



ACT Government Gazette

**Gazetted Notices for the week beginning 03 February
2011**

EXECUTIVE NOTICES

ACT Health

Contract Cessations

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

Brenda Ainsworth - Director, Health Improvement, Innovation and Redesign (E420) - 6.11.10

Judi Childs - Director, Human Resources (E284) - 11.12.10

ACT Health

Contract Cessations

Anna Thornton - Deputy General Manager, Nursing and Midwifery (E535) - 23.12.10

Owen Smalley - Chief Information Officer (E288) - 20.1.11

Department of Territory and Municipal Services

Contract Cessation

Paul Ayers - Director, Planning and Development, InTACT, Shared Services (E484) - 19.1.11

Department of Education and Training

Contract Cessations

Bruce Carroll - Director, Government Regulation and Risk (E473) - 16.1.11

Carol Harris - Director, Information Services (E607) - 24.1.11

Department of Justice and Community Safety

Contract Cessation

Phil Joyce - Director, Strategic Planning and Support (E438) - 30.1.10

ACT Planning and Land Authority

Contract Cessation

Kelvin Walsh - Director, Planning Services (E565) - 28.1.11

VACANCIES

ACT Auditor General's Office

Financial Audit

Financial Audit

Financial Auditor/Senior Financial Auditor

Audit Band 1 \$41,058-\$79,865, Canberra (PN: several_42818)

Gazetted: 04 February 2011

Closing Date: 18 February 2011

Financial Auditors are responsible for financial audit assignments including assisting in planning, managing, conducting and reporting financial audits of ACT public sector entities. Senior Financial Auditors are responsible for client relationship management and the provision of professional and technical advice on a range of audit issues.

Eligibility/Other Requirements: Security assessed position at the Highly Protected clearance level.

Contact Officer: Mr Jordan Langford-Smith 62052432 jordan.langford-smith@act.gov.au Applications can be forwarded to:
ACT Auditor-General's Office PO BOX 275 CIVIC SQUARE ACT 2601 EMAIL: actauditorgeneral@act.gov.au

ACT Health

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

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

**The Canberra Hospital
Women's and Children's Health
Obstetrics and Gynaecology
Clinical Director/Senior Staff Specialist
Senior Specialist \$185,984, Canberra (PN: 25668)**

Gazetted: 10 February 2011

Closing Date: 24 February 2011

This is a full-time permanent senior staff specialist position and includes a 3 year tenure, with the possibility of extension in the role of Clinical Director for the Obstetric and Gynaecology Department. The Clinical Director is responsible for the leadership and management of the Obstetric and Gynaecology unit and is a key member of the Women and Children's Health Executive Management Teams. Building has commenced on the new Women and Children's Hospital Centre of Excellence at the Canberra Hospital. The expanded facilities will co-locate Maternity, Gynaecology, Neonatal, Paediatric and adolescent services with enhanced models of care to meet the needs of the ACT and surrounding region. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 2,800 births per year and is a principal referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. Canberra Hospital's Centre for Newborn Care has 650 admissions per year with 9 intensive care beds, soon to be increased to 10. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital Randwick. The department has a well supported RANZCOG training programme with a Senior Registrar and 11 registrars including those rotated to other metropolitan and rural rotations. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit. Canberra Hospital is a teaching hospital of the Australian National University (ANU) Medical School which is located on site of Canberra Hospital. An academic title at a level commensurate with qualifications and experience will be available to the successful applicant. ANU is one of the world's foremost research universities. Distinguished by its relentless pursuit of excellence, ANU attracts leading academics and outstanding students from Australia and around the world. The ANU campus is only a short drive from Canberra Hospital and offers a great range of research opportunities.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists or an equivalent higher specialist qualification accepted by the Royal Australian and New Zealand College of Obstetricians and Gynaecologists.

Contact Officer: Ms Denise Lamb, Acting Director Women and Children's Health or Dr David Knight, Acting Clinical Director (02) 6244 3538 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

**The Canberra Hospital
Women's and Children's Health
Obstetrics and Gynaecology
Consultant Obstetrician and Gynaecologist
Staff Specialist Band 1-5 \$137,660-\$169,877 Senior Specialist \$185,984
Visiting Medical Officer - Negotiable, Canberra (PN: 16572, 25843)**

Gazetted: 10 February 2011

Closing Date: 24 February 2011

Conjoint appointment: Lecturer in Obstetrics and Gynaecology, Australian National University. Building has commenced on the new Women and Children's Hospital Centre of Excellence at the Canberra Hospital. The expanded facilities will co-locate Maternity, Gynaecology, Neonatal, Paediatric and adolescent services with enhanced models of care to meet the needs of the ACT and surrounding region. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 2,800 births per year and is a principal referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. Canberra Hospital's Centre for Newborn Care has 650 admissions per year with 9 intensive care beds, soon to be increased to 10. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital Randwick. The department has a well supported RANZCOG training programme with a Senior Registrar and 11 registrars including those rotated to other metropolitan and rural rotations. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit. Canberra Hospital is a teaching hospital of the Australian National University (ANU) Medical School which is located on site of Canberra Hospital. An academic title at a level commensurate with qualifications and experience will be available to the

successful applicant. ANU is one of the world's foremost research universities. Distinguished by its relentless pursuit of excellence, ANU attracts leading academics and outstanding students from Australia and around the world. The ANU campus is only a short drive from Canberra Hospital and offers a great range of research opportunities.

Note: There is also a temporary 12 month position available. Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online: <http://www.health.act.gov.au/professional/medical>. The VMO contract is located at the bottom of this screen.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists or an equivalent higher specialist qualification accepted by the Royal Australian and New Zealand College of Obstetricians and Gynaecologists.

Contact Officer: Ms Denise Lamb, Acting Director Women and Children's Health or Dr David Knight, Acting Clinical Director (02) 6244 3538 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

**The Canberra Hospital
Women's and Children's Health
Obstetrics and Gynaecology
Consultant in Maternal-Fetal Medicine
Staff Specialist Band 1-5, \$137,660-\$169,877
Senior Specialist \$185,984, Canberra (PN: TBA)**

Gazetted: 10 February 2011

Closing Date: 10 March 2011

The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 2,800 births per year and is a principal referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit which sees over 5000 patients per year. Canberra Hospital's Centre for Newborn Care has 650 admissions per year, over 200 of which are for intensive care. The Fetal Medicine Unit is a recognised Training site for the MFM sub-specialisation.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists or an equivalent higher specialist qualification accepted by the Royal Australian and New Zealand College of Obstetricians and Gynaecologists. A recognised subspeciality qualification in maternal-fetal medicine, or extensive clinical experience in the discipline.

