care to inpatients in our acute medical ward at our hospital.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become vacant in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Anne Reed (02) 6201 7131 [anne.reed@calvary-act.com.au](mailto:anne.reed@calvary-act.com.au)

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

**Learning Centre**

**Senior Manager E-Learning Strategy Projects**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 30516)**

Gazetted: 07 May 2012

Closing Date: 21 May 2012

Lead and manage the business activities for National E-Learning Strategy Projects that the Institute is contracted to deliver ensuring appropriate and successful outcomes within agreed deadlines and budgets. This includes planning, coordinating and managing financial, human and physical resources for the projects and liaison and negotiation with a wide range of internal and external stakeholders.

Eligibility/Other Requirements: Project management experience with complex projects; leadership experience in the field of application of technologies to vocational education and training. Tertiary qualifications in a field relevant to the position would be an advantage.

Notes: This position is for temporary filling for a period of 13 months with the possibility of extension.

Contact Officer: Elizabeth McPherson (02) 6207 3115 [elizabeth.mcpherson@cit.edu.au](mailto:elizabeth.mcpherson@cit.edu.au)

**Centre**

**CIT Marketing**

**Office Manager**

**Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 28759)**

Gazetted: 07 May 2012

Closing Date: 14 May 2012

Office Manager required for full-time permanent position to provide administrative support to the CIT Marketing team. Produce purchase requests and monitor invoices/payments. Prepare material for publications, maintain databases and records. Assist with event management and sponsorship award submissions. Maintain information on websites. Offer further support to the CIT Marketing team as required.

Eligibility/Other Requirements: Post-school studies in a related discipline and/or related work experience. Experience in writing/editing articles for publication and in marketing/communications. Comfortable working in a pressurised deadline driven environment.

Notes: This is a temporary position from May 2012 until 15 May 2013. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology's Enterprise Agreement 2011-2013.

Contact Officer: Karen Davies (02) 6205 6997 [karen.davies@cit.edu.au](mailto:karen.davies@cit.edu.au)

**Centres**

**Building and Environment Centre**

**Horticulture Teacher**

**Teacher Band 1 \$60,293 - \$81,123, Canberra (PN: 21425)**

Gazetted: 07 May 2012

Closing Date: 22 May 2012

Teach across a range of horticulture programs, as required by the Education Manager and up to the number of hours prescribed in the relevant industrial award. Organise and deliver training to students undertaking Diploma and Certificate III in horticulture. Counsel and advise students on their programs of study and other issues relevant to their effective participation in course offered by the Centre. Set and mark examinations and other assessment instruments. Maintain students' records including complete and detailed records of relevant student assessments and performance. Identify and participate in the development and delivery of fee-for-service activities relevant to the Centre's mission and assist in promoting the Centre and in liaising with Industry and the Community.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold: Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the

qualification in full in the first 12 months of employment in order to maintain employment. Appropriate industry competencies demonstrated by the following qualifications: Certificate III in horticulture (nursery, parks and gardens or landscape).  
Contact Officer: Jane Cottee (02) 6207 8744 jane.cottee@cit.edu.au

#### **Centres**

##### **Building and Environment Centre**

##### **Teacher Band 1**

##### **Teacher Band 1 \$60,293 - \$81,123, Canberra (PN: 21424)**

Gazetted: 07 May 2012

Closing Date: 22 May 2012

Teach across a range of horticulture programs as required by the Education Manager and up to the number of hours prescribed in the relevant industrial award. Organise and deliver training to students undertaking Diploma and Certificate 3 in horticulture. Counsel and advise students on their programs of study and other issues relevant to their effective participation in course offered by the Centre. Set and mark examinations and other assessment instruments. Maintain students' records including complete and detailed records of relevant student assessments and performance. Identify and participate in the development and delivery of fee-for-service activities relevant to the Centre's mission and assist in promoting the Centre and in liaising with Industry and the Community.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment. Appropriate industry competencies demonstrated by the Diploma of Horticulture.

Note: This is a part-time position at 22.05 hours per week. Salary is to be offered at pro-rata of full-time salary range listed above.

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

#### **Centres**

##### **Health Community and Wellbeing**

##### **Health Sciences**

##### **Allied Health Teacher**

##### **Teacher Band 1 \$60,293 - \$81,123, Canberra (PN: 51951)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

The Centre for Health Community and Wellbeing at CIT seeks an individual who has demonstrated professional knowledge and practical skills appropriate to teach aspects of Allied Health Occupational Therapy, and/or Physiotherapy and/or Speech Pathology, and/or Nutrition within current evidence based model. Must be registered or have the capacity to be registered as an Allied Health professional.

Eligibility/Other Requirements: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: minimum of Bachelors level training (or equivalent) in Allied Health. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent).

Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Notes: This is a temporary position is offered for an initial period of two years. There is possibility of extension up to a maximum of five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement 2011 - 2013.

Contact Officer: James Dunstan (02) 6207 3491 james.dunstan@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)**

#### **Culture and Communications**

##### **Centenary of Canberra**

##### **Marketing Officer**

##### **Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 23587)**

Gazetted: 07 May 2012

Closing Date: 22 May 2012

Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. The Marketing Officer's role is to manage the Centenary of Canberra website and social media tools as well as the production of high level publications.

Note: This is a temporary position available from May 2012 to 20 December 2013.

Contact Officer: Amy Kingham (02) 6207 0648 amy.kingham@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)**

#### **Disability ACT**

##### **Children and Young People**

**Senior Manager**

**Senior Officer Grade B/Senior Officer Grade A \$112,499 - \$119,042, Canberra (PN: 25159)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

The position is responsible for the delivery of Disability ACT's provision of services for children and young people with disability and the families who care for them, including the planning and implementation of related aspects of the reform process under the National Disability Agreement. These services may include information and education, needs assessment, service coordination, a variety of respite services and alternative long-term supported accommodation including host family arrangements. The position is also required to contribute at a high level, to the development and implementation of related strategic and operational policy.

Eligibility/Other Requirements: Qualifications and/or experience in human services is desirable.

Notes: This is temporary position available for a period of seven months. This position is available at either the SOGB or SOGA classification dependent on the skills, experience, qualifications of the successful applicant.

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

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

**Early Intervention and Prevention Services**

**Children's Policy and Regulation Unit**

**Manager**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 19594)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

The Children's Policy and Regulation Unit is seeking a motivated person to lead and manage the ACT's commitment to implement the National Quality Agenda for early childhood education and care. The National Quality Agenda aims to ensure Australian children get the best possible start with the delivery of high-quality early childhood education and care, especially for those children from disadvantaged or at-risk backgrounds.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are essential. Experience in early childhood education and care is essential.

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

Contact Officer: Danielle Stiff (02) 6207 1598 [danielle.stiff@act.gov.au](mailto:danielle.stiff@act.gov.au)

**Policy and Organisational Support Services**

**Organisational Services**

**Learning and Community Education**

**Training and Development Co-ordinator**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 09249)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

Disability ACT has an exciting opportunity for a suitably experienced and enthusiastic person to join and manage the Disability ACT Training Team. This position will plan, develop, implement and evaluate a range of training and staff development strategies and programs for professional, paraprofessional and administrative staff within a set budget. This position also provides advice and support on matters concerning training and organisational development strategies.

Eligibility/Other Requirements: Certificate IV in Training and Workplace Assessment and Tertiary qualifications in a human services discipline are desirable. A current driver's licence is essential.

Contact Officer: Rick Vivian (02) 6207 1091 [rick.vivian@act.gov.au](mailto:rick.vivian@act.gov.au)

**Policy and Organisational Services**

**Governance, Advocacy and Community Policy**

**Organisational Governance**

**FOI Coordinator**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 00935)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

The position is responsible for the co-ordination and collation of freedom of information matters and the facilitation of quality and timely decisions. The position will also be required to assist and take on complex special projects. The position occupant will require knowledge of, and the ability to interpret, policy and legislation in regard to Freedom of Information, Children and Young People, Human Rights and Privacy legislation, and will possess high-level organisational skills, with a flexibility to meet tight deadlines and change roles as required.

Note: This is a temporary position available from 19 June 2012 to 20 July 2012

Contact Officer: Margaret Puniard (02) 6205 0274 [margaret.puniard@act.gov.au](mailto:margaret.puniard@act.gov.au)

**Community Services Directorate**

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

**Aboriginal and Torres Strait Islander Services**

**Program Officer**

**Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 10385)**

Gazetted: 09 May 2012

Closing Date: 16 May 2012

The position occupant is responsible for supporting foster carers and the placement of Aboriginal and Torres Strait Islander children and young people in care and providing effective administration within the Aboriginal and Torres Strait Islander Kinship and Foster Care Service. The position reports to the Assistant Manager, Out of Home Care, Aboriginal and Torres Strait

Islander Services. The position occupant will assist in the day-to-day operation of the Aboriginal and Torres Strait Islander Kinship and Foster Care Service including supporting the carers and the placement of children/young persons. The position occupant will assist in the recruitment, training, assessment and of carers. The position occupant will assist in the preparation of policies and reports relating to the Service and foster care issues more generally. The position occupant will require sound program and time management skills and a demonstrated ability to deliver appropriate services to Aboriginal and Torres Strait Islander people.

