



ACT Government Gazette

Gazetted Notices for the week beginning 03 March 2011

VACANCIES

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>

Government Relations and Planning

Capital Asset Development Plan

Executive Officer

Senior Officer Grade A \$115,016, Canberra (PN: 29420)

Gazetted: 10 March 2011

Closing Date: 17 March 2011

The Government Relations, Planning and Development Division (GRPD) is responsible for leading the process of developing Territory-wide clinical service plans, liaising with commonwealth and other governments, and overseeing the delivery of the Capital Asset Development Plan (CADP). The Executive Officer of GRPD supports the Executive Director to manage the business of the Division, and is also responsible for driving a number of strategic projects and processes. An opportunity has arisen for someone with well developed strategic policy and analytical skills that can undertake high level projects and has a demonstrated capacity to deliver in a complex and dynamic environment to act in the role of Executive Officer for three months. The successful candidate would provide support the implementation of the Capital Asset Development Plan, including some contract management, provide secretariat support to a high level committee, and lead cabinet and ministerial briefing processes.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable.

Note: This is a temporary position available for a period of three months.

Contact Officer: Andrew McNee (02) 6205 2638

The Canberra Hospital

Pharmacy Services

Director - Pharmacy Services

Health Professional Level 6 \$115,016, Canberra (PN: 28981)

Gazetted: 10 March 2011

Closing Date: 17 March 2011

The Canberra Hospital is seeking to recruit to the position of Director of the Pharmacy Services Department. The Pharmacy Services Department is a large and key, clinical support agency of The Canberra Hospital. It has a strong existing focus on clinical pharmacy services, safety, teaching and research. The Department is positively and actively recruiting to build a team with solid values and a commitment to excellence. This opportunity would suit an ambitious Pharmacist with an extensive background in hospital pharmacy. It will require existing credentials in management, high level strategic abilities and a passion for improving quality and safety. The Director of Pharmacy will be operationally responsible for clinical service delivery to the hospital. Management and planning for human and financial resources is a major demand of this position. This is a high profile position responsible for providing leadership on medicines management for the hospital and territory health service. It is a key role required to contribute to the effective executive management of the hospital. ACT Health is currently restructuring governance lines and the hospital is also well advanced with major building and expansion plans, including IT infrastructure, e-health and electronic medicines management projects. This exciting and challenging role will require a Director of Pharmacy that can provide sound strategic direction for Pharmacy Services in the ACT into the future.

Eligibility/Other Requirements: Applicants must be eligible for registration as a Pharmacist with the Pharmacy Board of Australia. Bachelor of Pharmacy. Eligibility for registration as a Pharmacist in the ACT mandatory. Post graduate qualifications in Management highly desirable. Applicants must have senior administrative experience and a commitment to excellence in team management relevant to a hospital setting. A record of leadership and management of human, financial and physical resources within budget is essential.

Note: For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

Relocation assistance may be available, including removal costs and temporary accommodation. Weekend Work: as per executive overtime commitments. On-call Work: as per executive overtime commitments.

Contact Officer: Tony Sagnelli (02) 6174 5652

Information Management and Information Technology

E-Health

Change Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 24758)

Gazetted: 10 March 2011

Closing Date: 17 March 2011

ACT Health is seeking an experienced Change Manager to lead and facilitate Change Management initiatives across Community Based services to enable the successful implementation of the new electronic Community Clinical Record (CCR).

The new CCR will replace the existing paper based clinical record system with an electronic clinical health record that will enable clinicians to access and enter clinical information in real time regardless of where the service is provided.

The implementation of an electronic clinical record will promote a patient-centric approach to delivery of services, and by so doing, improve the quality, safety and efficiency of the services delivered.

The successful applicant will be responsible for providing effective leadership and direction in the development, implementation and review of change management plans and strategies to achieve the Community Clinical Record Project's operational objectives. They will have well developed oral and written communication skills, including liaison and negotiation skills, and the ability to communicate complex and sensitive issues successfully with a broad range of stakeholders.

Eligibility/Other Requirements: Relevant tertiary qualifications.

Note: This is a temporary position available until June 2012. This position has been re-advertised. Previous applicants who addressed the selection criteria will be considered.

Contact Officer: Jodie Mackenzie (02) 6205 0922

The Canberra Hospital

Pathology Services

Molecular Pathology

Chief Medical Scientist

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 29039)

Gazetted: 10 March 2011

Closing Date: 17 March 2011

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. A scientist with extensive experience in molecular microbiology and virology along with management experience is sought for the position of Chief Medical Scientist for the Molecular Pathology Department. The successful applicant will be responsible for the day-to-day management of the department providing leadership in strategic planning and optimal operational management. They will be required to plan, allocate and co-ordinate the work of the department, assist in the preparation of financial and staffing budgets, monitor budget programs and participate in the day to day analytical procedures. 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 with an emphasis in molecular microbiology or virology is highly desirable.

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.

Contact Officer: Gus Koerbin (02) 6244 2835

Information Management and Information Technology

Information Services

E-Health

Data Business Analyst

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 14823)

Gazetted: 10 March 2011

Closing Date: 17 March 2011

ACT Health is seeking an experienced Data Business Analyst to provide direction and advice to the Community Clinical Record Project to confirm the data capture, collection and reporting requirements for the implementation of an electronic Community Clinical Record Information System. This includes the provision of high level advice and support to the Project team, senior management and staff on data specifications and system design; data collection and reporting requirements; and the impact on business processes associated with the implementation of the system. The successful applicant will demonstrate relevant skills and experience in data management and analysis in a health environment and experience in the development of system business requirements, including technical and functional specifications.