Contact Officer: Professor David Ellwood (02) 6244 4966 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

**The Canberra Hospital and Health Services
Operational Support
Executive Director Medical Services
Specialist / Senior Specialist \$137,660 - \$185,984, Canberra (PN: TBA)**

Gazetted: 10 February 2011

Closing Date: 17 February 2011

ACT Health is seeking applications for the position of Executive Director of Medical Services, Canberra Hospital and Health Services. This position reports to the Deputy Chief Executive, Canberra Hospital and Health Services, and works in partnership with other members of the Canberra Hospital and Health Services Executive, to oversee the role and functioning of medical staff within the clinical operational Divisions and to ensure clinical and strategic objectives are met. This position will also play a key role in ensuring that care delivery and clinical outcomes within the hospital reflect best practice. Operationally, within clinical Divisions, the Clinical Directors work in collaboration with the Divisional Executive Director. The EDMS will support this partnership approach in operational matters as requested. The EDMS will also have professional leadership responsibilities for Divisional Clinical Directors and, through them for Medical Specialists and Junior Medical Officers. This will include assisting with achieving and maintaining established professional standards and competencies and for undertaking performance appraisals and performance management, as required, in conjunction with relevant Divisional personnel. The successful applicant will demonstrate strong leadership and collaborative skills, and the ability to motivate and inspire others to work together as a team, with a sense of shared purpose to achieve ACT Health objectives with integrity. Extensive experience in the administration of clinical services in a teaching hospital environment is essential. Relevant qualifications in medical administration and/or business, health administration or policy would be an advantage. The ability to work closely with the Faculty of the Australian National University Medical School in the development and maintenance of a clinical academic environment is essential. The successful candidate may also be offered a conjoint academic appointment at a level commensurate with their academic credentials. Canberra Hospital (CH) is the principal tertiary referral and teaching hospital for the region and serves a population of approximately 500,000. It is a modern hospital of approximately 600 beds and provides most major medical and surgical sub-specialty services. A significant number of clinical services are also provided away from the Canberra Hospital campus in a range of community-based settings.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience in either clinical, operational management or policy development within a health care system are highly desirable.

Contact Officer: Dr Peggy Brown, Chief Executive (02) 6205 0825 Applications can be forwarded to: 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>

**Corporate Services
ISB Information Services
ISB Information Services
Chief Information Officer
Executive Level Senior Executive Service 1 \$185,766 - \$196,091, Canberra (PN: E00288)**

Gazetted: 10 February 2011

Closing Date: 17 February 2011

ACT Health is seeking a highly motivated person to undertake the role of Chief Information Officer, Office of the Chief Executive, who will be responsible for leading and managing the Information Services Branch. The successful applicant will have a demonstrated track record in achieving service delivery of the highest standard. The Executive Director will be an active participant in the leadership group for ACT Health.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$185,766 to \$196,091 depending on current superannuation arrangements, including a cash component of \$147,492. Employer provided benefits include superannuation, a privately plated car and parking. Medical practitioners with suitable skills are eligible to apply for this position.

Contact Officer: Deputy Chief Executive (02) 6205 0868 Applications can be forwarded to: 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>

**The Canberra Hospital
Canberra Hospital and Health Services
Business Analyst
Senior Officer Grade A \$115,016, Canberra (PN: TBA)**

Gazetted: 10 February 2011

Closing Date: 17 February 2011

ACT Health is seeking applications for the position of Business Analyst Canberra Hospital and Health Services. This position will provide executive level business support to the to the Deputy Chief Executive, Canberra Hospital and Health Services and will be responsible for providing critical strategic advice in relation to financial, human resources, performance management and risk management.

Contact Officer: Deputy Chief Executive (02) 6205 0868 Applications can be forwarded to: 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>

**The Canberra Hospital
Cancer Stream Admin
Youth Cancer Support
Nurse Care Coordinator
Registered Nurse Level 3.1 \$83,861-\$87,312, Canberra (PN: 22543)**

Gazetted: 10 February 2011

Closing Date: 17 February 2011

An exciting opportunity exists for a Nurse Care Coordinator to join the Capital Region Cancer Service and contribute to the Youth Cancer Networks Program. The Nurse Care Coordinator will help adolescents and young adults navigate their cancer journey and facilitate communication between members of the patient's multidisciplinary care team.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse Practitioner with Australian Health Practitioner Regulation Agency (AHPRA). Holds a minimum of three years clinical nursing. Highly Desirable: Holds or is actively working towards relevant post graduate tertiary qualifications in cancer or disease specific nursing.

Note: This position is temporary part-time at 16 hours per week available until the end of May 2012 with the possibility of extension.

Contact Officer: Denise Breust (02) 6244 2623

**Population Health
Health Promotion Services
Preparedness and Response Section
Manager
Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 23696)**

Gazetted: 10 February 2011

Closing Date: 22 February 2011

The ACT Health Protection Service (HPS) is seeking an emergency manager to join the Preparedness and Response Section (PaRS). The HPS aims to protect and promote the health of the ACT community through innovative and timely action by exercising regulatory functions in accordance with legislative obligations. The primary goal of the PaRS is to provide coordinated operational response support to public health incident and emergency management across the HPS. The successful candidate will assist the section with development, standardisation, testing and maintenance of emergency management arrangements, procedures and response mechanisms.

Note: Formal qualifications relevant to emergency management or health protection are highly desirable, however relevant experience in preparing for and managing emergencies or overseeing complex public health responses, will also be highly regarded.

Contact Officer: Christopher Kelly (02) 6205 1701

**The Canberra Hospital
Ambulatory and Medical Service**

Ambulatory Services

Renal Transplant Coordinator

Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 17080)

Gazetted: 10 February 2011

Closing Date: 24 February 2011

Applications are invited from enthusiastic Registered Nurses to fill this challenging and rewarding position. The successful applicant will be responsible for coordinating renal transplant recipient and live donor care along with playing an active role in auditing processes to refine and improve patient care and provision of services. Renal nursing experience is desirable along with excellent communication skills and ability to work both autonomously and within a team. Computer skills are required to update the renal transplant database.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioners Registration Board (AHPRA). Holds or working towards a post registration qualification in renal nursing is desirable.

Note: This position is part-time working 20 hours per week.

Contact Officer: Alison Winsbury (02) 6244 3062

The Canberra Hospital

Ambulatory and Medical Service

Medical Services

Registered Nurse

Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 22541, several)

Gazetted: 10 February 2011

Closing Date: 17 February 2011

Interest is being sought for Level 2 Registered Nurses to fill dynamic and rewarding positions within Ward 7A, working a rotating roster. This is an acute medical area that offers challenges and opportunity. The clinical unit provides a supportive, nurturing and learning environment to enable RN's to deliver high quality care to acutely unwell patient's with neurological and infectious disease conditions. The unit also provides opportunities for RN's to work in an acute Stroke Unit. We value and encourage innovation. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively within a multidisciplinary team, this is an opportunity not to be missed.

Eligibility/Other Requirements: Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

Note: Applicants are requested to submit a covering letter, statement addressing the selection criteria, current CV and the names of two professional referees.

Contact Officer: Brett Jones (02) 6244 2535

Community Health

Child, Youth and Women's Health

Women's Health Service

Counsellor

Health Professional Level 3 \$72,543-\$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 23969)

Gazetted: 10 February 2011

Closing Date: 17 February 2011

The ACT Women's Health Service is a multidisciplinary service within ACT Health. We provide a range of medical, nursing and counselling services to women who experience significant barriers to health service access, including the impact of violence, abuse or neglect. The Women's Health Service is seeking applications for the position of counsellor.

This position will provide counselling services to women in the ACT community and will include intake and group work, health promotion and education.

Eligibility/Other Requirements: Appropriate Degree in Social Work/Psychology or relevant and equivalent qualification.

Current unconditional ACT registration where applicable and/or eligibility for membership with the appropriate organisation. Current driver's licence. Experience in the development, implementation and evaluation of group programs is highly desirable.

Note: This is a full time 12 month temporary vacancy. Applicants interested in part time work will be considered.