Eligibility/Other Requirements: Person's with a sound understanding of Aboriginal and Torres Strait Islander issues in contemporary Australia. Driver's license required Criminal History check required

Notes: Aboriginal and Torres Strait Islander people are encouraged to apply. This is a temporary position available from asap to 30/11/2012 with the possibility of extension.

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

**Office for Children Youth and Family Support  
Aboriginal and Torres Strait Islander Services  
Out of Home Care  
Youth Worker**

**Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: Reg052012)**

Gazetted: 03 May 2012

Closing Date: 25 May 2012

The position of Youth Worker provides direct supervision and support to young residents, assisting with living skills, social and community interaction and linkages to suitable support programs and services. In conjunction with other areas of the Directorate and community partners, the Youth Worker is responsible for providing direct case work support to residents in relation to the development and implementation of case management plans and is responsible for engaging with the young residents in a culturally appropriate, sensitive and supportive manner. The Youth Worker position also plays a pivotal role in providing a safe and caring environment for residents and professional administration of Narrabundah House Indigenous Supported Accommodation, in line with the standards and expectations of the ACT Public Service.

Eligibility/Other Requirements: Current driver's licence. First Aid Certificate or willingness to quickly acquire the Certificate.

Notes: These positions will involve shiftwork. An order of merit will be formed from this selection process and maybe utilised to fill any casual, temporary or permanent positions (at level), which may occur within the next 12 months. Aboriginal and Torres Strait Islander people encouraged to apply.

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

**Economic Development**

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

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

**Land Strategy and Finance  
Strategic Finance  
Financial Controller**

**Senior Officer Grade A \$119,042, Canberra (PN: 30515)**

Gazetted: 08 May 2012

Closing Date: 29 May 2012

The Land Strategy and Finance Division is looking for a highly motivated finance professional to undertake a key leadership role within the Strategic Finance Branch. The Financial Controller will work closely with the Chief Finance Officer in delivering the key accountabilities of the Branch including financial management services, financial analysis and strategic financial advice to key stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in accounting, finance or commerce are mandatory. Membership or progress towards membership of a professional body (eg. CPA Australia, ICAA) would be highly regarded.

Contact Officer: Dermot Walsh (02) 6205 3585 dermot.walsh@act.gov.au

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

**ACT Gambling and Racing Commission  
Gaming Regulation  
Authorised Officer**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 42495)**

Gazetted: 03 May 2012

Closing Date: 17 May 2012

The ACT Gambling and Racing Commission is looking for an officer who can, under limited direction, undertake functions in respect of the administration of legislation regulating gaming machines and lotteries. The position requires assessing and processing applications made under gaming laws, assessing licensees' or approval holders' compliance with their reporting and tax obligations, and maintaining associated databases. The officer will also be required to liaise with stakeholders and assist in the administration of the section conducting projects, preparing correspondence and reports.

Contact Officer: Lesley Maloney (02) 6207 0069 lesley.maloney@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)**

**Learning, Teaching and Student Engagement**

**Learning and Teaching**

**Director**

**Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E475)**

Gazetted: 03 May 2012

Closing Date: 18 May 2012

The Learning and Teaching Branch is responsible and accountable for the development of policy, strategic planning and management of school support for curriculum, literacy and numeracy and early childhood education; building the collective capacity of both teaching and non-teaching staff through leadership of professional learning; and leading the instrumental music program in ACT public schools. The Branch provides direct support and advice designed to build the capacity of schools and contribute to the achievement of improved student outcomes. The Director of Learning and Teaching reports to the Executive Director Learning, Teaching and Student Engagement and provides the Director-General and Senior Executive Team with advice and ongoing support in relation to the strategic policy and operational areas for which the Branch is responsible. The Director leads the implementation of National Partnerships and other National priorities such as the National Quality Standard for Early Childhood Education, the Australian Curriculum and The National Professional Standard for Principals. The position requires a person with exceptional leadership and executive management skills as well as strong strategic skills and a capacity to deliver high level outcomes. The successful applicant will need to demonstrate a strong record in implementing key projects at an executive level and skills in strategic planning, building and maintaining key relationships, managing resources efficiently and effective educational leadership.

Note: The successful applicant will be engaged under a performance-based contract for up to five years. Relocation assistance is available if the successful applicant is from interstate.

Contact Officer: Stephen Gniel (02) 6205 9172 [stephen.gniel@act.gov.au](mailto:stephen.gniel@act.gov.au)

**Office for Schools**

**North/Gungahlin Network**

**Amaroo School**

**Special Education Manager**

**School Leader C \$97,350, Canberra (PN: 02273)**

Gazetted: 09 May 2012

Closing Date: 16 May 2012

As a member of the school leadership team contribute to developing, implementing and evaluating the school's curriculum, programs and policies for all students in an inclusive environment. Lead, manage and supervise a teaching and learning team, specifically in the areas of Special Education, student management and welfare, in accordance with the school's strategic directions and within the school and department policy framework.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Contact Officer: Richard Powell (02) 6205 2808 [richard.powell@ed.act.edu.au](mailto:richard.powell@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**

**North/Gungahlin Network**

**Amaroo School**

**Human Resource Manager**

**School Leader C \$91,769, Canberra (PN: 24913)**

Gazetted: 08 May 2012

Closing Date: 15 May 2012

As a member of the school leadership team manage the human resources to achieve optimal social and educational outcomes for both students and teachers in accordance with the school's strategic directions. Undertake the coordination of recruitment operations, planning, and data collection to deliver equitable distribution of resources to meet changing priorities.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute or eligibility for teacher registration with the ACT Teacher Quality Institute.

Contact Officer: Richard Powell (02) 6205 2808 [richard.powell@ed.act.edu.au](mailto:richard.powell@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**

**Belconnen Network**

**Hawker School**

**Executive Teacher**

**School Leader C \$91,769, Canberra (PN: 23966)**

Gazetted: 07 May 2012

Closing Date: 21 May 2012

As a member of the executive team, contribute to the achievement of whole-school strategic goals and the implementation of the school plan. Lead and manage the junior team with a focus on collaboration, team work and explicit teaching to improve student learning outcomes.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Contact Officer: Mandy Kalyvas (02) 6205 7733 [mandy.kalyvas@ed.act.edu.au](mailto:mandy.kalyvas@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.

**Corporate Services  
Finance and Corporate Support  
Financial Services  
Assistant Manager  
Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 07240)**

Gazetted: 08 May 2012

Closing Date: 15 May 2012

Financial Services are seeking an enthusiastic applicant for the position of Assistant Manager Financial Services. Duties include: Manage a Financial Services sub-section. Prepare financial and management accounting reports for internal and external clients including monthly reports and advice, statistical returns, grant administration and acquittals and annual financial statements. Assist in the development, preparation and maintenance of budget documents including Budget Papers and internal budget allocations. Negotiate and liaise with departmental and schools' representatives and other ACT Government agencies, including the Department of Treasury, as required. Accept responsibility for ensuring the accurate recording of financial details in the central general ledger; and Identify and analyse resource allocation and management issues, and prepare policy proposals, guidelines and reports as required. Provide advice and assistance to managers in the development and implementation of systems and procedures for improved financial management, resource allocation, monitoring and control in the advertisement)

Eligibility/Other Requirements: Accounting qualifications highly desirable.

Note: This is a temporary position available from asap to 19 August 2012 with the possibility of an extension.

Contact Officer: Peter Podnar (02) 6205 3145 peter.podnar@act.gov.au

**Office for Schools  
South/Weston Network  
Canberra College  
Information Technology Officer  
Information Technology Officer Class 2 \$68,515 - \$78,705, Canberra (PN: 28838)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

The successful applicant will take a leadership role in the management, development and improvement of the administrative and curriculum networks across dual campuses. Provide strategic planning advice and support and liaise with outside agencies. Promote the use of ICTs with particular attention to providing staff with training and technical support in the use of the network and related software packages and devices. Manage trainee IT support staff and provide suitable levels of training and development as required. Undertake administrative tasks related to the operation. Duties will also include identifying and rectifying hardware problems, managing user accounts, maintaining the school's IT asset database and providing technical support/assistance with IT security for the school.

Eligibility/Other Requirements: Completion, or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (two or more years).

Contact Officer: Roseanne Campion (02) 6205 6767 roseanne.campion@ed.act.edu.au

**Tertiary Education and Performance  
International Education Unit  
Senior Project Officer  
Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 16791)**

Gazetted: 09 May 2012

Closing Date: 23 May 2012

The International Education Unit is seeking a highly motivated Senior Project Officer. The successful applicant will engage with overseas stakeholders and develop sustainable and self-funding international programs for the Directorate. The position requires liaison with international bodies, both on and offshore, strategic planning, development of financial proposals, management of project budgets and the development of promotional material. In addition, the successful applicant will be required to participate in offshore recruitment activities. High level communication with a commitment to client service for overseas clients is critical to this position.

Eligibility/Other Requirements: Desirable: Fluency in Mandarin or Vietnamese, both orally and writing.

Notes: Overseas travel is a requirement of this position.