Note: This is a temporary position available until June 2012. This position has been re-advertised. Previous applicants who addressed the selection criteria will be considered.

Contact Officer: Jodie Mackenzie (02) 6205 0922 jodie.mackenzie@act.gov.au

Mental Health

Access and Acute Mental Health Services

Psychiatric Services Unit

Mental Health Nurse

Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 14111)

Gazetted: 10 March 2011

Closing Date: 17 March 2011

An opportunity has arisen for experienced mental health nurses to work in a dynamic Psychiatric in-patient facility as Level 2 Registered Nurses. The Psychiatric Service Unit is a thirty bed unit which is working toward a recovery focus of care. Opportunity will be given to successful applicants to participate in a progressive service and full support and supervision will be provided.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Holds or is working towards a relevant tertiary qualification desirable. Minimum of three years relevant clinical experience desirable.

Contact Officer: Wendy Kipling (02) 6244 3223

Population Health

Health Protection Service

Pharmaceutical

Pharmaceutical Inspector

Health Professional Level 3 \$72,543-\$76,543 (Up to \$80,436 on achieving a personal upgrade), Canberra (PN: 19569)

Gazetted: 10 March 2011

Closing Date: 24 March 2011

The Pharmaceutical Services section within ACT Health is responsible for ensuring the safe supply of medicines, poisons and therapeutic goods to the ACT community. We are seeking a dynamic, motivated, experienced Pharmacist to fulfil this new Pharmaceutical Inspector role. This role has been created following the recent changes to legislation surrounding pharmacy premises. The role will in part, be responsible for developing new procedures and standards for the regulation of pharmacy premises within the ACT.

Eligibility/Other Requirements: A pharmacy degree from an Australian Tertiary Institution or comparable overseas qualification. A current driver's licence.

Note: This position is part-time at 29:30 hours per week.

Contact Officer: Vivien Bevan (02) 6205 0961

Aged Care and Rehabilitation

Aged Care and Rehabilitation Community Based

Rehabilitation

Social Worker

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 27902)

Gazetted: 10 March 2011

Closing Date: 17 March 2011

There is an exciting opportunity for a motivated, suitably qualified person to join the ACRS Social Work team.

Eligibility/Other Requirements: A degree or diploma in Social Work and eligibility for membership of the Australian Association of Social Workers. Current driver's licence.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Kerry Moorhouse (02) 6205 1909

Community Health

General Practice

Personal Assistant

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 28535)

Gazetted: 10 March 2011

Closing Date: 24 March 2011

The successful applicant will be required to work effectively as both a team member of a diverse team and an individual for the Academic Unit of General Practice and Community Health. Duties include providing high level executive support to the head of the Unit as well as senior lecturers, Coordinating administrative assistance to ACT Community Health Research Projects within the Unit along with other duties as directed within the framework of the Unit Business Plan.

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

Contact Officer: Sheena Ashwell (02) 6244 4956 or Lara Bishop (02) 6244 4945

The Canberra Hospital

Clinical School

Clinical Research Office

Research Administrative Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 18751)

Gazetted: 10 March 2011

Closing Date: 17 March 2011

The ACT Health Research Office, located at the Canberra Hospital is seeking a Research Administration Officer to provide high-level administrative support. The role includes managing the ACT Health Research Office files and correspondence, assisting in the preparation of research papers and grant applications and providing secretariat support on research committees. Other duties include assisting in the preparation of budgets, expenditure reports, research accounts and secretariat support to the ACT Health Human Research Ethics Committee.

Note: This is a 12 month temporary position with the possibility of extension.

Contact Officer: Tanelle Dun (02) 6174 5257

Community Health

Child, Youth and Women's Health

Child, Youth and Women's Health Program

Immunisation Nurse

Registered Nurse Level 1 \$51,872-\$70,092, Canberra (PN: 28292, several)

Gazetted: 10 March 2011

Closing Date: 17 March 2011

An exciting opportunity exists to work with the Child, Youth and Women's Health Program as a Registered Nurse in the Early Childhood Immunisation clinics. Nurses in this program deliver the National Immunisation Program schedule of vaccines to infants and children up to age six at various child health clinics around Canberra.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Immunisation qualifications are highly desirable.

Note: Positions are part-time, between 16 and 24 hours per week (negotiable).

Contact Officer: Helen Govey (02) 6205 1827

Mental Health ACT

Access and Acute Mental Health

Mental Health PSU

Administrative Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 13458)

Gazetted: 10 March 2011

Closing Date: 17 March 2011

An opportunity has arisen for a motivated Administration Officer to work in a busy mental health inpatient facility. Full support will be given to the successful applicant.

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

Contact Officer: Wendy Kipling (02) 6244 3223

The Canberra Hospital

Pharmacy Services

Pharmacy

Pharmacy Technician

Technical Officer Level 2 \$48,615 - \$55,954, Canberra (PN: 22424)

Gazetted: 10 March 2011

Closing Date: 24 March 2011

The Canberra Hospital Pharmacy Department is an exciting and challenging workplace for Pharmacy Technicians. We are looking for a full-time technician with experience in a hospital pharmacy who is fully certified in extemporaneous, sterile and cytotoxic manufacture. The successful applicant will be required to undertake duties such as dispensing, extemporaneous, sterile and chemotherapy manufacture, and related administrative tasks, and training TO1 technicians in these duties.

Eligibility/Other Requirements: Minimum one year experience as a fully validated hospital pharmacy technician – certified in extemporaneous, sterile and cytotoxic manufacture. Overseas Pharmacist qualification, or Certificate level III/IV in Pharmacy Services are highly desirable.

Note: This position may be required to work in a weekend and after-hours roster.