Contact Officer: Deborah Colliver (02) 6205 1078 deborah.colliver@act.gov.au

Mental Health ACT

Service and Sector Development

Discipline Principles

Coordinator DBT Adult Program

Health Professional Level 3 \$72,543-\$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 22804)

Gazetted: 10 February 2011

Closing Date: 24 February 2011

This is an excellent opportunity for a committed, well-qualified and appropriately experienced mental health clinician to develop and co-ordinate a comprehensive DBT program for adult consumers in Mental Health ACT (MHACT). This will include clinical assessment and interventions, particularly with MHACT consumers with Borderline Personality Disorder and assisting in the training and supervision of MHACT clinicians in DBT. Mental Health ACT is a contemporary, evidence-based Service providing high quality mental health care guided by the principal of Recovery. The Service aims to provide collaborative care involving the consumer, their carers and other key services. The ACT Health Values of care, excellence, collaboration and integrity underpin the strategic approach and day-to-day work in MHACT.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work, or Occupational Therapy with current unconditional registration (where applicable) and eligibility for membership of the appropriate professional organisation. As this is a senior clinical position, previous experience operating as a Health Professional Level 3 in mental health is preferred and previous experience in acute and crisis assessment/management is essential. Current driver's licence.

Note: This position is part-time at 14.70 hours per week.

Contact Officer: Keith Baker (02) 6205 1488 keith.baker@act.gov.au

**Capital Region Cancer Service
Hospital Based Cancer Service
Cancer Stream Administration
Youth Cancer Network Project Officer**

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 22530)

Gazetted: 10 February 2011

Closing Date: 17 February 2011

The Capital Region Cancer Service (CRCS) is seeking a suitable applicant to manage delivery of its Youth Cancer Networks Program. This program is designed to improve the coordination and quality of care provided to adolescents and young adults (AYAs). The project officer for this program will examine existing models of care, strengthen shared care arrangements and formalise referral pathways.

Note: This is a temporary part-time position at two and a half days a week for a period of one year.

Contact Officer: Denise Breust (02) 6244 2623

**Government Relations and Planning
Redevelopment Unit**

Capital Asset Development Plan

Administrative Support Officer

Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 16227)

Gazetted: 10 February 2011

Closing Date: 17 February 2011

ACT Health has embarked upon a redevelopment of all aspects of the ACT health system in order to meet future demand for health care. This infrastructure program is expected to cost over \$1 billion over ten years and involves integrating state-of-the-art information and e-health technologies; change management; and significant capital works – much of which will be based at Canberra Hospital. An opportunity exists for a highly motivated, enthusiastic and well organised officer to join a small team to provide administrative support and assistance to the Redevelopment Unit including taking appropriate action on enquiries to the Redevelopment Unit; organising and recording of meetings; processing of correspondence and invoices; maintaining administrative systems for records management and financial management.

Note: This is position is temporary for a period of 12 months available from 7 March 2011 to 6 February 2012.

Contact Officer: Jacinta George (02) 6205 0525

The Canberra Hospital

Surgical SMT

Medical Staff

Personal Assistant

Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 29515)

Gazetted: 10 February 2011

Closing Date: 17 February 2011

The Capital Region Retrieval Service (CRRS) is primarily an adult retrieval service providing an aero medical and road retrieval coordinated system approach to the care of critically ill and injured patients throughout regional NSW and the ACT. The CRRS is staffed by highly specialised medical flight crew who are skilled in retrieval. An exciting position exists for an enthusiastic team player to join the Capital Region Retrieval Service. The successful applicant will provide high level administrative support to the Clinical Director and Assistant Director of Nursing (ADON). Duties include, managing the office, rostering, receiving all incoming calls, provision of secretariat support for committees and meetings, diary management, data input, travel co-ordination and preparation of correspondence.

Eligibility/Other Requirements: High level of keyboard, secretarial and administrative skills. Good communication and liaison skills.

Note: Whilst not imperative, medical terminology would be an advantage.

Contact Officer: Narelle Boyd (02) 6174 5095

The Canberra Hospital

Surgical SMT

Operating Room

Registered Nurse

Registered Nurse Level 1 \$51,872-\$70,092, Canberra (PN: 21812, several)

Gazetted: 10 February 2011

Closing Date: 17 February 2011

Applications are invited from innovative and committed registered nurses with clinical competence within the Post Anaesthetic Care Unit. Applicants will be considered with recent surgical experience. Applicants should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values that allow for the provision of high quality health care.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery board. Post Graduate qualifications relevant to Post Anaesthetic or Critical Care Nursing desirable.
Contact Officer: Maria Harman (02) 6244 3201

**Aged Care and Rehabilitation
Community Based Services
Rehabilitation**

**Occupational Therapist
Health Professional Level 2 \$50,796-\$70,459, Canberra (PN: 29105)**

Gazetted: 10 February 2011

Closing Date: 17 February 2011

We are seeking applicants from enthusiastic individuals for the position of Occupational Therapist HP2 seeking permanent part time work. The suitable applicant will provide a range of tasks at the Inpatient Units of the Aged Care and Rehabilitation Service (ACRS) based at The Canberra Hospital.

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

Note: This is a permanent part-time position at two and a half days a week. The position may be filled from written application and referee reports only. Please provide a two page response to the selection criteria. This position may be required to participate in an overtime, on call, and/or rotation roster. The duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Felicity Wilson (02) 6244 2904

**Mental Health ACT
Child and Adolescent Mental Health Service
CAHMS South
Office Manager**

Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 21612)

Gazetted: 10 February 2011

Closing Date: 17 February 2011

Mental Health ACT (MHACT) is a contemporary evidence based service providing high quality mental health care that is guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carer's and other key services. It is expected that in this position you will provide administrative support to the clinical staff of the team with a focus on providing quality customer service to the consumers of MHACT. Applications are sought from suitably qualified applicants for the position of Office Manager, Child and Adolescent Mental Health Services South, Mental Health ACT. The position provides administrative support to the Team Leader and local area team, including provision of reception services and general assistance to consumers and coordination of Doctors clinics. Applicants should have excellent communication and organisational skills, the ability to prioritise workloads and be a team player. Operationally, this position reports to the Team Leader. Professionally, this position is supported by the Administration Discipline Principal.

Eligibility/Other Requirements: Knowledge of Medical Terminology would be an advantage. An understanding dealing with persons affected with Mental Illness. Current driver's licence.

Contact Officer: Megan Chiu (02) 6205 1469 megan.chiu@act.gov.au

**Business and Infrastructure Support
Business and Infrastructure
Sterilising Services
Supervisor**

Technical Officer Level 2 \$48,615-\$55,954, Canberra (PN: 29351, several)

Gazetted: 10 February 2011

Closing Date: 17 February 2011

A rewarding opportunity exists for people interested in contributing to the health system within ACT Health Sterilising Services. This position has a direct impact on insuring high-level patient care. You will work as part of an experienced team in a production area across all sites. Duties include planning and co-ordinating the daily activities of a team of Sterilising Technicians in a busy workplace; and monitoring and managing staff performance, as well as participating in conducting staff Performance Management Plans.

Eligibility/Other Requirements: Certificate III in Sterilising or willingness to undertake appropriate training. Current driver's licence.

Note: Rotating shift roster requires the employee to work within a 24/7 days per week period, across all Sterilising Services sites (Mitchell, The Canberra Hospital (including Central Reprocessing Unit) and Calvary Hospital). Salary advancement through the various levels is based on competency assessments. Penalty rates are payable in accordance with industrial framework. On the job training is provided.

Contact Officer: Toni-Maree Abbott (02) 6205 2702

**The Canberra Hospital
Pathology Services
Customer Service
Technical Officer
Technical Officer Level 1 \$44,764-\$47,026, Canberra (PN: 28048, several)**

Gazetted: 10 February 2011

Closing Date: 17 February 2011

ACT Pathology is a business unit of The Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. ACT Pathology has two laboratories, the main laboratory located at Canberra Hospital and the branch laboratory located at Calvary Hospital plus a number of collection centres throughout the ACT. The successful applicants will be required to collect a number of different specimen types for pathology testing including blood, urine, swabs and fungal collections. Specimen collection will be taken from hospital inpatients or outpatients who will present at one of ACT Pathology's six collection centres.