Contact Officer: Nicole King (02) 6205 6998 nicole.king@act.gov.au

**Tertiary Education and Performance  
International Education Unit  
Project Officer  
Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 30538)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

The International Education Unit is seeking a highly motivated Project Officer. The successful applicant will engage with overseas stakeholders and develop sustainable and commercial study tour programs for the Directorate. The position requires liaison with international bodies, both on and offshore, strategic planning, development of financial proposals, management of project budgets and the development of promotional material. The successful applicant will be required to participate in offshore recruitment activities. High level communication with a commitment to client service for overseas clients is critical to this position.

Eligibility/Other Requirements: Fluency in Mandarin, both spoken and written is desirable.



Notes: This is a temporary position available to 30 June 2014 with the possibility of extension. Overseas travel is a requirement of this position.

Contact Officer: Nicole King (02) 6205 6998 [nicole.king@act.gov.au](mailto:nicole.king@act.gov.au)

**Office for Schools**

**Tuggeranong Network**

**Richardson Primary School**

**Business Manager**

**Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 28130)**

Gazetted: 03 May 2012

Closing Date: 10 May 2012

Richardson Primary School is seeking a highly motivated and engaging person with a proven ability to work on their own and use initiative to manage all of the school's administrative and financial systems. The successful applicant will assist in the preparation of budgets; prepare financial returns and contribute to financial decision making by senior management and the School Board. This position also requires supervision of non teaching staff. Liaising with the Building Services Officer, trades people, students, parents and school staff to ensure a high quality customer service.

Eligibility/Other Requirements: First Aid qualifications or willingness to undertake appropriate training is desirable.

Contact Officer: Jason Borton (02) 6205 8200 [jason.borton@ed.act.edu.au](mailto:jason.borton@ed.act.edu.au)

**Office for Schools**

**Belconnen Network**

**Hawker Primary School**

**Business Manager**

**Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 28076)**

Gazetted: 03 May 2012

Closing Date: 17 May 2012

Hawker Primary School is seeking a highly motivated and engaging person with a proven ability to work independently and as a member of a team to manage all of the school's administrative and financial systems. The successful applicant will assist in the preparation of budgets; prepare financial returns and contribute to financial decision making by senior management and the School Board. This position requires supervision of non teaching staff, liaising with the Building Services Officer, trades people, students, parents and school staff to ensure high quality customer service.

Eligibility/Other Requirements: First Aid qualifications or willingness to undertake appropriate training is desirable.

Contact Officer: Mandy Kalyvas (02) 6205 7733 [mandy.kalyvas@ed.act.edu.au](mailto:mandy.kalyvas@ed.act.edu.au)

**Office for Schools**

**North/Gungahlin Network**

**Gold Creek School**

**Staffing Officer**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 30540)**

Gazetted: 09 May 2012

Closing Date: 23 May 2012

An exciting opportunity exists at Gold Creek School for a highly suitable Staffing Officer. The successful applicant will be responsible for prepare audits/reports, data collection and staffing returns which are compliant with the Directorate's requirements. The position also involves providing administrative support with the engagement of relief staff.

Contact Officer: Kerry Lyttle (02) 6205 1743 [kerry.lyttle@ed.act.edu.au](mailto:kerry.lyttle@ed.act.edu.au)

**Office for Schools**

**North/Gungahlin Network**

**Gold Creek School**

**Laboratory Assistant**

**School Assistant 3 \$43,394 - \$46,835, Canberra (PN: 01254)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

Gold Creek School is seeking a highly motivated Laboratory Assistant to provide technical and procedural advice to teachers regarding the implementation of science education programs. The successful applicant will be responsible for the safe storage of chemicals, safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment.

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

Notes: This position is a part-time position at 25 hours a week.

Contact Officer: Kerry Lyttle 6205 1743 [kerry.lyttle@ed.act.edu.au](mailto:kerry.lyttle@ed.act.edu.au)

**Office For Schools**

**Tuggeranong Network**

**Calwell High School**

**Laboratory Assistant**

**School Assistant 3 \$43,394 - \$46,835, Canberra (PN: 01325)**

Gazetted: 09 May 2012

Closing Date: 23 May 2012

Calwell High School requires a person with outstanding skills and experience for the position of Science Laboratory Assistant. The ideal candidate will undertake a range of technical and manual duties and provide technical and procedural advice and assistance to teaching staff regarding the implementation and delivery of science education programs. Under general direction, the successful person will assist teachers in the preparation of classroom activities and be responsible for the safe storage of chemicals, safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment. Clean, maintain and set up equipment, assist with the purchasing of equipment, consumables and educational technology.

Eligibility/Other Requirements: Laboratory technology or relevant experience in a science context. First Aid qualification or willingness to undertake appropriate training.

Contact Officer: Jennifer O'Donoghue (02) 6205 6833 [jennifer.odonoghue@ed.act.edu.au](mailto:jennifer.odonoghue@ed.act.edu.au)

**Office for Schools  
North/Gungahlin Network  
Gold Creek School**

**Learning Support Assistant (Special Teachers Assistant)  
School Assistant 2/3 \$38,098 - \$46,835, Canberra (PN: 09144, several)**

Gazetted: 09 May 2012

Closing Date: 23 May 2012

Gold Creek School is seeking highly motivated applicants to work as part of a collaborative team to provide high level personal and educational support to students with special needs and moderate disabilities. The successful applicants may be responsible for the physical well being of a student or groups of students. Under general direction assist teachers in school activities and in the implementation of educational programs for students with special needs.

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

Contact Officer: Kerry Lyttle (02) 6205 1743 [kerry.lyttle@ed.act.edu.au](mailto:kerry.lyttle@ed.act.edu.au)

**Office for Schools  
North/Gungahlin Network  
Lyneham Primary School**

**School Administrative Assistant  
School Assistant 2 \$38,098 - \$42,249, Canberra (PN: 31159)**

Gazetted: 07 May 2012

Closing Date: 21 May 2012

Lyneham Primary School is seeking a highly motivated and enthusiastic person to work as part of a collaborative team in the front office. The successful candidate will provide administrative and secretarial support to the Principal and staff throughout the school and under general direction assist with receipting of monies, filing, photocopying, reception duties and general computing tasks.

Eligibility/Other Requirements: First Aid and Epi pen qualification or willingness to undertake appropriate training is desirable.

Contact Officer: Karen Jermyn (02) 6205 6509 [karen.jermyn@ed.act.edu.au](mailto:karen.jermyn@ed.act.edu.au)

**Office for Schools  
South/ Weston Network  
Canberra College**

**Technology Assistant (Industrial Arts Assistant)  
School Assistant 2 \$38,098 - \$42,249, Canberra (PN: 00853)**

Gazetted: 09 May 2012

Closing Date: 16 May 2012

Canberra College is seeking a highly motivated Technology Assistant to provide technical and procedural advice to teachers on the safe operation of machinery. The successful applicant will be responsible for the safe use and maintenance of equipment and will exercise good judgement and initiative with limited supervision. The position also includes support within the automotive, woodwork, metalwork and computer aided drafting.

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

Note: This position is part-time at 18.75 hours per week.

Contact Officer: Roseanne Campion (02) 6205 6767 [roseanne.campion@ed.act.edu.au](mailto:roseanne.campion@ed.act.edu.au)

**Environment and Sustainable Development**

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

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

**Policy**

**Nature Conservation Policy  
Nature Conservation Strategy Planning Officer  
Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 28279)**

Gazetted: 08 May 2012

Closing Date: 29 May 2012

The Environment and Sustainable Development Directorate is seeking an enthusiastic person for the position of Nature Conservation Strategy Planning Officer to assist implementation of planning for the draft Nature Conservation Strategy in relation to conservation on private land in the ACT.

Eligibility/Other Requirements: Tertiary qualifications in science, environmental science, natural resource management or other relevant disciplines, and experience in conservation and Natural Resource Management incentive programs, and community outreach would be an advantage for this position.

Note: This is a temporary position available from 20 July 2012 until 30 June 2014.

Contact Officer: Tim Wong (02) 6205 3806 tim.wong@act.gov.au

## **City Planning**

### **Land and Infrastructure Planning**

#### **Senior Project Officer**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 23965)**

Gazetted: 04 May 2012

Closing Date: 22 May 2012

The Senior Project Officer position is part of the Employment Lands and Environment Team. The Team has two primary responsibilities; planning of employment lands in the ACT and providing environmental advice across the whole section. The Land Policy Section is managing projects that are subject to a number of environmental assessment processes under both Commonwealth and ACT legislation. The Team's work also includes the Eastern Broadacre planning project and a range of structure planning exercises that stem out of the strategic planning work. The successful applicant will have: Well developed skills and experience in the analysis of environment planning issues and development and implementation of planning policies, including structure planning; Knowledge of ACT planning legislation and Commonwealth environmental legislation, including the *Environment Protection and Biodiversity Conservation Act (EPBC Act)*; Demonstrated conceptual, analytical, research and problem solving skills. Skills in project management, with a demonstrated ability to brief and manage consultants, exercise sound judgement and achieve deadlines.

Eligibility/Other Requirements: Qualifications and experience in at least one of the following: town planning, environmental planning, urban design, architecture, environmental science, or in a related field are essential.

Notes: This is a temporary position available for 12 months with the possibility of extension.