Contact Officer: Claire Bekema (02) 6244 2118

The Canberra Hospital

Pharmacy Services

Pharmacy

Pharmacy Technician

Technical Officer Level 1 \$44,764 - \$47,026, Canberra (PN: 15650)

Gazetted: 10 March 2011

Closing Date: 7 April 2011

The Canberra Hospital Pharmacy Department is an exciting and challenging workplace for Pharmacy Technicians. We are looking for a full-time technician with experience in a hospital or community pharmacy, or a Certificate III or IV in Pharmacy Support. The successful applicant will be required to undertake duties such as dispensing, extemporaneous, sterile and chemotherapy manufacture, and distribution of medications.

Eligibility/Other Requirements: Certificate III or IV in Hospital or Community Pharmacy Support highly desirable.

Note: This position may be required to work in a weekend and after-hours roster. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

Contact Officer: Claire Bekema (02) 6244 2118

Calvary Health Care ACT (Public)

Nursing

Peri-Operative Services

Peri-Operative Educator

Registered Nurse Level 3.1 \$83,861 - \$87,312, Canberra (PN: 8796)

Gazetted: 04 March 2011

Closing Date: 18 March 2011

In support of the Perioperative Business Plan and in an environment of adult education in a customer focussed, health care setting: 1. Develop, co-ordinate, implement and evaluate clinical education for Nursing Staff, Graduate Nurses in a defined clinical stream and Undergraduate students. 2. Oversee and provide direction and support to other staff in

planning, delivery and evaluation of education programs. 3. Assess the clinical competency of nurses, including new graduates and undergraduates. 4. Undertake research related to clinical and educational practice, reviewing Programs accordingly. 5. Actively pursue own continuing education and professional development.
Eligibility/Other Requirements: MANDATORY: Eligible for registration as Registered Nurse with National Nursing and Midwifery Board. HIGHLY DESIRABLE: 1. Demonstrated current expert knowledge and practice in Perioperative Nursing. Relevant post graduate qualification appropriate to the Perioperative Suite, with a minimum of five years full time equivalent, relevant post registration experience. 2. Demonstrated ability in development, delivery and evaluation of adult education programs, preferably in Perioperative education. Skills in needs analysis and competency assessment. 3. Liaison, oral communication and negotiation skills of a high order. In particular, an ability to develop and maintain rapport with colleagues, students and clients and the ability to work as part of a multi-disciplinary team. 4. Well developed supervisory skills, with ability in team building and the management of organisational resources. 5. Demonstrated competency in tertiary research and evaluation. Proven commitment to fostering a learning culture that encompasses reflective practice, teaching and research within the multi-disciplinary team. 6. Demonstrated commitment to ongoing professional development. 7. High level computer literacy with desktop applications.
Contact Officer: Lesley Gilbert 02 6201 6180 Lesley.Gilbert@calvary-act.com.au Applications can be forwarded to: 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 Division

Cabinet and Intergovernmental Relations

Intergovernmental Relations

Manager Monitoring and Reporting

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 22933)

Gazetted: 08 March 2011

Closing Date: 22 March 2011

The Branch manages and co-ordinates the ACT's relationships with other jurisdictions, most significantly with the Commonwealth. It also has a leadership role in representing the ACT in other intergovernmental forums, notably the Council of Australian Governments (COAG) and the Council for the Australian Federation (CAF). As Manager Reporting and Analysis, the occupant of this position will: Provide high quality policy advice and analysis on complex strategic policy and performance issues across the COAG Reform agenda; coordinate ACT engagement with the COAG Reform Council in relation to performance reporting, working closely with colleagues in Policy Division including in relation to the Report on Government Services and ongoing performance reporting to the Cabinet; work closely with other ACT Government agencies in relation to intergovernmental performance reporting and analysis including preparation of material for consideration by the Cabinet; and prepare and coordinate briefing for the Chief Minister and Chief Executive across a wide range of issues, as well as correspondence, Cabinet Submissions, Assembly related documents and other documents as required.

Note: This is a temporary position available from 21 March 2011 until 21 September 2011.

Contact Officer: Heidi Stratford (02) 6205 3187 heidi.stratford@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.

Australian Capital Tourism

Events

Events Program Coordinator

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 42448)

Gazetted: 03 March 2011

Closing Date: 22 March 2011

Australian Capital Tourism is seeking a suitable candidate to fill the role of the Events Program Coordinator. Working within the Events team you will identify and coordinate a range of quality entertainment and activities programs to stimulate visitation at events and launches managed by Australian Capital Tourism.

Eligibility/Other Requirements: Current driver's licence, ability to work flexible hours in the lead up to and during Floriade, NightFest, Enlighten and other events as directed and ability to complete manual handling tasks as required.

Contact Officer: Matthew Elkins (02) 6205 0563 matthew.elkins@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**

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 12081)

Gazetted: 04 March 2011

Closing Date: 22 March 2011

The Contracts and Grants Unit is responsible for departmental adherence with contract processes, the development of departmental purchasing policy and procedures, monitoring for compliance and analysis of financial reports and quantitative performance measures. The position has supervision of a team and is responsible for managing the ongoing functions and daily operations of the Unit as well as ensuring the timely and accurate execution of service funding agreements.

Eligibility/Other Requirements: Experience in government procurement, financial and reporting processes and staff supervision is highly desirable.

Contact Officer: Danny O'Mara (02) 6205 5273 danny.omara@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Integrated Court Service

Senior Court Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 10151)

Gazetted: 09 March 2011

Closing Date: 23 March 2011

The occupant of this position will provide direct support to staff in care and protection court applications, which are consistent with Office for Children, Youth and Family Support (OCYFS) child protection and substitute care policies, procedures and practices, and which are culturally appropriate. This includes representing and exercising the powers of the Chief Executive in all OCYFS matters before the court or administrative law matters according to legislative and policy requirements.