Eligibility/Other Requirements: A current driver's licence.

Note: These are part-time positions at 25 hours a week. The successful applicants will be required to participate on a rostered basis to work flexible shifts with different starting times (between hours 7:30am to 5:30pm), overtime including weekend work.

Contact Officer: Melinda Bower (02) 6244 2934

Business and Infrastructure

Business Support

Sterilising Services

Sterilising Services Technician

Sterilising Services Technical Officer Level 1 \$44,764-\$47,026, Canberra (PN: 29386)

Gazetted: 10 February 2011

Closing Date: 17 February 2011

A rewarding opportunity exists for people interested in contributing to the health system within ACT Health Sterilising Services. This position has a direct impact on insuring high-level patient care. You will work as part of an experienced team in a production area across all sites. Duties include; working in a sterilising unit preferably handling loan sets, demonstrated expertise in performing fine detailed work with good eye-hand co-ordination and proven ability in working at a high level regard to accuracy and attention to detail.

Eligibility/Other Requirements: Possession of a current driver's licence and Sterilising Certificate III are desirable.

Note: Rotating shift roster requires the employee to work within a 24/7 days per week period, across all Sterilising Services sites (Mitchell, The Canberra Hospital (including Central Reprocessing Unit) and Calvary Hospital). Salary advancement through the various levels is based on competency assessments. Penalty rates are payable in accordance with industrial framework. On the job training is provided.

Contact Officer: Toni-Maree Abbott (02) 6205 2702

Business and Infrastructure

Strategic Support

Supply Chain

Driver/Store Person

Health Service Officer Level 5 \$42,961-\$45,193, Canberra (PN: 21779)

Gazetted: 10 February 2011

Closing Date: 17 February 2011

The Support Services Unit is seeking applications from suitable applicants to fill a Drivers/Store Person position at the Mitchell Warehouse. The unit forms part of the Strategic Support section within the Business and Infrastructure branch of ACT Health, delivering customer focused supply chain solutions to the Department. This position reports directly to the Warehouse Manager and is responsible for the on time delivery of consumables across the ACT. To be successful in this position you will need to have excellent people and communication skills.

Eligibility/Other Requirements: Current heavy rigid driver's licence.

Note: Selection may be based on written application and referee reports only. Please ensure all necessary attachments are lodged with your application.

Contact Officer: Brendan Cramp (02) 6205 0807 brendan.cramp@act.gov.au

Business and Infrastructure Support

Business Support Services

Sterilising Technician

Health Service Officer Level 3/4 \$39,357-\$42,331, Canberra (PN: 19367, several)

Gazetted: 10 February 2011

Closing Date: 17 February 2011

A rewarding opportunity exists for people interested in contributing to the health system within ACT Health Sterilising Services. This position has a direct impact on insuring high-level patient care. You will work as part of an experienced team in a production area across all sites. Under supervision, provide sterilising services for reusable medical and surgical devices. Decontaminate, check, assemble, package/wrap and sterilise reusable medical devices and associated equipment.

Eligibility/Other Requirements: Possession of a current driver's licence, Sterilising Certificate III.

Note: Rotating shift roster requires the employee to work within a 24/7 days per week period, across all Sterilising Services sites (Mitchell, The Canberra Hospital (including Central Reprocessing Unit) and Calvary Hospital).

Salary advancement through the various levels is based on competency assessments. Penalty rates are payable in accordance with industrial framework. On the job training is provided.

Contact Officer: Toni-Maree Abbott (02) 6205 2702

Population Health

Health Protection Service

Scientific Services Management

Sterilisation Technician

Health Service Officer Level 3 \$39,357-\$40,770, Canberra (PN: 23703)

Gazetted: 10 February 2011

Closing Date: 17 February 2011

The officer is expected under limited supervision, clean, operate maintain and/or sterilise laboratory equipment, glassware, bench tops and fittings. Prepare media, reagents and samples for analysis.

Eligibility/Other Requirements: Current manual driver's licence.

Note: This is a temporary position available asap until 30 September 2011 with the possibility of extension.

Contact Officer: Deborah Denehy (02) 6205 8713

Various

Various

Executive Officer

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

Gazetted: 10 February 2011

Closing Date: 17 February 2011

ACT Health is seeking to recruit highly skilled and energetic Executive Officers. These positions will support and provide strategic advice to a number of Executive Directors across ACT Health. Main duties include co ordination of high level correspondence including Cabinet Assembly and Ministerial briefings.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience in either clinical, operational management or policy development within a health care system are highly desirable.

Contact Officer: Tanya Wheeler (02) 6205 1646 Applications can be forwarded to: 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>

Calvary Health Care ACT (Public)

Nursing

Nursing Administration

Infection Prevention and Control Nurse

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 7708)

Gazetted: 04 February 2011

Closing Date: 28 February 2011

1. Work within the Infection Control and Staff Health Unit to provide exemplary service to all customers. 2. Proven ability to participate in ward/unit nursing practice review, clinical research and policy development. 3. Develop, educate, implement and evaluate strategies to commence the National Hand Hygiene initiative throughout the facility. 4. Identify and follow up patients with bloodstream/surgical site infections. 5. Liaise with laboratory staff, infection control practitioners, medical staff and other relevant clinical personnel to monitor infections and ensure that appropriate care is implemented. 6. Demonstrated ability to assist with the management of staff health with emphasis on the administration of appropriate vaccines, management of Occupational Exposures and data entry to a secure database. 7. Demonstrated liaison and negotiation skills in dealing with complex and sensitive issues and initiating change. 8. Sound computer skills to enable rapid adoption of diverse computer based programs specific to Infection Control and Staff Health and the ability to develop reports for presentation as requested. 9. Assist in the development and implementation of infection control and other organisational activities as directed.

Eligibility/Other Requirements: MANDATORY: Eligible for registration as Registered Nurse with National Nursing and Midwifery Board. HIGHLY DESIREABLE: Demonstrated knowledge of micro-organisms and their clinical significance including application to infection control principles and practices. Sound knowledge of computer applications including ACCESS, Excel, Word and data management. Demonstrated analytical and problem solving skills. Well developed supervisory skills, with ability in team building and the management of organisational resources. Liaison, oral communication and negotiation skills of a high order. In particular, an ability to develop and maintain rapport with clients and the ability to work as a part of a multi-disciplinary team. A demonstrated understanding of the philosophical direction of the organisation. A demonstrated ability to set priorities and meet deadlines

Note: Permanent - part-time position

Contact Officer: Christine Falez 02 6201 7070 Christine.Falez@calvary-act.com.au Applications can be forwarded to:

www.recruitment@calvary-act.com.au

Chief Minister's Department

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

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

Policy

Social Policy and Implementation

Policy Officer/Senior Policy Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$66,198-\$90,372, Canberra (PN: 22811)

Gazetted: 09 February 2011

Closing Date: 1 March 2011

An opportunity exists at the Administrative Service Officer 6/Senior Officer Grade C level (dependent on skills/experience) for a highly motivated policy officer to join a dynamic and multi-disciplinary team in Social Policy and Implementation. This is a challenging and exciting position for a policy officer to work on whole-of-government social policy development. As a Policy Officer you will be responsible for providing strategic and social policy advice to Executive, undertake research and analysis on whole-of-government social and strategic policy development, prepare complex briefings on a range of social issues and liaise with a range of stakeholders.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. Persons from Aboriginal and Torres Strait Islander or Culturally and Linguistically Diverse backgrounds are encouraged to apply.

