



ACT Government Gazette

Gazetted Notices for the week beginning 28 July 2011

VACANCIES

Calvary Health Care ACT (Public)

Nursing

Maternity Services

Antenatal Clinic

Registered Midwife

Registered Midwife Level 2 \$72,960 - \$77,472., Canberra (PN: 8236)

Gazetted: 29 July 2011

Closing Date: 19 August 2011

This is your chance to be part of a vibrant organisation that strives to provide Simply Better Care. Calvary Health Care ACT (CHCACT) is seeking a highly skilled and experienced Registered Midwife to fill the above position in the Antenatal Clinic. CHCACT is a Baby Friendly Health Accredited Maternity Unit. With 1400 births per year the Maternity Unit is well supported by consultant obstetricians, paediatricians and a strong core group of midwifery, medical and allied health staff. Eligibility/Other Requirements: Registration with AHPRA Selection Criteria

Contact Officer: Christine Falez 02 6201 6565 christine.falez@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Canberra Institute of Technology

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

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

CIT Executive Team

Education Services

Deputy Chief Executive, Education Services

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E522)

Gazetted: 03 August 2011

Closing Date: 19 August 2011

The Canberra Institute of Technology (CIT) is the ACT and region's leading Vocational Education and Training (VET) organisation offering a diverse range of programs including qualifications at Certificate through to Degree. The Deputy Chief Executive, Education Services, reports to the Chief Executive. The position provides strategic leadership on academic matters and is responsible for educational quality and innovation across the Institute. The position Chairs the CIT Academic Board which is the Institute's primary source of advice on academic philosophy, policies, programs and educational ethical and intersectorial issues. The Deputy Chief Executive, Education Services, is responsible for ensuring the Institute priorities in quality education and training are achieved. The Deputy Chief Executive also has a collective strategic responsibility as part of the Executive of the Institute; for the overall success of the Institute.

Note: The successful applicant will be engaged under a performance based contract up to five years with attractive remuneration package ranging from \$195,141 to \$206,068 depending on current superannuation arrangements, including a cash component of \$156,093.

Contact Officer: Adrian Marron (02) 6207 3107 adrian.marron@cit.edu.au

Centres

Tourism and Hotel Management Centre

Senior Teaching Post EDS

Senior Teaching Post \$83,856, Canberra (PN: 54199)

Gazetted: 29 July 2011

Closing Date: 16 August 2011

This role will provide leadership and support to teachers and staff teams to ensure quality delivery and outcomes for students. This position will establish and maintain high quality student support and pastoral care across the Centre. The development of flexible learning materials and workplace delivery models will be integral to the role, as will the development and maintenance of networks to ensure the currency and quality of program delivery. Promotion of the Centre's programs to industry and across community and educational organisations will also be required.

Eligibility/Other Requirements: Degree/diploma, or equivalent qualification in Education. Experience in an institution of technology or similar environment.

Note: This is a part-time temporary Senior Teaching Post EDS (STPEDS) position at 18:22 hours per week, available until 31 December 2012, with the possibility to be extended up to five years.

Contact Officer: Fiona Mitchell (02) 6207 3125 fionam.mitchell@cit.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.

Centres

Centre for Business

Teacher - Accounting/ Finance

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 51168, several)

Gazetted: 03 August 2011

Closing Date: 23 August 2011

Teach as required by the Education Manager up to the number of hours prescribed in the relevant industrial award. Counsel and advise students on their programs of study and other issues relevant to their effective participation in courses offered by the Department. Set and mark examinations and other assessment instruments. Maintain student records including complete and detailed records of relevant student assessment performance. Develop individually and as a member of a team curricula, including educational resource material, for new and existing programs of study. Assist in promoting the Department and in liaison with industry and the community and perform commercial work as delegated by the Education Manager and/or Centre Director.

Eligibility/Other Requirements: Appropriate tertiary qualifications relevant to the subject matter. Possess or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five years of relevant vocational/industrial professional experience or possess such other qualification and/or experience acceptable for the position. There is a qualification barrier at the 6th incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Note: Positions could be offered at full-time or part-time basis. This will be dependent on Centre requirements.

Contact Officer: Bettina Hiscock (02) 6207 3272 bettina.hiscock@cit.edu.au

Centres

Centre for Information and Communication Technology

Administrative Assistant

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 17614)

Gazetted: 03 August 2011

Closing Date: 10 August 2011

Under limited direction provide administrative support to the Centre Director: Including provision of business development support to the Centre Director and Business Development Officer; liaise with the Central Support Centre and the Centre for Organisational Capability regarding Financial and HR issues as requested; establish and maintain appropriate monitoring systems for the Centre; liaise with teaching staff and Institute areas regarding Centre operations, organise the Centres events including prize night and undertake less complex investigations as required by the Centre Director.

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

Chief Minister and Cabinet

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

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

Policy and Cabinet Division

Economic Regional and Planning

Executive Assistant

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 22774)

Gazetted: 02 August 2011

Closing Date: 16 August 2011

An opportunity exists for a suitably experienced and motivated individual to fill the role of Executive Assistant. The successful applicant will provide high level administrative and secretarial support across three branches in the Policy and Cabinet Division.