Eligibility/Other Requirements: A relevant tertiary qualification in law, social work or psychology is highly desirable but not essential. If a relevant tertiary qualification is held then eligibility to be admitted as a legal practitioner in the ACT, or eligibility for full membership of the Australian Association of Social Workers, or registration with the Psychologists Board (ACT) or State equivalent.

Note: This is a temporary position available from April 2011 for a period of 12 months.

Contact Officer: Amanda Nuttall (02) 6202 2898 amanda.nuttall@act.gov.au

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Case Manager/Indigenous Liaison Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 07829)

Gazetted: 04 March 2011

Closing Date: 30 March 2011

The successful applicant will be a member of the Bimberi Programs and Services Team providing culturally appropriate case management services and delivering rehabilitative, therapeutic and educative programs in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. On a day-to-day basis, as part of a multi-disciplinary team, this position provides the case management and program delivery for number of young people on remand or committal. Provide specialist staff training, advice and assistance in matters related to Aboriginal and Torres Strait Islander peoples.

Eligibility/Other Requirements: Tertiary qualifications, or equivalent, in, psychology or social work desirable. Current driver's licence.

Note: This is an Aboriginal and Torres Strait Islander identified position.

Contact Officer: Roy Lepper (02) 6205 3536 roy.lepper@act.gov.au

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Sport and Recreation Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 07286)

Gazetted: 04 March 2011

Closing Date: 22 March 2011

The successful applicant will work closely with the residents of Bimberi Youth Justice Centre through coordinating sport and recreation programs and the running of the Sports Centre.

Eligibility/Other Requirements: Current driver's licence. First Aid Certificate. Relevant qualification in sport and recreation desirable.

Contact Officer: Leanne Rourke (02) 6207 3346 leanne.rourke@act.gov.au

Policy and Organisational Services

Finance and Budget

Assistant Management Accountant

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 09148)

Gazetted: 09 March 2011

Closing Date: 29 March 2011

Finance and Budget is responsible for the overall departmental budgeting and financial management. The Unit is the interface between the Department and the ACT Treasury and provides support to the Department's business units. As

part of the Finance team, the position has a role in ensuring the accuracy and integrity of financial data through periodic reconciliations and reviews and assists in the preparation of monthly, quarterly and annual financial reports.

Eligibility/Other Requirements: Accounting qualifications or progress towards an accounting degree is highly desirable.

Note: This is a temporary position commencing asap until 15 November 2011.

Contact Officer: Cherry Wang (02) 6205 0280 cherry.wang@act.gov.au

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Contracts Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 00458, several)

Gazetted: 09 March 2011

Closing Date: 29 March 2011

The Contracts and Grants Unit is responsible for adherence with contract processes, quality management of contracts, monitoring for compliance and analysis of financial reports and quantitative performance measures. The position assists in the co-ordination and administration of contracts with non-government organisations, service funding agreements and the Community Grants Program.

Eligibility/Other Requirements: Experience in government procurement processes desirable. Experience in operating a range of computer programs including databases, Excel, and other reporting systems highly desirable.

Contact Officer: Vicki McGrath (02) 6205 6008 vicki.mcgrath@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

School Improvement

Tuggeranong Network

Gowrie Primary School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 04029)

Gazetted: 07 March 2011

Closing Date: 24 March 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Judith Hamilton (02) 6205 7822 judith.hamilton@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.

School Improvement

South/Weston Network

Telopea Park School

Deputy Principal (Secondary)

School Leader B \$98,077, Canberra (PN: 04115)

Gazetted: 08 March 2011

Closing Date: 24 March 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Kerrie Blain (02) 6205 5599 kerrie.blain@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.

School Improvement

Belconnen Network

Weetangera Primary

Deputy Principal

School Leader B \$98,077, Canberra (PN: 04033)

Gazetted: 07 March 2011

Closing Date: 24 March 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Phil Gray (02) 6205 7488 phil.gray@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.

**School Improvement
Tuggeranong Network
Fadden Primary School
Deputy Principal**

School Leader B \$98,077, Canberra (PN: 04106)

Gazetted: 09 March 2011

Closing Date: 24 March 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Daniel Zobel (02) 6205 6011 daniel.zobel@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.

**School Improvement
Woden Weston Network
Curtin Primary School
Deputy Principal**

School Leader B \$98,077, Canberra (PN: 04008)

Gazetted: 07 March 2011

Closing Date: 24 March 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Lindsay Musto (02) 6205 56622 lindsay.musto@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.

**School Improvement
South/Weston Network
Stromlo High School
Executive Teacher Arts**

School Leader C \$91,769, Canberra (PN: 02612)

Gazetted: 08 March 2011

Closing Date: 24 March 2011

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

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

Contact Officer: Cecily Blake (02) 6205 6166 cecily.blake@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.

**School Improvement
North/Gungahlin Network
Campbell High School
Executive Teacher - Arts**

School Leader C \$91,769, Canberra (PN: 02577)

Gazetted: 08 March 2011

Closing Date: 24 March 2011

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

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

Contact Officer: Heather Paterson (02) 6205 6344 heather.paterson@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.

**School Improvement
Aboriginal and Torres Strait Islander Education and Student Support
Murrumbidgee Education and Training Centre
Executive Teacher**

School Leader C \$91,769, Canberra (PN: 33760)

Gazetted: 09 March 2011

Closing Date: 24 March 2011

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

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

Contact Officer: David Bromhead (02) 6205 7170 david.bromhead@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
Amaroo School
Executive Teacher**

School Leader C \$91,769, Canberra (PN: 02986)

Gazetted: 07 March 2011

Closing Date: 24 March 2011

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

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

Contact Officer: Anne Huard (02) 6205 2808 anne.huard@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.