Note:

Contact Officer: Trish Dinnerville (02) 6207 2024 trish.dinnerville@act.gov.au

Department of Disability, Housing and Community Services

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

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

Disability ACT

Executive and Business

Executive Team

Executive Officer

Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 15320)

Gazetted: 07 February 2011

Closing Date: 22 February 2011

Disability ACT has an exciting opportunity for an experienced Executive Officer. The position is required to provide high-level advice and support, including management of the Executive Support Team. The successful applicant will be responsible for organisational quality, liaison and coordination on behalf the Executives. The position occupant will be required to demonstrate a commitment to the Vision and Values of Disability ACT.

Contact Officer: Mimi Dyll (02) 6207 5323 mimi.dyll@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Care and Protection Worker

Health Professional Level 3 \$72,543-\$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 07848, several)

Gazetted: 04 February 2011

Closing Date: 3 March 2011

The position entails the delivery of quality services to children and families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. You will be responsible for the provision of culturally appropriate casework, intervention and referral services to children and families using a range of techniques and maintain accurate case records consistent with case management requirements.

Eligibility/Other Requirements: Relevant tertiary qualifications eg. In Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will have at least two years experience working with children, youth and/or families in a social work/case management role. Proficiency with Microsoft programs and client database applications will be highly regarded. A current driver's licence is essential.

Note: Information Session will be held at 11 Moore Street on the 16 February 2011 Time - 5:30pm. Please note these positions have also been advertised overseas and different panels will conduct interviews for applicants for both locations.

Contact Officer: Glenn McLeod (02) 6205 5389 glenn.mcleod@act.gov.au

Chief Executive

Executive

Executive Assistant

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 08269)

Gazetted: 07 February 2011

Closing Date: 22 February 2011

The Executive Unit is a dynamic and customer oriented area focused to deliver high level support and coordination services. The position of Executive Assistant involves the provision of a range of administrative support services to the Deputy Chief Executive including screening incoming calls, assisting with the preparation of meetings and associated materials, maintenance of filing systems, processing invoices and office supplies. The successful applicant will also require high level sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

Eligibility/Other Requirements: Well developed organisational, secretariat and computing skills are an essential requirement of the position.

Contact Officer: Heather Lakey (02) 6205 5334 heather.lakey@act.gov.au

Office for Children, Youth and Family Support

Youth Directorate

Youth Justice Policy

Administration Officer

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 01939)

Gazetted: 07 February 2011

Closing Date: 21 February 2011

Under general direction provide secretariat support and coordinate internal and external meetings on behalf of the Senior Manager. Liaise with government and non-government agencies and provide secretariat support in a range of forums. Maintain records, files and prepare reports as required. Assist with research projects and the preparation of less complex correspondence, briefs, reports, minutes etc.

Eligibility/Other Requirements: A current driver's licence is essential.

Note: Interstate travel may be required at times.

Contact Officer: Christina Towns (02) 6205 4369 christina.towns@act.gov.au

Policy and Organisational Services

Finance and Budget

Executive Assistant

Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 25166)

Gazetted: 07 February 2011

Closing Date: 21 February 2011

The position of Executive Assistant provides high level support to the Director, Finance and Budget. The successful applicant will be responsible for research, liaison and arranging meetings, assisting in the preparation of correspondence and reports as required and providing office support to the finance team. Sound communication (oral and written), and interpersonal skills and an ability to work in a team environment are essential.

Eligibility/Other Requirements: Ability to operate a keyboard, word processing equipment and computer applications.

Note: This a temporary position for the period 30 May 2011 until 27 July 2012.

Contact Officer: Dee Chicco (02) 6205 0162 dee.chicco@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Care and Protection Worker

Health Professional Level 2 \$50,796-\$70,459, Canberra (PN: 07863, several)

Gazetted: 08 February 2011

Closing Date: 3 March 2011

The position entails the delivery of quality services to children and families in accordance with the objectives and statutory responsibilities of the *Children & Young People Act 2008*. You will be responsible for the provision of culturally appropriate casework, intervention and referral services to children and families using a range of techniques and maintain accurate case records consistent with case management requirements.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. In Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will have at least one (1) year's experience working with children, youth and/or families in a social work/case management role. Proficiency with Microsoft programs and client database applications. Current driver's licence.

Note: Information Session will be held at 11 Moore Street on the 16 February 2011 from 5:30pm. Please note these positions have also been advertised overseas and different panels will conduct interviews for applicants from both locations.

Contact Officer: Glenn McLeod (02) 6205 5389 glenn.mcleod@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Unit

Child and Family Centres

Administration Officer

Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 02081, several)

Gazetted: 03 February 2011

Closing Date: 11 February 2011

The Child and Family Centres are seeking motivated individuals to fill two positions at the Administrative Services Officer 3 level. These positions are responsible for providing a variety of administrative assistance and tasks for the Centre such as maintaining office records and files, set-up of programs and preparation of straight-forward correspondence. These positions are also responsible for providing a reception service for the Centre and ensuring office presentation is of a high standard.

Eligibility/Other Requirements: A driver's licence is essential.

Note: These positions may be filled based on referee reports and application alone.

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

Department of Education and Training

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

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

Tertiary and International Education

Office of the Board of Senior Secondary Studies (OBSSS)

Curriculum and Accreditation Officer

School Leader C \$91,769, Canberra (PN: 02851)

Gazetted: 04 February 2011

Closing Date: 22 February 2011

Provide policy advice on curriculum, including national curriculum. Manage development of Board of Senior Secondary Studies (BSSS) Course Frameworks and implement course accreditation procedures. Liaise with course developers, panels, schools, tertiary institutions, national bodies and other key stakeholders. Provide briefings, reports and executive support to the BSSS and its committees.

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

Note: This is an office-based teaching position and school standdown periods do not apply. Flextime arrangements are available.

Contact Officer: Helen Strauch (02) 6205 7162 helen.strauch@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.

**School Improvement
North/Gungahlin Network
Campbell High School
Business Manager**

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 15900)

Gazetted: 08 February 2011

Closing Date: 22 February 2011

Provide high level support to the Principal; participate as a member of the executive team and administrative officer for the School Board. Provide support on the financial management of the school buildings, project and contract management, budget and financial management and supervision of administrative staff.

Contact Officer: Heather Paterson (02) 6205 6344 heather.paterson@ed.act.edu.au

**School Improvement
South/Weston Network
Duffy Primary School
Business Manager 1**

Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 11470)

Gazetted: 09 February 2011

Closing Date: 23 February 2011

Manage and administer all finance, student records and school administrative tasks. Supervision of office staff. Liaise with the Building Service Officer, tradespeople, students, parents and school staff to ensure a high quality customer service.

Note: This is a temporary position available until 27 January 2012 with the possibility of extension.

Contact Officer: Kim Darcy (02) 6205 6022 kim.darcy@ed.act.edu.au

**School Improvement
North/Gungahlin Network
Gungahlin College
Library Officer**

Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 22639)

Gazetted: 08 February 2011

Closing Date: 22 February 2011

Gungahlin College library facilities consist of four Resource Nodes within the teaching and learning hubs and a joint use community library which serves as the College library, public library and CIT Flexible Learning Centre. The Library officer will assist Teacher Librarians in the provision of library services and curriculum support to teachers and students.

Eligibility/Other Requirements: Recognised qualifications in library and information studies or a related discipline or relevant work experience in a library is highly desirable.