Contact Officer: Joyce Rajasekaram (02) 6207 1972 joyce.rajasekaram@act.gov.au

## **Regulation and Services**

### **Construction Services**

#### **Utilities, Land and Lease Regulation**

#### **Senior Policy Officer**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 19264)**

Gazetted: 03 May 2012

Closing Date: 17 May 2012

Utilities Technical Regulation is responsible for administering Part 5 of the *Utilities Act 2000*. Utilities Technical Regulation regulates licensed electricity distribution utilities, water supply and sewerage utilities, gas transmission utilities and gas distribution utilities. Utilities Technical Regulation primarily consists of engineers. The Senior Policy Officer will be responsible for ongoing legislative review work on the *Utilities Act 2000* and the *Gas Safety Act 2000*. The Officer will also liaise with the Construction Services Branch Policy Co-ordinator on relevant construction policy work. Criteria for consideration: Demonstrated ability to review and develop policy for legislative reform. Relevant experience or expertise of regulatory theory and practice is required; Working knowledge of Government processes involved with Cabinet decisions, preparation of Government Bills and participation in national forums; Demonstrated ability to consult widely and proven ability to work as part of a multi-disciplinary team; Well-developed appreciation of current management practices associated with inclusive work environments and injury prevention and management systems.

Eligibility/Other Requirements: Demonstrated experience on legislation, the cabinet submission process or policy development would be highly desirable. Strong written and verbal communication skills, the ability to work independently and to manage a number of concurrent projects are necessary for the position.

Note: This is a temporary position available until 31 March 2013 with the possibility of extension.

Contact Officer: Robert Walker (02) 6207 0362 robert.walker@act.gov.au

## **Policy, Corporate and Regulation**

### **Corporate**

#### **Human Resources**

#### **HR Officer**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 56089)**

Gazetted: 03 May 2012

Closing Date: 10 May 2012

Environment and Sustainable Development Directorate (ESDD) is seeking an enthusiastic self-starter to join our small HR Team for three months. You will need to be highly customer focused and results driven in order to meet the high level of expectation of both our internal and external clients. The team is supportive, the duties are varied and responsibilities challenging but also very rewarding. Primary responsibilities are: To develop and implement a range of HR policies and strategies to maximise organisation outcomes; To develop and support the implementation of a range of health and safety policies and health and wellbeing programs; To manage executive recruitment and provide high level advice to subordinate staff on mainstream recruitment processes in accordance with the PSM Act, ESDD Enterprise Agreement and agreed policy and guidelines; To undertake reviews and analysis on a range of organisational staffing matters and prepare regular reports to ESDD Executive Management Board.

Eligibility/Other Requirements: Relevant experience in the delivery of HR services in the ACTPS and/or qualification in HR management would be highly regarded.

Note: This is a temporary vacancy available asap to the 31 July 2012 with the possibility of extension.

Contact Officer: Debbie Crowe (02) 6207 2576 debbie.crowe@act.gov.au

**Office of the Director-General  
Policy, Corporate and Regulation  
Executive Assistant**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 26945)**

Gazetted: 03 May 2012

Closing Date: 10 May 2012

The Environment and Sustainable Directorate is seeking a motivated individual to fill the role of Executive Assistant to the Deputy Director-General. The successful applicant will have high level oral and written communication skills and high level interpersonal skills, an ability to manage competing priorities and be able to contribute effectively in a multidisciplinary team environment.

Note: This is a temporary position available asap for a period of three months with the possibility of extension. This recruitment process may be based on application only.

Contact Officer: Debbie Crowe (02) 6207 2576 [debbie.crowe@act.gov.au](mailto:debbie.crowe@act.gov.au)

**Regulation and Services  
Construction Services  
Utilities, Land and Lease Regulation  
Administration Officer**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 13936)**

Gazetted: 03 May 2012

Closing Date: 17 May 2012

Utilities Technical Regulation is responsible for administering Part 5 of the *Utilities Act 2000*. Utilities Technical Regulation regulates licensed electricity distribution utilities, water supply and sewerage utilities, gas transmission utilities and gas distribution utilities. Utilities Technical Regulation primarily consists of engineers. This position provides administrative support to the team and coordinates the preparation of papers and submissions on technical regulation including reviews and national programs. The successful applicant will also provide a liaison point between the Utilities Team and other Government agencies, utilities and the public. Provide administrative support to members of the Utilities Regulation Team, including co-coordinating audits on behalf of the Technical Regulator. Develop accurate papers and submissions on behalf of the Utilities Technical Regulation team. Liaise with external stakeholders, licensed utilities, ACT Government departments and Ministers. Manage the Utilities Technical Regulation team's yearly budget, invoicing and liaison with the Directorate's finance team.

Eligibility/Other Requirements: Strong written and verbal communication skills, the ability to work independently and to manage a number of concurrent projects are necessary for the position. Appropriate tertiary qualifications and/or relevant experience will be highly regarded.

Notes: This is a temporary position available until 1 January 2013, with the possibility of extension.

Contact Officer: Robert Walker (02) 6207 0362 [robert.walker@act.gov.au](mailto:robert.walker@act.gov.au)

**Policy, Corporate and Regulation  
Regulation and Services  
Customer Services  
Team Leader**

**Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 14625)**

Gazetted: 04 May 2012

Closing Date: 18 May 2012

The successful applicant will assist with the supervision of staff responsible for providing high quality customer service to internal and external clients. They will oversee and take responsibility for dealing with a range of more complex applications and processes associated with Development Applications, Building Approvals and Construction Occupations licensing matters. Duties may include: being the liaison and co-ordination point for processes associated with appeals to the ACT Civil and Administrative Tribunal and provision of documents in relation to subpoenas and FOI requests; the implementation of new computer based systems and the management of customer accounts; the maintenance of procedure manuals and the preparation of statistical reports as required.

Eligibility/Other Requirements: Applicants will require demonstrated experience in supervision and training of staff, well developed oral and written communication skills and very good computer skills.

Note: A willingness to wear a corporate uniform and be included on a roster that may involve working outside the standard Customer Service Centre opening hours of 8.30am to 4.30pm. The occupant of this position may also be required to work in either the Dickson or Mitchell Customer Service Centres as the need arises.

Contact Officer: Linda Southwell (02) 6205 0600 [debbie.crowe@act.gov.au](mailto:debbie.crowe@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  
Lease Administration  
Development Assessment Leasing Officer**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 13602)**

Gazetted: 07 May 2012

Closing Date: 14 May 2012

The Development Assessment Leasing Section of the Environment and Sustainable Development directorate is seeking a highly motivated individual to fill the role of assessment officer. The successful applicant will have the capacity to undertake the assessment of development applications and the ability to acquire knowledge of the leasehold system. The successful applicant will have the capacity to manage a high volume individual workload in a customer focussed work environment.

Eligibility/Other Requirements: Tertiary Qualifications and/or relevant experience in urban or regional planning, land management, administrative law, urban design and/or geography are desirable.

Notes: This recruitment process may be based on application only.

Contact Officer: Owen Pankhurst (02) 6207 9055 [owen.pankhurst@act.gov.au](mailto:owen.pankhurst@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.

#### **Corporate**

##### **Ministerials, Government and Legal Services**

###### **Ministerial Liaison Officer**

###### **Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 27297)**

Gazetted: 04 May 2012

Closing Date: 11 May 2012

The Section is responsible for the management of Cabinet, Ministerial and Assembly and administrative law functions for the Environment and Sustainable Development Directorate (ESDD). The successful applicant will have a strong customer focus and be able to understand and meet the needs of all our team's clients; experience in coordination and liaison within and external to ESDD; together with a knowledge of ministerial processes will be important. The occupant will manage the processing and preparation of ministerial and Director-General correspondence for ESDD including coordination, tracking, reporting and monitoring. The successful applicant will require a knowledge of, or the ability to quickly acquire a knowledge of, ACT Government guidelines and procedures relating to the preparation of Ministerial documentation, correspondence and Freedom of Information Requests.

Contact Officer: Tania Carter (02) 6207 6722 [tania.carter@act.gov.au](mailto:tania.carter@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.

#### **Policy, Corporate and Regulation**

##### **Regulation and Services**

###### **Customer Services**

###### **Customer Service Officer**

###### **Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 13228, several)**

Gazetted: 04 May 2012

Closing Date: 18 May 2012

The Customer Services Team has two offices, Dickson and Mitchell. The occupants of these positions will be required to provide high quality customer service to clients and members of the public in relation to planning, development and building related processes. This includes answering calls via the Customer Service Contact Centre and working on a public counter. Other duties include receiving public money and preparing daily reconciliation reports, dealing with more complex enquiries, and the maintenance of both paper and electronic filing systems in accordance with record management requirements. Eligibility/Other Requirements: A willingness to wear a corporate uniform and be included on a roster that may involve working outside the standard Customer Service Centre opening hours of 8.30am to 4.30pm. The occupant of this position may also be required to work in either the Dickson or Mitchell Customer Service Centres as the need arises.

Contact Officer: Linda Southwell (02) 6205 0600 [linda.southwell@act.gov.au](mailto:linda.southwell@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.