**Strategy and Coordination
Information Services
Ministerial and Commonwealth Relations
Ministerial Liaison Officer**

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 00141)

Gazetted: 04 March 2011

Closing Date: 18 March 2011

You will need well developed writing skills, the ability to prepare complex briefs and correspondence and a knowledge of machinery of government processes. Duties include: coordinating and monitoring responses to Legislative Assembly Questions on Notice and Questions Taken on Notice, providing secretariat support for key ACT advisory committees and high-level departmental meetings, support to Department staff to ensure quality, timeliness and accuracy of Ministerial and Chief Executive briefs and correspondence.

Contact Officer: Jane Cuzner (02) 6205 9164 jane.cuzner@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.

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 the Director of Public Prosecutions
Administrative Support
Corporate**

Paralegal Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 02916)

Gazetted: 07 March 2011

Closing Date: 21 March 2011

Paralegals provide a vital role of supporting lawyers in prosecuting offences against ACT law within the Office of the Director of Public Prosecutions (ODPP). We are looking for a highly motivated manager to focus on providing high quality legal support services to the ODPP legal staff along with the day to day people management of paralegals.

Eligibility/Other Requirements: An understanding of the legal process would be an advantage. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Leeanne Hollow (02) 6207 5350 leeanne.hollow@act.gov.au

**ACT Government Solicitor
Executive**

Senior Legal Assistant

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 42633, several)

Gazetted: 04 March 2011

Closing Date: 22 March 2011

The ACT Government Solicitor is the principal legal services provider to the ACT Government and its agencies. The successful applicant/s would be required to assist senior legal officers by providing a range of clerical and secretarial support services of a high level, which may include: minor investigations and legal research, preparation of briefs and other court documents. A knowledge of record keeping and general office administration skills with good word processing skills are required. The occupant of the position may also be required to act as the supervisor of junior secretarial staff. Eligibility/Other Requirements: Typing speed of 50 wpm and the ability to use a Dictaphone. Previous experience in a legal environment and/or previous secretarial experience would be an advantage.

Note: An order of merit will be established from this recruitment process for future expected vacancies.

Contact Officer: Gayle Sillis (02) 6207 0631 gayle.sillis@act.gov.au

ACT Law Courts and Tribunal

Magistrates Court

Finance Unit

Finance Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 43085)

Gazetted: 07 March 2011

Closing Date: 22 March 2011

Entry level position in a small finance team. Applicant must have good communication skills, be IT literate, reliable, and pay attention to detail. Main duties include accounts processing, banking, direct debit processing, travel allowances, staff expense reimbursements, dealing with phone inquiries.

Eligibility/Other Requirements: Some experience with accounts processing and banking and customer service would be an advantage.

Contact Officer: Corinne Appleby (02) 6207 1064 corinne.appleby@act.gov.au

ACT Government Solicitor

Executive

Legal Assistant

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 42599, several)

Gazetted: 04 March 2011

Closing Date: 22 March 2011

The ACT Government Solicitor is the principal legal services provider to the ACT Government and its agencies. The successful applicant/s will be required to provide administrative support to practice areas including: word processing and dictaphone typing; the preparation of contracts and other commercial documents; the preparation of briefs and other court documents; maintenance of records management system; liaise with office staff, client departments and others and undertake other duties as directed.

Eligibility/Other Requirements: Typing speed of 50 wpm and the ability to use a Dictaphone. Previous experience in a legal environment and/or previous secretarial experience would be an advantage.

Note: An order of merit will be established from this recruitment process for future expected vacancies.

Contact Officer: Gayle Sillis (02) 6207 0631 gayle.sillis@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

Operations

Health ICT-Health Business Systems

Pathology Senior Systems Administrator

Senior Information Technology Officer Grade B \$99,033 - \$111,485, Canberra (PN: 01580)

Gazetted: 07 March 2011

Closing Date: 21 March 2011

This key position manages the ACT Pathology a small 24x7 support team who support a large range of specialised applications, hardware and interfaces that are critical to the function of ACT Pathology.

Eligibility/Other Requirements: Completion of a tertiary qualification in Information Technology or Information Management would be advantageous. Awareness of privacy and confidentiality when working with health business applications and information is highly desirable.

Contact Officer: Peter McNiven (02) 6205 3852 peter.mcniven@act.gov.au

Transport and Infrastructure

Roads ACT

Strategic Asset Management

Senior Road Asset Management Engineer

Senior Professional Officer Grade C \$83,816 - \$90,372, Canberra (PN: 27715)

Gazetted: 04 March 2011

Closing Date: 22 March 2011

Roads ACT is seeking a motivated suitably experienced road engineer to join the Strategic Asset Management team. The team is responsible for asset management of roads and associated infrastructure. You will assist with the development of asset management plans, service level and design standards, maintenance policies and contract management of road and bridge rehabilitation projects.

Eligibility/Other Requirements: Tertiary Qualifications in Civil Engineering with experience in Roads Industry.

Contact Officer: Karl Cloos (02) 6207 6871 karl.cloos@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 Support

Governance

Security and Risk

Business Analyst

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 12835)

Gazetted: 03 March 2011

Closing Date: 17 March 2011

The Security and Risk Section within the Corporate Support Division in TAMS is responsible for a range of whole of department functions including security, emergency and risk management arrangements, internal audit, fraud and corruption prevention strategies, and overall management of insurance needs, claims management, and coordination with the ACT Insurance Authority. The business analyst role takes primary responsibility for all insurance matters, maintenance of the insurance and security incident databases, and reporting as required, ensuring that the department is fully aware of trends and issues. In addition the role supports the Security and Risk section as appropriate in the implementation of Business Continuity arrangements, as well as providing secretariat support to the two risk management committees.