Contact Officer: Gai Beecher (02) 6142 1000 gai.beecher@ed.act.edu.au

Department of Justice and Community Safety

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

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

**Office of Regulatory Services
Independent Competition and Regulatory Commission
Senior Policy Advisor (Economist)
Senior Officer Grade B \$99,033-\$111,485, Canberra (PN: 17373)**

Gazetted: 08 February 2011

Closing Date: 17 February 2011

The Commission is an independent statutory authority set up to regulate pricing and infrastructure access arrangements for regulated industries (water, sewerage and energy), and to advise the ACT Government on other industry matters. The Commission also licenses utilities and regulates the ACT's Greenhouse Gas Abatement Scheme. The Commission is looking for a highly motivated person to provide high-level advice and support for its economic and other industry regulation and advisory responsibilities.

Eligibility/Other Requirements: High level tertiary qualifications in economics or related disciplines and knowledge of industry policy and regulation, in particular, energy and water utilities are highly desirable.

Note: This is a temporary position available immediately for a period of up to 12 months.

Contact Officer: Shelley Schreiner (02) 6205 2773 shelley.schreiner@act.gov.au

**ACT Corrective Services
Community Based Corrections
Sentence Administration Section
Manager, Sentence Administration Section
Senior Officer Grade B \$99,033-\$111,485, Canberra (PN: 44790)**

Gazetted: 08 February 2011

Closing Date: 22 February 2011

The Manager Sentence Administration Section strategically directs and manages the operations of the section and the section's resources in accordance with agreed financial and staffing budgets. This position is responsible for the provision of accurate advice to the Sentence Administration Board, the AMC Superintendent and the Courts, to ensure the timely provision of secretariat and victim liaison services, and the timely administration of sentences, in compliance with current legislation and agency policies and procedures.

Eligibility/Other Requirements: Experience in the development and administration of policy, preferably in the criminal justice field is highly desirable. Tertiary qualifications in law, justice studies or related disciplines are highly desirable. All eligible applicants will be subject to a police record check.

Contact Officer: Simone Fowlie (02) 6207 0374 simone.fowlie@act.gov.au

**Office of Regulatory Services
Compliance
Fair Trading Inspectorate
Investigator
Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 43469, several)**

Gazetted: 08 February 2011

Closing Date: 22 February 2011

Under limited direction of the Senior Investigator, duties include performing the functions of an authorised person or Investigator under relevant legislation as appointed or delegated, participating in compliance activities and providing advice to clients and stakeholders in accordance with relevant legislation, contributing to efficient work practices and sound corporate governance, providing assistance to senior officers in the assessment of Liquor Licence applications, and conducting investigations and overseeing the preparation of briefs of evidence for court. Appearing in court as necessary, assisting senior members with other work in the unit to ensure the objectives of the unit are achieved, and maintaining records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Ability to undertake shiftwork as required or directed and possession of a current driver's licence. The completion of a Police check is a mandatory requirement prior to engagement in all ACT Public Service positions. Knowledge of Fair Trading and liquor legislation and/or consumer complaints processes would be an advantage.

Contact Officer: Robert Southwell (02) 6205 3781 robert.southwell@act.gov.au

**Law Courts and Tribunals Administration
Registry
Registry Support Officer
Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 42389, several)**

Gazetted: 09 February 2011

Closing Date: 1 March 2011

We are seeking persons with a mature approach, well developed communication skills, the ability to work well within a changing team and the capacity to work with people from diverse backgrounds to undertake the role of Registry Support Officers in the Law Courts and Tribunal Administration. The successful applicants will assist Team Leaders in performing administrative registry duties, providing procedural advice to clients and relevant agencies and processing applications and court documents when received, as well as acting as an associate in Court when required.

Note: Successful applicants may be placed in any vacant Registry Support Officer position and will be rotated throughout the business units, as required.

Contact Officer: Judy Talevich (02) 6207 1319 judy.talevich@act.gov.au

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

**Property and Capital Works
Civic Coordination
Senior Project Officer
Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 22806)**

Gazetted: 08 February 2011

Closing Date: 22 February 2011

Department of Land and Property Services (LAPS) is seeking a dynamic and experienced Senior Project Officer to work in the City Area Improvement Program to provide high-quality policy advice and analysis on complex strategic policy issues and project delivery. The ideal candidate will require highly-developed oral and written communication skills, including effective representation and liaison skills and possess proven experience in undertaking high-level research and

analysis. A sound knowledge and understanding of capital works processes and program management would be an advantage.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

Note: This position is temporary for a period of two years from 4th April 2011 to 4th April 2013.

Contact Officer: Rod Baxter (02) 6205 2663 rod.baxter@act.gov.au

Department of Territory and Municipal Services

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

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

InTACT

Planning and Development

Business Systems Services

Senior Online Systems Officer

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 00442)

Gazetted: 08 February 2011

Closing Date: 1 March 2011

Undertake the development, implementation, enhancement and support for numerous internet and intranet websites and web technologies for agencies across the ACT Government.

Eligibility/Other Requirements: Experience in the use of MySource Matrix and/or Microsoft SharePoint is desirable.

Contact Officer: Greg Tankard (02) 6207 5826 greg.tankard@act.gov.au

InTACT

Planning and Development

Technology/Facilities and Storage

Storage Team Member

Information Technology Officer Class 2 \$66,198-\$76,043, Canberra (PN: 17424)

Gazetted: 04 February 2011

Closing Date: 22 February 2011

InTACT are seeking an appropriately skilled and experienced person to join the Storage and Backup Team as a Storage Administrator. The successful applicant will be required to assist in the management and monitoring of the ACT Government Storage Area Network (SAN) and Network Attached Storage (NAS). As well as occasionally assist with the monitoring of the ACT Government enterprise backups.

Eligibility/Other Requirements: Advanced knowledge and experience with EMC and Hewlett Packard data storage systems is highly advantageous. Relevant degree, diploma, vocational or industry certificate is highly desirable and/or relevant employment experience.

Note: The successful applicant will be required to participate in a duty roster to perform after hours support for the ACT Government data backup and storage systems.

Contact Officer: Ash Rutledge (02) 6207 5293 ash.rutledge@act.gov.au

Department of the Environment, Climate Change, Energy and Water

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

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

Office of the Chief Executive

Ministerial and Corporate

Senior Manager, Ministerial and Corporate

Senior Officer Grade A \$115,016, Canberra (PN: 16622)

Gazetted: 04 February 2011

Closing Date: 22 February 2011

The Ministerial and Corporate Team is seeking an experienced energetic person to fill the role of Senior Manager. The successful candidate will be responsible for: human resources and corporate development services; corporate reporting; risk management; and business planning processes of a small and dynamic Department.

Eligibility/Other Requirements: Tertiary qualifications in human resources or a related field would be highly desirable.