#### **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**

###### **Medical Staff**

###### **Director of Pain Medicine**

###### **Staff Specialist Band 1-5 \$137,660-\$169,877, Senior Specialist \$185,984, Canberra (PN: 29779)**

Gazetted: 10 May 2012

Closing Date: 21 June 2012

The Position: Applications are invited for the position of Director of Pain Medicine to join the Department of Anaesthesia and Pain Management at Canberra in the Australian Capital Territory. Applicants for this position should be qualified medical graduates with Fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists (FFPMANZCA) or equivalent. The position is a staff specialist tenured position. The Director position is for a period of three years in the first instance with the possibility of extension following mutual agreement. The Pain Management Unit is well established, serving the Territory and the surrounding region. It is a truly multidisciplinary team consisting of Doctors in Anaesthesia and Rehabilitation Medicine, of Psychologists, Physiotherapists, Occupational Therapists and well experienced and dedicated nursing staff. The opportunity for procedural work is available. There is an opportunity for staff specialists to work a day per week in the private system. The Pain Management Unit runs a range of multidisciplinary educational sessions as well as an established two-weeks pain management program. The Unit takes part in the undergraduate and postgraduate training program of the Australian National University and University of Canberra and is included in the training of anaesthetic registrars as part of the pain module. The preferred applicant will be expected to have a considerable clinical background and a commitment to management, clinical review and quality assurance, teaching, and research. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$137,660-\$169,877, 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%-15% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$223,841 - \$296,752.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency and Fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists (FFPMANZCA) or an equivalent higher specialist qualification.  
Contact Officer: Barbara Reid, Executive Director, Surgery & Oral Health (02) 6244 3515 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

**Canberra Hospital and Health Services**

**Pathology**

**Haematology**

**Chief Scientist Blood Transfusion**

**Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 26295)**

Gazetted: 10 May 2012

Closing Date: 24 May 2012

ACT Pathology is a department of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The Canberra and Calvary hospital laboratories operate 24 hours, 7 days/week, offering a wide range of testing procedures. The successful applicant will be responsible for the day-to-day management of the Immunohaematology department providing leadership in strategic planning and optimal operational management. As directed by the Chief Scientist, haematology, plan, allocate and coordinate the work of the blood transfusion laboratory; Assist in the preparation of financial and staffing budgets and monitor budget programs. A commitment to own personal development is essential.

Eligibility/Other Requirements: A Degree in Science or equivalent relevant qualification. A relevant post graduate or professional qualification would be an advantage.

Note: Applicants will be shortlisted on basis of written application, which should address the selection criteria. Current curriculum vitae and written referee reports must accompany the applications. Shortlisted applicants will be required to attend a further assessment. 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: Kerrie Andriolo (02) 6244 2034 [kerrie.andriolo@act.gov.au](mailto:kerrie.andriolo@act.gov.au)

**Canberra Hospital and Health Services**

**Mental, Justice Alcohol and Drugs**

**Rehabilitation and Specialty Mental Health**

**Team Leader**

**Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 21787)**

Gazetted: 10 May 2012

Closing Date: 24 May 2012

The ACT Health Directorate is currently seeking a Team Leader for the Forensic Mental Health Service located in the Australian Capital Territory (ACT). This Service forms part of the Division of Mental, Justice Alcohol and Drug Services and delivers specialised Forensic Mental Health Services within Custodial settings, the Courts, as well as providing a Forensic Community Outreach Service for both Adult and Young People.

Duties/Abilities: Manage the operational delivery of Forensic Mental Health Services in partnership with other relevant clinical and non clinical areas such as Justice Health and ACT Corrective Services. This position is responsible for ensuring and exceeding quality care to the forensic consumers within our community regardless of their location, meeting health care standards, providing leadership and management of staff and achieving set financial business outcomes. The applicant's exceptional leadership, interpersonal skills and strong background in health management and Forensic Mental Health service delivery will play an essential role in the successful operation of this well-established team. It is expected you will have the initiative to manage autonomously, to meet business outcomes and be a key liaison between Mental Health, Justice Health and Corrective Services staff, consumers and their families. You will also have the opportunity to make your mark in enhancing the service culture, promoting forensic services and implementing clinical and operational initiatives. It is expected that the successful applicant will have experience in accreditation, have an excellent understanding of continuous improvement and base their practice on Recovery Principles.

Eligibility/Other Requirements: This position is for a Health Professional Level 4 open to Nursing, Psychology, Social Work and Occupational Therapy and remunerated in accordance with ACT Enterprise Agreements. Applicants will need to have current registration with the Australian Health Practitioner Regulation Agency, or be eligible for membership of the relevant professional association.

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: Herb Kruger (02) 6205 5437 [herb.krueger@act.gov.au](mailto:herb.krueger@act.gov.au)

**Special Purpose Accounts - TCH**

**Special Purpose Accounts**

**Research**

**Principal Research Officer**

**Principal Research Officer \$81,099 - \$88,095, Canberra (PN: 19101)**

Gazetted: 10 May 2012

Closing Date: 17 May 2012

The Gastroenterology and Hepatology Unit of The Canberra Hospital is studying the causes of Crohn's disease and ulcerative colitis (inflammatory bowel diseases - IBD) in research extending from the laboratory bench to clinical trials. We are involved in studies to identify potential bacterial triggers that may result in the development of these conditions, to determine how these micro-organisms interact with the host immune system and, ultimately, to develop better therapies. We are seeking a post-doctoral research fellow with a background in microbiology and molecular biology and the ability to work independently to perform this work.

Eligibility/Other Requirements: Doctoral Degree in Science or equivalent (Microbiology and/or Molecular Biology).

Note: This is a temporary position available for a period of two years. 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: Paul Pavli (02) 6244 2195 paul.pavli@act.gov.au

**Canberra Hospital and Health Services  
Women, Youth and Children  
Children, Youth and Women's Health Program  
Audiometry Nurse  
Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 22651)**

Gazetted: 10 May 2012

Closing Date: 17 May 2012

A position as an Audiometry Nurse is available to a suitably qualified and experienced Registered Nurse in the Central Regional Team.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Hold a current driver's licence. Post Graduate Audiometry Nursing qualification such as a Graduate Certificate in Advanced Nursing (Audiometry Nursing) or similar.

Note: This is a part-time position at 11 hours per week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded with your application.

Contact Officer: Carolyn Thomas (02) 6205 1575

**Canberra Hospital and Health Services  
Women, Youth and Children  
Women and Babies  
Continuity of Care at Canberra Hospital (CatCH) Midwife  
Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 23509)**

Gazetted: 10 May 2012

Closing Date: 17 May 2012

An opportunity exists for an enthusiastic and experienced Level 2 Registered Midwife who is interested in working in the Continuity of Care at Canberra Hospital (CatCH). The Midwife will work in a small midwifery group practice providing caseload midwifery care through the Antenatal and Community Clinics, Delivery Suite and postnatal care in the community.

Eligibility/Other requirements: Registered or eligible for registration as a midwife with the Australian Health Professionals Registration Authority (AHPRA), and a current unconditional driver's licence.

Note: This is a temporary position available for a period of 10 months. This is a salaried full-time position with 35% loading plus car allowance. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jeanne McLauchlan (02) 6244 3851

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
CC - Nursing  
Clinical Development Nurse  
Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 29931)**

Gazetted: 10 May 2012

Closing Date: 17 May 2012

The Community Care Program is seeking applications from Registered Nurses to fill a full time RN2 Clinical Development Nurse permanent position. Nurses interested in this position should have a wide range of community nursing experience and be committed to high quality customer service with a multi-disciplinary focus. The role requires the ability to deliver education to nurses new to the Community Care Program and to assess and credential nurses on an agreed schedule of competencies.

This is an exciting opportunity to work in a progressive and rewarding program, providing education and support to community nurses. Interested nurses are encouraged to speak with the Contact Officers to discuss this position.

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

Note: Applicants should apply online to the ACT Health Directorate website. Please address the selection criteria and provide a curriculum vitae. Please arrange to have two referee contacts available (including one from a current supervisor).

Contact Officer: Judith Perry (02) 6205 1498 Heather Manton (02) 6205 2717

judith.perry@act.gov.au, heather.manton@act.gov.au

**Canberra Hospital and Health Services  
Operational Support  
Acute Care  
Neuropsychologist  
Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 25011)**

Gazetted: 10 May 2012

Closing Date: 17 May 2012

The Department of Psychology based at The Canberra Hospital, a leading teaching hospital in the nation's capital city, is seeking an experienced Clinical Neuropsychologist to provide specialist neuropsychological services in the context of a multidisciplinary team to hospital patients, particularly from the Neurology/Stroke and Neurosurgery wards.

Eligibility/Other Requirements: Masters or Doctoral level qualifications in Neuropsychology or Clinical Psychology.

Unconditional registration with Australian Health Practitioner Regulation Agency. PBA Endorsement as a Neuropsychologist is

highly desirable. Staff benefits include salary packaging, on site free parking, ongoing professional development, training opportunities and support for regular clinical supervision.