Contact Officer: John Brockelsby (02) 6205 0218 john.brockelsby@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.

Land Management and Planning

Asset Integration Design and Development

Project Engineer Civil

Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 27727)

Gazetted: 09 March 2011

Closing Date: 22 March 2011

This position will be required to review submissions from suppliers of all municipal assets, predominantly of civil engineering, traffic engineering and landscape nature, primarily in new residential developments and in developed land in the ACT, for compliance and consistency with Design Standards for Urban Infrastructure, Design Specification for Urban Infrastructure and other relevant Codes and Standards. Sound knowledge and experience in the design and construction of large sub-divisions is extremely essential.

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

Note: This is a temporary position available asap until 30/06/2014. Successful applicant should be available to commence work within two weeks of selection for the position. Special circumstances will be taken into consideration.

Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@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.

InTACT

Planning and Development

Infrastructure Services/Platform Systems

Test Analyst

Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 15733)

Gazetted: 07 March 2011

Closing Date: 22 March 2011

Implement and coordinate end to end testing of ICT change initiatives including SOE upgrade and deployment. Execution of test management processes for ICT projects, including integration, regression, performance, UAT and system assurance testing. Development of testing documentation, plans, scripts and reports and provide testing capabilities using automation and defect management tools and templates.

Eligibility/Other Requirements: Knowledge of ITIL frameworks would be highly advantageous. Experience in the use of MySource Matrix and/or Microsoft SharePoint is desirable.

Contact Officer: Daniel Wurzer (02) 6205 2633 daniel.wurzer@act.gov.au

Corporate Support

Governance

Communications

Administrative Service Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 46120)

Gazetted: 04 March 2011

Closing Date: 18 March 2011

The Communications team supports the TAMS Chief Executive and provides services to the Department across a range of activities. The team is responsible for media and issues management, marketing campaigns, communications strategies, publication approvals, community engagement strategies, customer research and internal communication strategies. The Communications Officer works with the Senior Manager to implement the team's array of activities to ensure that the Department's communication and engagement activities are appropriate and accurate. The position is responsible for media relations, issues management, marketing campaigns, communication strategies, community engagement campaigns and general communication activities.

Eligibility/Other Requirements: Degree or Diploma in communications, public relations, journalism or related discipline and/or demonstrated experience in a public relations, newspaper, television or public affairs environment desirable. Current driver's licence.

Contact Officer: Geoff Virtue (02) 6205 0312 geoff.virtue@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.

**Land Management and Planning
Parks and Conservation Service
National Parks, Reserves and Rural Lands
Rural Extension Officer**

Technical Officer Level 3 \$57,082 - \$64,764, Canberra (PN: 14990)

Gazetted: 09 March 2011

Closing Date: 29 March 2011

The Parks and Conservation Service is a branch within the Planning and Land Management Network responsible for planning and management of parks reserves and rural lands. It protects and conserves the natural resources of the ACT and promotes appropriate recreational, educational and scientific uses of our parks, reserves and rural lands. The Rural Extension Officer will assist in coordinating the management of rural programs and assist in the planning and coordination of integrated vertebrate pest and environmental weed control programs in rural areas.

Eligibility/Other Requirements: The applicant will possess experience and highly developed skills in sustainable land management, contract and project management and promote current recommended practice for economical, environmental and social benefit of sustainable land management. Ability to interact well with the rural lessees and contractors is essential.

Contact Officer: Simon Katz (02) 6207 2264 simon.katz@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.

**Transport and Infrastructure
Roads ACT
Road Maintenance Services
Programme Coordinator**

General Service Officer Level 8 \$52,847 - \$55,954, Canberra (PN: 03138)

Gazetted: 08 March 2011

Closing Date: 5 April 2011

Road Maintenance Services is seeking a suitable candidate who, under limited direction, will coordinate the planning and delivery of the road maintenance services programme to ensure timeliness of service delivery and optimal efficiency and resource allocation.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Ken Marshall (02) 6213 0762 ken.marshall@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.

**Land Management and Planning Division
Parks and Conservation
Ranger Grade 2**

Ranger 2 \$49,306 - \$53,212 plus weekend penalties and superannuation, Canberra (PN: 13489, several)

Gazetted: 09 March 2011

Closing Date: 29 March 2011

Under Supervision Parks and Conservation Ranger's Grade 2 are responsible for the delivery of a broad range of conservation and natural resource land management programs in various ACT parks, reserves and leasehold lands.

Applications are sought for permanent, temporary and long-term temporary opportunities. Candidates should ideally possess a sound knowledge of, and/or experience in natural and cultural resource and/or rural lands management.

Eligibility/Other Requirements: Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Tertiary qualifications in natural and/or cultural resource and/or land management are desirable, although not a requirement. All applicants are required to hold a current driver's licence. Applicants would be expected to communicate effectively with park visitors and refer public enquiries as necessary, wear a uniform and undergo regular structured training.

Note: All applicants are required to address the selection criteria, provide an updated resume and must submit two written referee reports addressing the selection criteria and graded using the stipulated rating scale, with their written application.

Selection may be based on written application and referee reports only. An order of merit list will be created from this process to fill short term temporary, long term temporary and permanent vacancies, current and future in the next 12 months.

Contact Officer: Brett McNamara (02) 6207 2904 brett.mcnamara@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.