Contact Officer: Geoffrey Rutledge (02) 6205 5085 geoffrey.rutledge@act.gov.au

Office of the Chief Executive

Climate Change and Natural Environment

Sustainability Programs

Program Support Officer

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 20219)

Gazetted: 07 February 2011

Closing Date: 22 February 2011

Sustainability Programs is seeking an enthusiastic person to assist with the administration of the ACTSmart Office and Business recycling and waste management programs. The successful applicant will be required to support the delivery of recycling and waste management programs to the commercial and industrial sector programs, including assisting with

implementation, promotion, review, evaluation and reporting activities, delivery of the education component of the programs and management of the programs database.
Eligibility/Other Requirements: Current driver's licence is essential.
Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Department of 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**

ACT Gambling and Racing Commission Compliance and Investigations Manager of Compliance and Investigations Senior Officer Grade B \$99,033-\$111,485, Canberra (PN: 16232)

Gazetted: 04 February 2011
Closing Date: 18 February 2011

As the Manager of Compliance and Investigations you would be responsible for the management of Commission regulation with respect to the ACT Gaming Laws. Duties will include managing and developing a team of authorised officers performing audit, inspection and investigative functions in relation to compliance with the gaming laws; managing and reviewing the Commission's compliance audit and inspection programs relating to gambling service providers; managing the receipt, investigation, determination and reporting of complaints regarding compliance with the gaming laws; overseeing the more complex complaints and breaches; managing the regulation of the casino's activities; preparing advice and briefings on the above matters for the Chief Executive, Commission Board and Minister as required and representing the Commission at a senior level in dealings with other government agencies, industry and the public.
Contact Officer: Greg Jones (02) 6207 0360 greg.jones@act.gov.au

Finance and Budget Division Project and Budget Management Financial Analyst Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 55229)

Gazetted: 08 February 2011
Closing Date: 22 February 2011

The duties of position may include: assisting in development, coordination and preparation of budget related information, reports and briefing material; assisting in developing financial and budgetary management policies and procedures; preparing reports, briefing and correspondence; analysing agency and whole-of-government financial statements and other financial and non-financial performance data; providing analysis, commentary and recommendations on policy matters; undertaking research and assisting with the development of Cost Benefit Analyses; assisting in monitoring and reporting on government programs; liaising with the Department's customers, managers and staff; and maintaining data records.

Eligibility/Other Requirements: Qualifications in economics, accounting or similar field are desirable.
Contact Officer: Shaun Ryan (02) 6207 0230 shaun.ryan@act.gov.au

APPOINTMENTS

ACT Health

Health Service Officer Level 3 \$39,357-\$40,700
Michael Darren Burns 799-90448, Section 68(1), 20 January 2011

Registered Nurse Level 1 \$51,872-\$70,092
Lisa Farrall 828-67504, Section 68(1), 3 February 2011

Health Service Officer Level 3 \$39,357-\$40,700
Michael Filing 828-67045, Section 68(1), 7 February 2011

Health Service Officer Level 3 \$39,357-\$70,700
Ricky James 820-96666, Section 68(1), 20 January 2011

Registered Nurse Level 1 \$51,872-\$70,092
Kelly Klingberg 827-31156, Section 68(1), 17 February 2011

Registered Nurse Level 1 \$51,872-\$70,092
Vasanth Kumar 827-28993, Section 68(1), 3 February 2011

Technical Officer Level 1 \$44,764-\$47,026
Jacqueline McNamara 827-31631, Section 68(1), 24 January 2011

Technical Officer Level 1 \$43,672-\$45,879

Sandra Peake 827-81575, Section 68(1), 1 February 2011

Health Service Officer Level 3 \$39,357-\$40,700

Antony Pezzullo 820-96658, Section 68(1), 20 January 2011

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

Leanne Scott 827-82818, Section 68(1), 3 February 2011

Health Service Officer Level 3 \$39,357-\$40,700

Richard Taylor 820-73683, Section 68(1), 20 January 2011

Health Professional Level 2 \$50,469-\$70,459

Timothy Whitton 820-84112, Section 68(1), 3 February 2011

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

Felicity Brims: 824-62654, Section 68(1), 17 January 2011

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

Ramila Varendran: 799-71263, Section 68(1), 17 January 2011

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

Ahmed Saadi Al-Sameraai Ahmed: 829-55512, Section 68(1), 7 December 2010

Senior Specialist, \$185,984

Fardin Eghtedari: 829-55483, Section 68(1), 31 January 2011

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

David Wright: 799-6518, Section 68(1), 10 January 2011

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

Bruce Adendorff: 813-17586, Section 68(1), 1 February 2011

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

Charles Bou Sleiman: 796-70727, Section 68(1), 31 January 2011

Senior Specialist, \$185,984

Jamie Christie: 829-55491, Section 68(1), 7 February 2011

ACT Planning and Land Authority

Senior Officer Grade A \$112,211

Christopher Moodie Murray 821-06684, Section 68(1), 2 February 2011

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

Gulling Ren 827-32861, Section 68(1), 7 February 2011

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

Dachuan Wang 827-31949, Section 68(1), 2 February 2011

Calvary Health Care ACT (Public)

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

Rachael Golder, Section 68(1), 17 January 2011

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

Shanna Thain, Section 68(1), 10 January 2011

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

Eleanor Vaafusuaga-Erika, Section 68(1), 10 January 2011

Department of Disability, Housing and Community Services

Administrative Services Officer Class 2 \$43,289-\$48,003

Lady Casenas 820-76980, Section 68(1),

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

Alison Coster 820-89757, Section 68(1), 10 February 2011

Administrative Services Officer Class 4 \$54,956-\$59,668
Vicki Phillips 827-32474, Section 68(1), 7 February 2011

Administrative Services Officer Class 4 \$54,956-\$59,668
Hawea Ryan 827-32482, Section 68(1), 7 February 2011

Administrative Services Officer Class 4 \$54,956-\$59,668
Jie Zhang 820-71362, Section 68(1), 1 February 2011

Department of Education and Training

School Assistant 2 \$35,912-\$39,824
Elizabeth Musitano 787-48000, Section 68(1), 3 February 2011

Administrative Services Officer Class 4 \$53,616-\$58,213
Suzanne Vincent 824-52907, Section 68(1), 3 February 2011

Department of Justice and Community Safety

Legal 1 \$50,797-\$104,152
Mary Teresa Burt 754-53936, Section 68(1), 21 February 2011

Correctional Officer Grade 1 \$49,866,\$59,840
Lisa Elkner 827-19691, Section 68(1), 28 January 2011

Correctional Officer Grade 1 \$48,650-\$58,380
Jossy Paulose 821-06385, Section 68(1), 25 January 2011

Correctional Officer Grade 1 \$48,650-\$58,380
Pokati Tivalu 821-17295, Section 68(1), 25 January 2011

Correctional Officer Grade 1 \$48,650-\$58,380
Greg Wolfgramm 821-06780, Section 68(1), 25 January 2011

Department of Land and Property Services

Graduate Administrative Assistant \$54,956-\$56,700
Wen Jia 827-30225, Section 68(1), 7 February 2011

Department of Territory and Municipal Services

Administrative Services Officer Class 1 \$38,249-\$42,272
Tim Boulton 827-17629, Section 68(1), 4 February 2011

General Service Officer Level 5/6 \$42,612-\$47,092
Stephen Edmonds 795-65484, Section 68(1), 27 January 2011

Department of the Environment, Climate Change, Energy and Water

Graduate Administrative Assistant \$54,956-\$56,700
Serena Cornhill 827-26912, Section 68(1), 7 February 2011

Senior Officer Grade C \$83,816-\$90,372
Simon Roderick French 792-16591, Section 68(1), 7 January 2011

Professional Officer Class 2 \$64,199-\$76,043
Stephen Skinner 799-86908, Section 68(1), 3 February 2011

Administrative Services Officer Class 6 \$66,198-\$76,043
Andrew Ivan Zelnik 827-18242, Section 68(1), 1 March 2011

Department of Treasury

Economics and Finance Graduates \$53,616

Elizabeth Hall 827-32976, Section 68(1), 7 February 2011

Exhibition Park in Canberra

General Service Officer Level 6 \$44,960-\$47,092

Bremner Dunlop AGS: 78075416, Section 68(1), 31 January 2011

General Service Officer Level 4 \$40,232 to \$41,947

Scott Edward Brigden 780-75424, Section 68(1), 31 January 2011

Land Development Agency

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

Joanne Stroud 821-26095, Section 68(1), 31 January 2011

TRANSFERS

ACT Health

Christine Harrison: 827-07834

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

ACT Health

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

ACT Health, Canberra (PN. 19843) (Gazetted 22 July 2010)