Note: This is a full-time position. Staff interested in part-time or temporary employment are encouraged to apply. 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: Maryanne Klein-Boonschate (02) 6244 3231

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Child, Youth and Women's Health Program**

**Social Worker**

**Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 28440)**

Gazetted: 10 May 2012

Closing Date: 24 May 2012

Applications are invited from experienced Social Workers to join the Division of Women, Youth and Children, Community Health Programs, Social Work team. The Social Work service is part of the community based multidisciplinary services provided for parents and families in the antenatal and postnatal period and works closely with Maternal and Child Health Nurses, Physiotherapist, Nutritionists, Child Health Medical Officers and Community Paediatricians. The Social Workers provide individual counselling and therapeutic interventions, group programs, information, advocacy and support for parents and families experiencing emotional, social and psychological challenges that may have an impact on the health and well being of the children and family. Clinical supervision is emphasised with both individual and peer supervision processes in place. This position requires a social worker with extensive experience in therapeutic counselling who is able to work independently with vulnerable families with complex psychosocial situations including trauma and compromised perinatal mental health status that may have an impact on capacity to parent and the health and well being of infants and young children.

Eligibility/Other Requirements: Appropriate Degree in Social Work and eligibility for membership of the Australian Association of Social Workers. Current driver's licence essential.

Note: Social Work services are located at both Tuggeranong and Belconnen Health Centres. This is a temporary part-time vacancy at 22:05 hours per week for a period of 12 months with the possibility of extension. To complete your application you must prepare responses to the selection criteria as a document to be uploaded and included in your application.

Contact Officer: Sue Clay (02) 6205 2752

**Director General Reports**

**Population Health**

**Health Protection Service**

**Planning Officer**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 04831)**

Gazetted: 10 May 2012

Closing Date: 17 May 2012

An opportunity is available for an appropriately skilled and experienced planning officer to work in Communicable Disease Control section. Communicable Disease Control (CDC) monitors and reduces the spread of communicable diseases in the ACT. The position assists in the planning and response to seasonal and pandemic influenza as well as duties in CDC. The successful applicant will need well-developed strategic policy and analytical skills; be able to exercise sound judgement and priority setting; be skilled in managing a range of tasks concurrently; have excellent communication and negotiation skills; and a strong capacity to liaise effectively with a range of internal and external clients.

Note: This is a part-time position at 22 hours per week. 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: Carolyn Banks (02) 6205 8702

**Canberra Hospital and Health Services**

**Women, Youth and Children**

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

**School Health Team**

**Enrolled Nurse Level 2 \$52,818, Canberra (PN: 16280)**

Gazetted: 10 May 2012

Closing Date: 17 May 2012

We are looking for a suitably experienced Registered-Enrolled Nurse to work with the School Health Team at an advanced Enrolled Nurse level 2.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (APRAH) or eligible for registration. A current driver's licence. Immunisation qualifications or extensive experience highly desirable.

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

Contact Officer: Carolyn Thomas (02) 6205 1575

**Canberra Hospital and Health Services**

**Pathology**

**Customer Services**

**Collections Supervisor**

**Technical Officer Level 2 \$50,317 - \$57,912, Canberra (PN: 30484)**

Gazetted: 10 May 2012

Closing Date: 24 May 2012



ACT Pathology is a department of The Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region with the main laboratory located at The Canberra Hospital and branch laboratory located at Calvary Hospital. The Collection Services area of Customer Services is responsible for all specimen collections both on site (via the wards) and off site (through Community Collection Centres) and domiciliary services of ACT Pathology. The successful applicant will be responsible for:

The management of a community collection centre, ensuring efficient delivery of service. Maintain close links with the manager of collection services for ACT Pathology.

Eligibility/Other Requirements: Associate Diploma or Certificate in Medical Laboratory Science or other approved qualification and/or at least five years recent experience in venepuncture. Current driver's licence.

Contact Officer: Melinda Bower (02) 6244 2934 melinda.bower@act.gov.au

### **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)**

### **Legislation and Policy**

#### **Criminal Law Group**

#### **Senior Manager**

**Legal 2 \$117,119 - \$121,932, Canberra (PN: 42758)**

Gazetted: 09 May 2012

Closing Date: 23 May 2012

Legislation and Policy Branch is seeking a highly motivated Senior Manager to head up its Criminal Law team. The team is responsible for criminal law policy and legislation in the ACT. The Senior Manager provides high level advice and direction to Government and the ACT Public Service on questions of criminal law, practice and policy including matters relating to forensic procedures, family violence, terrorism laws, sentencing, bail, criminal offences, concepts of criminal responsibility and police powers. Develop and deliver complex legislation relating to criminal law matters. Liaise and manage stakeholders, both internal and external and represent the Directorate at a high level.

Eligibility/Other Requirements: Applicants for the position should be able to demonstrate a high level of experience in policy and legislation development, and a solid background in criminal/general/public law and policy. Admission as a legal practitioner in an Australian jurisdiction is essential. Relevant tertiary qualifications and experience in appropriate field would be highly desirable.

Contact Officer: Karen Greenland (02) 6207 0522 karen.greenland@act.gov.au

### **Legislation and Policy**

#### **Restorative Justice Unit**

#### **Indigenous Guidance Partner**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 24436)**

Gazetted: 08 May 2012

Closing Date: 15 May 2012

Expressions of interest are sought from potential candidates to fill the position of Indigenous Guidance Partner for nine weeks. The Indigenous Guidance Partner is located within the ACT Restorative Justice Unit and is responsible for; initiating contact with Aboriginal and Torres Strait Islander youth referred to restorative justice, the provision of information about restorative justice to enable informed consent regarding participation in restorative justice and the provision of support and guidance to Aboriginal and Torres Strait Islander youth referred to the Galambany Court. The Restorative Justice Unit (RJU) is established under the *Crimes (Restorative Justice) Act 2004* and is responsible for delivering a restorative justice scheme to offenders and victims of crime in the ACT.

Eligibility/Other Requirements: Aboriginality is considered essential, section 42, Discrimination Act 1991. A current ACT driver's licence or equivalent is required. Relevant Restorative Justice training is desirable.

Note: This is a temporary position available from 04 June 2012 to 03 August 2012.

Contact Officer: Dymphna Lowrey (02) 6207 0571 dymphna.lowrey@act.gov.au

### **Security and Emergency Management**

#### **Policy Officer**

**Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 14862)**

Gazetted: 08 May 2012

Closing Date: 29 May 2012

The Security and Emergency Management Branch is responsible for the development of strategic policy on whole-of-government issues including emergency management, counter-terrorism, protective security and critical infrastructure protection. The Branch is part of the Justice and Community Safety Directorate and works closely with all ACT Government directorates, the Australian Federal Police, and relevant interstate and federal agencies. The Branch is also responsible for the development, maintenance and activation of the Territory Crisis Centre and the ACT CCTV network. Under the limited direction of the Manager the successful applicant's duties will include: Drafting briefs and replies to ministerial correspondence. Provide administrative support and policy advice on issues within the Branch's purview. Undertake a range of administrative support and tasks, including secretariat support for relevant committees. Undertake specific projects as required, including providing assistance to senior officers within the branch to ensure that the objectives of the Branch are met. Assist with the development, maintenance and activation of the Territory Crisis Centre. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: This is a Designated Security Assessment position to "Negative Vetting 1" (Secret) Level. The successful applicant will be required to undergo, and be granted, a security clearance to the above level. If a clearance is not granted employment in the role will not commence or, if already commenced, will be terminated.

Contact Officer: Andrew Butters (02) 6205 8278 andrew.butters@act.gov.au

**Office of Regulatory Services  
Policy and Community Relations  
Policy**

**Policy Officer**

**Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 43670, several)**

Gazetted: 03 May 2012

Closing Date: 17 May 2012

Under the general direction of Manager, Policy: assist in the preparation of ministerials, briefs, minutes and forms; assist in the development of and implementation of policy relevant to the Office of Regulatory Services; process and manage freedom of information requests; provide advice in relation to policy matters; other duties as required including community engagement activities; maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Sean Sloan (02) 6205 8291 sean.sloan@act.gov.au

**Office of Regulatory Services  
Policy and Community Relations  
Community Relations**

**Administration Officer**

**Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 05563)**

Gazetted: 03 May 2012

Closing Date: 17 May 2012

Under the general direction of the Manager, Community Relations assist in the provision of advice and assistance on a wide range of communications issues. Assist in the research, preparation and editing of a range of communications material including briefs, publications, internal and external newsletters, media releases and material for the website. Assist at programmed events. Assist in the maintenance of the information for the website. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Tania Manuel (02) 6205 3738 tania.manuel@act.gov.au

**Office of Regulatory Services**

**Road User Services**

**Traffic Camera Office**

**Systems Officer**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 17810)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

Road User Services promotes road safety through the administration of road transport legislation, including the issuing and adjudication of traffic camera detected offences. To assist in achieving these goals we require a suitably qualified person for the position of Systems Officer, Traffic Camera Office. In this role, the work of the successful applicant will include, but not be restricted to: Monitor the Traffic Camera Office adjudication and camera systems to ensure optimal performance. Prepare Traffic Camera Office statistics and reports. Perform delegated responsibilities under ACT road transport legislation and prepare court certificates and other evidence for matters before the ACT Magistrates Court. Liaise with the Australian Federal Police, other agencies and external organisations to achieve the objectives of the Traffic Camera Office. Monitor and assist with ongoing staff development and training.