**Land Management and Planning Division
Parks and Conservation**

Ranger Grade 1

Ranger 1 \$43,289 - \$48,001 plus weekend penalties and superannuation, Canberra (PN: 13426, several)

Gazetted: 09 March 2011

Closing Date: 29 March 2011

Under Supervision, Parks and Conservation Ranger's Grade 1 are responsible for the delivery of a range of less complex conservation and natural resource land management programs in various ACT parks, reserves and leasehold lands. Applications are sought for permanent, temporary and long-term acting opportunities. Candidates should ideally possess a limited knowledge of, and/or experience in natural and cultural resource and/or rural lands management.

Eligibility/Other Requirements: Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Tertiary qualifications in natural and/or cultural resource and/or land management are desirable, although not a requirement. All applicants are required to hold a current driver's licence. Applicants would be expected to communicate effectively with park visitors and refer public enquiries as necessary, wear a uniform and undergo regular structured training.

Note: All applicants are required to address the selection criteria, provide an updated resume and must submit two written referee reports addressing the selection criteria and graded using the stipulated rating scale, with their written application. Selection may be based on written application and referee reports only. An order of merit list will be created from this process to fill short term temporary, long term temporary and permanent vacancies, current and future in the next 12 months.

Contact Officer: Brett McNamara (02) 6207 2904 brett.mcnamara@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.

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
Climate Change and Natural Environment
Sustainability Programs
Manager, Schools Program**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 55641)

Gazetted: 09 March 2011

Closing Date: 23 March 2011

The Department is seeking a highly motivated person for the position of Manager, Schools Programs, to manage the delivery of the Australian Sustainable Schools Initiative in the ACT.

Eligibility/Other Requirements: Tertiary qualifications in education and experience in an education setting are preferable for this position.

Contact Officer: Karen Civil (02) 6207 2170 karen.civil@act.gov.au

**Office of the Chief Executive
Climate Change and Natural Environment
Sustainability Programs
Manager, Business Programs**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 56088)

Gazetted: 09 March 2011

Closing Date: 23 March 2011

The Department is seeking a highly motivated person for the position of Manager, Business Programs, to manage the implementation of sustainability initiatives for the business and office sectors in the ACT, public event waste and recycling programs and the CitySwitch Green office program.

Eligibility/Other Requirements: Current driver's licence is essential. Waste management education experience is highly desirable.

Note: This position is part-time at 22.03 hours per week.

Contact Officer: Karen Civil (02) 6207 2170 karen.civil@act.gov.au

**Office of the Chief Executive
Climate Change and Natural Environment
Sustainability Programs
Schools Program Officer
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 21803)**

Gazetted: 09 March 2011

Closing Date: 23 March 2011

The Department is seeking an enthusiastic person for the position of Schools Program Officer, to assist in the delivery of the Australian Sustainable Schools Initiative in the ACT.

Eligibility/Other Requirements: Tertiary qualifications in education and experience in an education setting are preferable for this position.

Contact Officer: Vanessa Whelan (02) 6207 5812 vanessa.whelelan@act.gov.au

Temporary Employment Register

Canberra (PN: Reg0211)

Gazetted: 04 March 2011

Closing Date: N/A

Register a general expression of interest for employment with the Department by forwarding a current resume including details of employment history and details of at least two referees. The temporary register enables the Department to access appropriately skilled and experienced individuals at short notice. You should indicate the type of work you are interested in and your educational qualifications, experience and skills. Suitable applicants will be contacted regarding specific vacancies as they arise and will be required to complete a criminal history check before commencing employment with the Department.

Note: Applications are valid until 1 February 2012 and can be emailed direct to diana.chen@act.gov.au

Contact Officer: Diana Chen (02) 6207 6028 diana.chen@act.gov.au

Land Development Agency

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

Development

Executive Assistant

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 55218)

Gazetted: 08 March 2011

Closing Date: 22 March 2011

The Land Development Agency (LDA) is seeking a professional, highly organised and technologically savvy individual to work as Executive Assistant to the General Manager of Development. The successful applicant will be required to provide executive, administrative and secretarial support to the General Manager in a very busy office environment with a high level of attention to detail. Demonstrated executive support experience and high level organisational skills, effective communication and interpersonal skills and the ability to multi-task in a dynamic environment will be an advantage.

Eligibility/Other Requirements: Two years minimum previous Executive Assistant experience desirable.