Virginia Proust: 261-64548

From: Registered Nurse Level 2 \$72,960-\$77,472

ACT Health

To: Registered Nurse Level 2 \$72,960-\$77,472

ACT Health, Canberra (PN. 29946) (Gazetted 26 August 2010)

PROMOTIONS

ACT Health

The Canberra Hospital

Women and Babies

Josie Araya-Bishop: 816-78410

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

ACT Health

To: Registered Nurse Level 2 \$72,960-\$77,472

ACT Health, Canberra (PN. 22226) (Gazetted 10 February 2011)

Office of the Deputy Chief Executive

Clinical Governance Unit

Jennifer Pippen: 786-54135

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

ACT Health

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

ACT Health, Canberra (PN. 04571) (Gazetted 2 September 2010)

ACT Planning and Land Authority

Development Services

Leasing

Elise Ann Gill: 813-01496

From: Administrative Services Officer Class 4 \$54,956-\$59,668

ACT Planning and Land Authority

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

ACT Planning and Land Authority, Canberra (PN. 13600) (Gazetted 3 June 2010)

Planning Services

Design Policy

Benedict Riches: 791-47805

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

ACT Planning and Land Authority

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

ACT Planning and Land Authority, Canberra (PN. 32222) (Gazetted 1 December 2010)

Construction Services

Construction Occupations

Rachelle Turk: 820-85473

From: Administrative Services Officer Class 3 \$49,306-\$53,214

ACT Planning and Land Authority

To: †Administrative Services Officer Class 4 \$54,956-\$59,668

ACT Planning and Land Authority, Canberra (PN. 12523) (Gazetted 21 December 2010)

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

Calvary Health Care ACT (Public)

Roger Goult

Information Technology Officer Class 2 \$64,583 - \$74,188

Canberra Institute of Technology

Senior Information Technology Officer Grade C \$81,772 - \$88,168

Calvary Health Care ACT, PN 7311, 8 November 2010

Chief Minister's Department

Australian Capital Tourism

Product and Industry Development

Jonathan Kobus: 779-99377

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

Chief Minister's Department

To: †Senior Officer Grade B \$99,033-\$111,485

Chief Minister's Department, Canberra (PN. 15189) (Gazetted 25 October 2010)

Governance

Office of Industrial Relations

Work Safety and Industrial Relations Policy

John Rees: 820-85238

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

Chief Minister's Department

To: †Senior Officer Grade B \$99,033-\$111,485

Chief Minister's Department, Canberra (PN. 19251) (Gazetted 5 August 2010)

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

Department of Disability, Housing and Community Services

Disability ACT

Executive and Business

Scheduling

Pieta Jan Maguire: 740-941849

From: Disability Support Officer Level 3 (DHCS) \$64,177-\$68,145

Department of Disability, Housing and Community Services

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

Department of Disability, Housing and Community Services, Canberra (PN. 24190) (Gazetted 8 October 2010)

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Alicia Muirhead: 816-76327

From: Administrative Services Officer Class 3 \$49,306-\$53,214

Department of Disability, Housing and Community Services

To: Administrative Services Officer Class 4 \$54,956-\$59,668

Department of Disability, Housing and Community Services, Canberra (PN. 09184) (Gazetted 14 December 2010)

Policy and Organisational Services

Finance and Budgets

Valli Sivendran: 510-28660

From: Administrative Services Officer Class 4 \$54,956-\$59,668

Department of Disability, housing and Community Services

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

Department of Disability, Housing and Community Services, Canberra (PN. 55637) (Gazetted 26 August 2010)

Department of Justice and Community Safety

ACT Law Courts and Tribunal Administration

Registry

Relieving Pool

Gordana Ivancevic: 820-77000

From: Administrative Services Officer Class 2 \$43,289-\$48,003

Department of Justice and Community Safety

To: Administrative Services Officer Class 3 \$49,306-\$53,214

Department of Justice and Community Safety, Canberra (PN. 44042) (Gazetted 4 September 2010)

ACT Corrective Services

Business, Policy and Coordination

Training and Development

Christopher Mooney: 821-06465

From: Correctional Officer Grade 1 \$48,650-\$58,380

Department of Justice and Community Safety

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

Department of Justice and Community Safety, Canberra (PN. 10083) (Gazetted 3 December 2010)

ACT Corrective Services

Alexander Maconochie Centre

Facilities and Services

Pamela Stevenson: 817-48685

From: Administrative Services Officer Class 3 \$49,306-\$53,214

Department of Justice and Community Safety

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

Department of Justice and Community Safety, Canberra (PN. 13752) (Gazetted 12 October 2010)

ACT Government Solicitor

Property and Commercial

Diane Walmsley: 780-38789

From: Legal 1 \$50,797-\$104,152

Department of Justice and Community Safety

To: †Legal 2 \$113,158-\$117,809

Department of Justice and Community Safety, Canberra (PN. 19382, several) (Gazetted 25 May 2010)

Department of Territory and Municipal Services

Transport and Infrastructure

Canberra Connect

Tamara Abed: 780-02276

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

Department of Territory and Municipal Services

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

Department of Territory and Municipal Services, Canberra (PN. 17380)

This promotion is to a non advertised position under Section M of the Department of Territory and Municipal Services Collective Agreement 2010 -2011.

Corporate Support

Governance, Finance, Human Resources

Policy and Planning, Budgets, Workforce and Co-ordination

Rebecca Davis: 820-77043

From: Administrative Services Officer Class 3 \$49,306-\$53,214

Department of Territory and Municipal Services

To: †Administrative Services Officer Class 4 \$54,956-\$59,668

Department of Territory and Municipal Services, Canberra (PN. 11388) (Gazetted 18 November 2010)

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

**Land Management and Planning
Capital Woodlands and Wetland Reserves
Daniel Roberto Iglesias: 537-004431**

From: Senior Officer Grade C \$83,816-\$90,372
Department of Territory and Municipal Services

To: †Senior Professional Officer Grade A \$115,016

Department of Territory and Municipal Services, Canberra (PN. 21407) (Gazetted 26 November 2001)

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.

**Shared Services
Procurement Solutions
Infrastructure Procurement
Orteza Ortega: 786-05712**

From: Administrative Services Officer Class 6 \$66,198-\$76,043
Department of Territory and Municipal Services

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

Department of Territory and Municipal Services, Canberra (PN. 15081) (Gazetted 31 July 2010)

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

**Corporate Support
Governance, Finance, Human Resources
Policy and Planning, Budgets, Workforce and Co-ordination
Shonah Stratton: 799-96946**

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

To: †Administrative Services Officer Class 4 \$54,956-\$59,668

Department of Territory and Municipal Services, Canberra (PN. 11382) (Gazetted 18 November 2010)

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

Department of Treasury

**Finance and Budget
Budget Coordination and Reporting
Financial Business Systems
Edward Senti: 760-74102**

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

Department of Treasury

To: †Senior Professional Officer Grade B \$99,033-\$111,485

Department of Treasury, Canberra (PN. 11412) (Gazetted 15 December 2010)

Corrigenda

**Department of the Environment, Climate Change, Energy and Water
Graduate Administrative Assistant \$54,956-\$56,700**

Timothy Walker: 827-26920, Section 68(1), 7 February 2011

Correction to Appointment: Incorrect AGS number originally published 24 January 2011