Contact Officer: Daniel Laundess (02) 6207 5204 daniel.laundess@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)**

**Roads and Public Transport**

**Roads ACT**

**Road Maintenance Services**

**Programme Coordinator**

**General Service Officer Level 8 \$54,697 - \$57,912, Canberra (PN: 26353)**

Gazetted: 04 May 2012

Closing Date: 18 May 2012

Road Maintenance Services is seeking a suitable candidate who, under general direction from the Project Officer, will carry out planning and coordination of a roads maintenance programme to ensure timeliness of service delivery and optimal efficiency and resource allocation.

Eligibility/Other Requirements: Current driver's licence. Traffic Control Certificate and OHS Industry induction, or progress towards attainment of these is desirable.

Contact Officer: Greg Skaines (02) 6213 0765 greg.skaines@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**

**National Parks Reserves and Rural Lands**

**Ranger Grade 2**

**Ranger 2 \$51,032 - \$55,074, Canberra (PN: 15255)**

Gazetted: 09 May 2012

Closing Date: 16 May 2012

The Parks and Conservation Service is a Branch within the Parks and City Services Division responsible for planning and management of parks and reserves and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. Primary objective; Assist in the protection of biodiversity and implementation of sustainable management practices in Canberra's conservation reserves, plantations and rural lands consistent with relevant legislation and management plan objectives; Educate visitors and encourage appropriate visitor behaviours consistent with sustainable land management; Major Duties Under limited direction: Undertake sustainable land management and conservation programs as they relate to cultural and or natural resource management. Supervise Ranger Grade 1, external contractors and volunteers in the performance of their duties /activities. Undertake public relations and external liaison functions in line with duties, conduct interpretative programs, provide assistance and guidance and answer public enquiries from reserve area users, members of the community, and rural leaseholders. Monitor public access, issue permits and collect fees, maintain a ranger presence in reserves and other areas as required. Monitor flora and fauna, undertake appropriate controls for pest plants and animals, conduct/assist with field surveys and investigations on both reserve areas and rural lands, and assist with management reporting. Provide detailed reports on the condition of land managed by Parks and Conservation. Administer and enforce relevant legislation, perform the duties and undertake compliance functions as required in the Acts in Attachment A. Undertake repairs, maintenance and deliver minor capital works programs as required. Undertake incident management duties, including participation in fire standby, fire suppression and fire training.

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 and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Eligibility/Other Requirements: Tertiary qualifications in Environmental Sciences, Agriculture or equivalent qualification / work experience. Knowledge of relevant legislation. A current Advanced First Aid Certificate or capacity to obtain one.

Note: This is a temporary position available from 21 May 2012 to 21 October 2012

Contact Officer: Kristy Gould (02) 6207 5980 email: [kristy.gould@act.gov.au](mailto:kristy.gould@act.gov.au)

### **Business Enterprises Division**

#### **Canberra Cemeteries**

#### **Cemetery Horticulturist**

#### **Technical Officer Level 2 \$50,317 - \$57,912, Canberra (PN: 46145)**

Gazetted: 08 May 2012

Closing Date: 29 May 2012

An energetic and self motivated horticulturist required to lead a small team of skilled workers in horticultural activities applicable to the maintenance of cemeteries.

Eligibility/Other Requirements: Certificate III in Horticulture and or equivalent demonstrated knowledge and experience; class C driver's licence; licences to operate loader/backhoe/excavator/chainsaw would be desirable.

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

Contact Officer: Peter Lees (02) 6204 0206 [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.

### **Roads and Public Transport**

#### **ACTION**

#### **Fleet**

#### **Operational Fleet Manager**

#### **Senior Technical Officer Grade B \$102,499 - \$115,387, Canberra (PN: FMM001)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

The Operational Fleet Manager, ACTION Corporate is accountable for managing and co-ordinating the operational activities of fleet maintenance including maintenance, inventory, engineering policy, new fleet commissioning and the delivery of programs and policies, as well as business analysis, budget development and monitoring, and audit and asset management. This position has budget accountability in excess of \$25 million, oversees approximately 100 employees and manages an operation fleet of more than 400 buses. The successful applicant will also be required to undertake high level negotiation and liaison with internal and external stakeholders, particularly in a sensitive industrial environment. Represent ACTION at committees and meetings, with particular emphasis on fleet operational and maintenance issues. Provide leadership, motivation and development to staff at all levels across the business. Co-ordinate apprentice and post-trade technical training for ACTION's workshops. Have a sound knowledge of ACT Government procurement policies and probity guidelines, practices and procedures or ability to quickly acquire such knowledge.

Eligibility/Other Requirements: Tertiary qualifications in Engineering, Project Management, Business Management or Heavy Vehicle Maintenance is highly desirable.

Contact Officer: James Roncon (02) 6207 8000 [james.roncon@act.gov.au](mailto:james.roncon@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  
Business Services  
Strategic Finance  
Assistant Finance Manager  
Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 30473)**

Gazetted: 03 May 2012

Closing Date: 17 May 2012

The successful applicant will be required to mainly: Provide strategic and operational support to Shared Services Strategic Finance team; Manage financial reporting and related processes, including the preparation of financial statements and management of annual audit processes; Manage the development and on-going monitoring of Shared Services budget, forecasts and related processes; and Assist in the development, maintenance and implementation of strategies, policies and procedures that drive continuous improvement in relation to financial management.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting, commerce, finance or related field is required as well as ASCPA or ICA membership, or progression towards these qualifications is required.

Notes: This position is available for temporary filling for a period of 12 months with the possibility of permanency from this merit process.

Contact Officer: Florence Young (02) 6207 6796 [florence.young@act.gov.au](mailto:florence.young@act.gov.au)

**Shared Services  
Business Services  
Executive  
Internal Audit Manager  
Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 11220)**

Gazetted: 09 May 2012

Closing Date: 16 May 2012

Shared Services have a vacancy for an experienced Internal Audit Manager. Under limited direction undertake the development and management of the Shared Services Audit Program. Duties include the planning of audit program and attendance at Audit Committee meetings. Liaise and negotiate with business units and auditors, coordinate all processes associated with the operation of the internal audit program and maintenance of the Shared Services Audit Response Registers.

Eligibility/Other Requirements: Previous experience in a similar role is highly desirable.

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

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

**Shared Services  
Shared Services ICT  
Customer Relations/Health ICT  
Concerto Application Administrator  
Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 17671)**

Gazetted: 07 May 2012

Closing Date: 22 May 2012

Provide application administration for the Concerto suite of applications for ACT Health. Liaise with users and other technical staff in relation to system support, maintenance and enhancements. Implement upgrades, service releases and enhancements as agreed by ACT Health, ORION Health and Shared Services ICT.

Eligibility/Other Requirements: Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Experience in and/or knowledge of the ACT Health environment including an understanding of hospital systems would be an advantage.

Contact Officer: Kate Barber (02) 6207 7666 [kate.barber@act.gov.au](mailto:kate.barber@act.gov.au)

**Shared Services  
Shared Services ICT  
ICT Security  
Security Analyst  
Information Technology Officer Class 2 \$68,515 - \$78,705, Canberra (PN: 17841)**

Gazetted: 08 May 2012

Closing Date: 29 May 2012

The successful applicant will be required to monitor and administer ICT Security for the ACT Government, focussing on the Education and Training Directorate environment which includes conducting investigations and providing timely analysis and risk assessment relating to the system and network environment.

Eligibility/Other Requirements: Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be an advantage.

Contact Officer: Peter Major (02) 6207 0073 [peter.major@act.gov.au](mailto:peter.major@act.gov.au)

**Shared Services  
Human Resources  
Health and Safety  
Rehabilitation Case Manager  
Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 25800, several)**

Gazetted: 03 May 2012

Closing Date: 22 May 2012

An exciting opportunity exists to join the newly established ACT Government Injury Management Team. The Team works collaboratively with business areas to coordinate targeted and holistic return to work, injury management and claim strategies.

Duties include case management, case reviews and monitoring of performance. High level communication and negotiation skills are essential as the position requires liaison with stakeholders at all levels. A key aspect of the role is working with managers to build their capability and skills related to early intervention and rehabilitation.  
Note: There are several permanent and temporary positions available. An order of merit will be established from this selection process that may be used to fill further vacancies, at level, as they arise in the following 12 months.  
Contact Officer: Lynne Kenney (02) 6205 3817 lynne.kenney@act.gov.au

**Shared Services**

**Shared Services ICT**

**Customer Relations/Service Level Management**

**Agreements Officer**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 14530)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

Manage the development, review and update of support agreements in line with upcoming projects and agreement review processes. Liaise with Shared Services business units and customers to ensure support requirements are clearly defined and documented and are agreed by all parties.

Note: This is a temporary position available from 28 May 2012 until 19 December 2012.

Contact Officer: Sara Brown (02) 6207 1288 sara.brown@act.gov.au

**Shared Services**

**Shared Services ICT**

**Customer Relations/Community Services ICT**

**ICT Operations Officer**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 01004)**

Gazetted: 08 May 2012

Closing Date: 22 May 2012

Manage and track service requests and network/business system account requests with clients. Maintain a register for authorising officers and profile permission(s) for the agency. Provide administrative support for the Unit, including procuring IT consumables and services.