Contact Officer: Chris Reynolds (02) 6207 5432 chris.reynolds@act.gov.au

APPOINTMENTS

ACT Health

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

Braden James Dinham 827-34779, Section 68(1), 7 March 2011

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

Thomas Gaska 829-67783, Section 68(1), 16 February 2011

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

Richard Holz 827-33952, Section 68(1), 7 March 2011

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

Rolf Kummle 827-34162, Section 68(1), 16 February 2011

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

David Legge 816-81177, Section 68(1), 3 February 2011

Health Professional Level 3 \$72,543 - \$80,436

Lynsey McDowell 813-18765, Section 68(1), 2 March 2011

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

Noha Nafei 827-34795, Section 68(1), 7 March 2011

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

Maree Silling 817-52828, Section 68(1), 30 March 2011

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

Lucy Taylor 830-79358, Section 68(1), 3 February 2011

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

Michael Younan 827-34234, Section 68(1), 2 March 2011

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

Swarna Ila Venkata 829-55678, Section 68(1), 7 March 2011

Canberra Institute of Technology

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

Susan Joy Buckmaster 783-26676, Section 68(1), 28 February 2011

Department of Disability, Housing and Community Services

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

Jeffery Alexander 820-99728, Section 68(1), 2 March 2011

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

Lisa Briscoe 827-26728, Section 68(1), 25 February 2011

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

Akeshia Dart 827-32183, Section 68(1), 14 February 2011

Department of Justice and Community Safety

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

Jessica Clare Hunt 821-06000, Section 68(1), 2 March 2011

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

Katherine O'Sullivan 791-31459, Section 68(1), 11 February 2011

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

Anne Schmocker 827-27122, Section 68(1), 3 March 2011

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

Nicholas Townsend 827-34904, Section 68(1), 2 March 2011

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

Kathryn Toy 827-23260, Section 68(1), 3 March 2011

Legal 2 \$113,158-\$117,809

Peter Williams 778-11346, Section 68(1), 17 February 2011

Department of Territory and Municipal Services

Information Technology Officer Class 1 \$53,214 - \$60,844

Ryan Chalker 820-70925, Section 68(1), 7 March 2011

General Service Officer Level 5/6 \$42,612-\$47,092

Jon Duffell 795-65302, Section 68(1), 5 February 2011

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

Stephen Hunter 827-18496, Section 68(1), 3 March 2011

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

Tara Jane Huntly 827-10806, Section 68(1), 28 February 2011

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

Heather Louise Marks 821-26220, Section 68(1), 4 April 2011

Information Technology Officer Class 2 \$66,198 - \$76,043

Ming Qian 827-35018, Section 68(1), 8 March 2011

Department of the Environment, Climate Change, Energy and Water

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

Tegan Tankey 827-33362, Section 68(1), 7 March 2011

Department of Treasury

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

Catherine Dal Cin 827-34760, Section 68(1), 1 March 2011

Administrative Services Officer Class 5 \$61,295 - \$64,994
Shahana Parbeen 827-34170, Section 68(1), 9 March 2011

TRANSFERS

Department of Disability, Housing and Community Services

Michelle Ward: 822-77168

From: Administrative Services Officer Class 3 \$49,306 - \$53,214
Department of Territory and Municipal Services
To: Administrative Services Officer Class 3 \$49,306 - \$53,214
Department of Disability, Housing and Community Services, Canberra (PN. 02081) (Gazetted 3 February 2011)

Department of Education and Training

Belinda Finzi: 510-56784

From: Administrative Services Officer Class 6 \$66,198 - \$76,043
ACT Department of Education and Training
To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Department of Education and Training, Canberra (PN. 20216) (Gazetted 2 December 2010)

Department of Territory and Municipal Services

Benjamin Artuso: 821-15580

From: Information Technology Officer Class 1 \$53,214 - \$60,844
Department of Education and Training
To: Information Technology Officer Class 1 \$53,214 - \$60,844
Department of Territory and Municipal Services, Canberra (PN. 05159) (Gazetted 18 November 2010)

PROMOTIONS

ACT Health

The Canberra Hospital

Christina Yvette Bonato: 820-98717

From: Administrative Services Officer Class 2 \$43,289 - \$48,003
ACT Health
To: Administrative Services Officer Class 3 \$49,306 - \$53,214
ACT Health, Canberra (PN. 12231) (Gazetted 2 December 2010)

Calvary Health Care ACT (Public)

Nursing

Home Based Palliative Care

Pania Fleming

Registered Nurse Level 1 \$51,872 - \$70,092
Calvary Health Care ACT
Registered Nurse Level 2 \$72,960 - \$77,472
Calvary Health Care ACT, Canberra (PN. 8896) January 2011

Nursing

Emergency Department

Katherine Faupula

Registered Nurse Level 2 \$72,960 - \$77,472
Calvary Health Care ACT
Registered Nurse Level 3 \$86,861 - \$87,312
Calvary Health Care ACT, (PN 7492) 3 December 2010

Nursing

Emergency Department

Justin Cohen

Registered Nurse Level 2 \$72,960 - \$77,472
Calvary Health Care ACT
Registered Nurse Level 3 \$86,861 - \$87,312
Calvary Health Care ACT, (PN 7491) 3 December 2010

Canberra Institute of Technology

Centres

Student Services Hub - Shopfront

Client Relationship Management

Jade Lace Pike: 821-81448

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 16464) (Gazetted 25 October 2010)

Department of Disability, Housing and Community Services

Office for Children, Youth and Family Support

Strategic Partnerships

Caitlin Bladin: 821-19039

From: Graduate Administrative Assistant \$54,956 - \$56,700

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. 21421) (Gazetted 28 January 2010)

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Suppaluck Leung: 816-78349

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. 55877) (Gazetted 14 January 2011)

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Vicki McGrath: 781-68049

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

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. 14831) (Gazetted 13 January 2011)

Department of Justice and Community Safety

Legislation and Policy

Katie Louise Cameron: 791-32048

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

Department of Justice and Community Safety

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

Department of Justice and Community Safety, Canberra (PN. 44045) (Gazetted 27 October 2010)

Office of Regulatory Services

Policy and Community Relations

Policy

Daniel John Hughes: 827-12190

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. 43670) (Gazetted 30 November 2010)

Department of Territory and Municipal Services

Shared Services

Human Resources

Recruitment Services

Joanna Lewis: 799-65322

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

Department of Territory and Municipal Services

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

Department of Territory and Municipal Services, Canberra (PN. 09827) (Gazetted 1 February 2011)

Shared Services

Business Services

Strategic Finance

Shiva Sapkota: 820-85166

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. 15128) (Gazetted 5 October 2010)

CORRIGENDA

Department of Justice and Community Safety

Graduate Administrative Assistant \$54,956-\$56,700

Megan Sparke 827-26816, Section 68(1), 7 February 2011

Note: Correction to salary originally published 27 January 2011.