Eligibility/Other Requirements: Understanding of ITIL principles is highly desirable.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

**Shared Services**

**Shared Services ICT**

**Customer Relations Service Level Management**

**Administration Officer**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 14667)**

Gazetted: 07 May 2012

Closing Date: 21 May 2012

Manage systems to monitor and maintain details of Agreements. As directed, liaise with customers about the development and preparation of Agreements. Manage the Service Level Management work group cases within the Service Management System (Marval) and coordinate resolution with prescribed service levels.

Eligibility/Other Requirements: Qualifications in the Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Note: This is a temporary position until 23 November 2012.

Contact Officer: Sara Brown (02) 6207 1288 sara.brown@act.gov.au

**Shared Services**

**Shared Services ICT**

**Customer Relations/Education and Training ICT**

**Project Support Officer**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 05468)**

Gazetted: 07 May 2012

Closing Date: 22 May 2012

Assist in the establishment and maintenance of project and document control procedures. Assist with the reconciliation of individual project expenditure and provide administrative support to project teams covering project finances, procurement and project billing.

Notes: Current driver's licence is highly desirable or the ability to obtain a licence within a reasonable period.

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

## **APPOINTMENTS**

### **Canberra Institute of Technology**

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

Yuk Lam 827-09661, Section 68(1), 8 May 2012

### **Community Services**

#### **Administrative Services Officer Class 5 \$63,440 - \$67,269**

Matthew Burgess 835-70761, Section 68(1), 7 May 2012

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

Heather Cameron 835-71350, Section 68(1), 9 May 2012

#### **Administrative Services Officer Class 5 \$63,440 - \$67,269**

Sharon Harriet Elias 835-70729, Section 68(1), 7 May 2012

### **Director of Public Prosecutions**

#### **Paralegal Grade 3 \$58,685 - \$61,756**

Tara Grant 835-70251, Section 68(1), 3 May 2012

### **Education and Training**

#### **School Assistant 2 \$38,098 - \$42,249**

Kimberley Glavinic 785-57570, Section 68(1), 1 May 2012

### **Environment and Sustainable Development**

#### **Professional Officer Class 2 \$68,515 - \$78,705**

Matthew Beitzel 817-42275, Section 68(1), 9 May 2012

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

Tara Michael 835-70198, Section 68(1), 1 May 2012

### **Health**

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

Alison Brunton 827-51827, Section 68(1), 7 May 2012

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

Oliver Campos 821-21819, Section 68(1), 3 May 2012

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

Ranchanun Chantawannop 831-22985, Section 68(1), 10 May 2012

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

Xue Chiang 835-69146, Section 68(1), 30 April 2012

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

Emily Corby 827-52141, Section 68(1), 7 May 2012

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

Bryce Dalton 835-69154, Section 68(1), 7 May 2012

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

Sarah Dossetor 827-55596, Section 68(1), 7 May 2012

#### **Dental Assistant - Unqualified \$37,274**

Elise Duff 834-53207, Section 68(1), 9 May 2012

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

Regina Enriquez 827-55668, Section 68(1), 7 May 2012

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

Samantha Frost 827-51907, Section 68(1), 7 May 2012

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

Catherine Gallagher 828-67344, Section 68(1), 3 May 2012

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

Whitney Ha 827-51923, Section 68(1), 7 May 2012

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

Nina Janssen 827-51974, Section 68(1), 7 May 2012

**Dental Assistant - Qualified \$44,809 - \$52,733**

Alexsandra Lavurovska 831-23494, Section 68(1), 9 May 2012

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

Vanessa Luxton 827-52002, Section 68(1), 7 May 2012

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

Danielle Magus 827-52029, Section 68(1), 7 May 2012

**Administrative Services Officer Class 2 \$44,804 - \$49,683**

Sarah McCarron 835-71377, Section 68(1), 7 May 2012

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

Sushma Neupane 835-70673, Section 68(1), 3 May 2012

**Senior Officer Grade A \$119,042**

Jodie Skriveris 835-70315, Section 68(1), 7 May 2012

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

Jill Van Acker: 78047319, Section 68(1), 27 April 2012

**Dental Receptionist \$44,809 - \$49,686**

Dimity Yeadon 835-70278, Section 68(1), 19 April 2012

**Health Service Officer Level 4 \$40,700 - \$42,331**

Gregory Young 820-98020, Section 68(1), 4 May 2012

**Justice and Community Safety**

**Administrative Services Officer Class 2 \$44,804 - \$49,683**

Ansel Richard Reddimalla 835-71078, Section 68(1), 27 April 2012

**Territory and Municipal Services**

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

Bruce Samuel Lambie 256-53489, Section 68(1), 7 May 2012

**Treasury**

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

Nutan Singh 827-56804, Section 68(1), 1 May 2012

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

Sharon Thompson 835-70913, Section 68(1), 30 April 2012

**TRANSFERS**

**Community Services**

**Natalie Casey: 779-08615**

From: Health Professional Level 4 \$86,750 - \$93,535

Community Services

To: Health Professional Level 4 \$86,750 - \$93,535

Community Services, Canberra (PN. 07483) (Gazetted 20 February 2012)

**Veronica Alexis Molloy: 779-11582**

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

Community Services

To: Administrative Services Officer Class 6 \$68,515 - \$78,705

Community Services, Canberra (PN. 43079) (Gazetted 28 February 2012)

**Health**

**Helen Van Gerwen: 762-91211**

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

Calvary Health Care ACT (Public)

To: Registered Nurse Level 2 \$75,515 - \$80,184

Health, Canberra (PN. 14536) (Gazetted 22 December 2011)

## **PROMOTIONS**

### **Canberra Institute of Technology**

#### **Centres**

##### **Vocational College**

**Diane Donohue: 821-00098**

From: Teacher Band 1 \$60,293 - \$81,123

Canberra Institute of Technology

To: †Teacher Band 2 \$100,917

Canberra Institute of Technology, Canberra (PN. 51882)

Note: This promotion is to a non-advertised vacancy and is made in accordance with clause 19 of the Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-1013.

#### **Centres**

##### **Central Support Centre**

**Tim Toshack: 310-38976**

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

Canberra Institute of Technology

To: †Senior Officer Grade B \$102,499 - \$115,387

Canberra Institute of Technology, Canberra (PN. 07178) (Gazetted 24 February 2012)

### **Education and Training**

#### **Office for Schools**

##### **North/Gungahlin Network**

##### **North Ainslie Primary School**

**Rikkie Klootwijk: 787-64414**

From: School Leader C \$91,769

Education and Training

To: †School Leader B \$98,077

Education and Training, Canberra (PN. 04101) (Gazetted 24 February 2012)

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

### **Health**

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

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

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

**Suzanne Brook: 740-88519**

From: Administrative Services Officer Class 2 \$44,804 - \$49,683

Health

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

Health, Canberra (PN. 30425) (Gazetted 5 April 2012)

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

**Ann Murray: 771-92135**

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

Health

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

Health, Canberra (PN. 15659) (Gazetted 16 February 2012)

### **Justice and Community Safety**

#### **Emergency Service Agency**

##### **ACT Fire Brigade**

**Patrick Brennan: 754-05029**

From: FB5 (Senior Fire Fighter) \$74,749

Justice and Community Safety

To: †FB6 (Station Officer) \$85,151

Justice and Community Safety, Canberra (PN. 46150)

#### **Emergency Services Agency**

##### **ACT Fire Brigade**

**Jeffrey Dau: 702-70535**

From: FB5 (Senior Fire Fighter) \$74,749

Justice and Community Safety

To: †FB6 (Station Officer) \$85,151

Justice and Community Safety, Canberra (PN. 49044)



**Territory and Municipal Services**

**Parks and City Services**

**City Maintenance**

**Place Management**

**Adrian Milburn: 827-31260**

From: General Service Officer Level 3/4 \$39,587 - \$43,415

Territory and Municipal Services

To: †General Service Officer Level 5/6 \$44,103 - \$48,740

Territory and Municipal Services, Canberra (PN. 45595) (Gazetted 29 September 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.

**Business Enterprises**

**ACT Property Group**

**Property Projects and Services**

**Andrew Steele: 711-71798**

From: General Service Officer Level 10 \$66,198 - \$76,043

Territory and Municipal Services

To: †Senior Officer Grade C \$86,750 - \$93,535

Territory and Municipal Services, Canberra (PN. 29336) (Gazetted 13 January 2012)

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

**Treasury**

**Shared Services**

**Shared Services ICT**

**Customer Relations - Health ICT**

**Nicholas John Crossley: 773-03587**

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

Treasury

To: †Senior Professional Officer Grade B \$102,499 - \$115,387

Treasury, Canberra (PN. 17730) (Gazetted 22 December 2011)

**Shared Services**

**Human Resources**

**Payroll and Personnel**

**Ula Martin: 609-24213**

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

Shared Services

To: †Senior Officer Grade B 102,499 - \$115,387

Treasury, Canberra (PN. 28703) (Gazetted 23 February 2012)

**Shared Services**

**Shared Services ICT**

**Customer Relations/Education and Training ICT**

**Mark John Stirling: 821-00602**

From: Information Technology Officer Class 1 \$55,076 - \$62,974

Treasury

To: †Senior Officer (Technical) Grade C \$86,760 - \$93,535

Treasury, Canberra (PN. 26861) (Gazetted 3 February 2012)