Contact Officer: Adrian Makeham-Kirchner (02) 6207 8884 adrian.makeham-kirchner@act.gov.au

Community Services

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

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

Policy and Organisational Services

Governance Advocacy and Community Policy

Organisational Governance

FOI and Special Projects Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 11630)

Gazetted: 02 August 2011

Closing Date: 26 August 2011

This position sits within the Organisational Governance Unit and reports to the Manager and will have significant contact with departmental officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines. The position is responsible for the coordination and compliance of all Office for Children Youth and Family Support Freedom of Information (FOI) requests and to ensure quality and timely outcomes are achieved. The position will also be required to assist and take on complex special projects as directed by the Manager or Executive Director.

Eligibility/Other Requirements: Strong understanding of the *Freedom of Information Act* and the *Children and Young People Act 2008* is highly desirable.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

**Disability ACT
Executive Support Unit
Executive Team
Executive Officer**

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

Gazetted: 28 July 2011

Closing Date: 16 August 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 of the executives. And will also be required to demonstrate a commitment to the vision and values of Disability ACT.

Note: This position has already been advertised. Previous applicants need not re-apply.

Contact Officer: Mimi Dyllal (02) 6207 5323 mimi.dyllal@act.gov.au

Policy and Organisational Services

**Finance and Budgets
Contracts and Grants Unit
Contracts Officer**

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 55877)

Gazetted: 03 August 2011

Closing Date: 10 August 2011

The Contracts and Grants Unit is responsible for procurement and contract management aspects of community grants, service agreements and service funding agreements for the Directorate. The Contracts Officer will be responsible for undertaking a range of activities that support the Directorate's contracts and/or community grants schemes including maintaining, analysing, processing payments and reporting on individual contracts.

Eligibility/Other Requirements: Expressions of interest are sought from potential candidates and should include a supporting statement outlining experience and/or ability against the selection criteria. Contact details of at least two referees and a current curriculum vitae should be provided.

Note: This position is temporary for the period asap until 24 August 2012.

Contact Officer: Caroline Hall (02) 6205 4655 caroline.hall@act.gov.au

Office for Children, Youth and Family Support

**Youth Directorate
Bimberi Youth Justice Centre
Youth Workers**

Administrative Services Officer Class 3/4 \$49,306 - \$59,668 plus shift penalties, Canberra (PN: 20859, several)

Gazetted: 02 August 2011

Closing Date: 16 August 2011

Bimberi signals a new era in Youth Justice. We are looking for people who have the ability to relate to people from different ethnic and cultural backgrounds; enjoy challenging and varied work with young people; will treat young people fairly, consistently and in a non-judgemental way and can be positive role models for young people in the youth justice system. Staff will receive an attractive remuneration package and the opportunity for professional development.

Eligibility/Other Requirements: Completion or partial completion of the Youth Worker Level 3 or 4 certificate or qualification in the behavioural sciences desirable. Possession of a current driver's licence and Senior First Aid Certificate. Applicants will be required to undergo psychometric testing as part of the recruitment process.

Note: There are multiple positions available including permanent, temporary and casual that will be filled from this process. Training will be provided. This position involves both day and night shift.

Contact Officer: Jade Uttley (02) 6207 3384 jade.uttley@act.gov.au

Economic Development

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

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

**Economic Development, Policy and Governance
Business Programs and Industry
Senior Manager, Future Strategy and Partnerships
Senior Officer Grade A \$115,016, Canberra (PN: 24915)**

Gazetted: 02 August 2011

Closing Date: 9 August 2011

Economic Development Directorate (EDD) is seeking a professional and experienced Senior Manager, Future Strategy and Partnerships to play an instrument role in designing and managing a process to produce the business development strategy that is based on engagement and consultation. This includes internal stakeholders in EDD as well as other Directorates across the ACT Government, and it also includes the business community and its peak bodies, and key institutions such as education providers and research organisations. Candidates should be able to demonstrate leadership in managing a complex multi-stakeholder policy development process. The ability to think openly and strategically, the ability to develop relationships with diverse stakeholders, and the ability to synthesize disparate content and positions will be the key factors in your success in this role.

Eligibility/Other Requirements: Relevant tertiary qualification desirable. A sound knowledge of business issues and policy is desirable.

Note: This is a temporary vacancy for a period of 12 months.

Contact Officer: Ian Cox (02) 6207 2004 ian.cox@act.gov.au

Education and Training

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

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

Strategy and Coordination Information, Communications and Governance Legal Liaison and Regulation Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 11810)

Gazetted: 03 August 2011

Closing Date: 17 August 2011

The successful applicant will be required to provide high level advice, prepare documentation and manage activities across a broad range of administrative law, human rights and potential litigation matters. The applicant will need to demonstrate the ability to maintain effective working relationships and high level skills in liaison and representation. They will also be required to manage a small team, whilst delivering outcomes within tight deadlines.

Note: This position is temporary for the period asap until 31 August 2012.

Contact Officer: Joanne Garrisson (02) 6205 9328 joanne.garrisson@act.gov.au

School Improvement Schools Network Schools Belconnen/North/Gungahlin Executive Officer

School Leader C \$91,769, Canberra (PN: 09434)

Gazetted: 02 August 2011

Closing Date: 16 August 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.

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

Contact Officer: Linda Baird (02) 6205 5479 linda.baird@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 Gungahlin College

Classroom Teacher - approximately 30 positions available for the start of the 2012 school year

Classroom Teacher \$51,178 - \$78,837, Canberra (PN: Several positions)

Gazetted: 28 July 2011

Closing Date: 19 August 2011

Gungahlin College is one of Australia's most dynamic schools offering an educational experience designed to inspire individual achievement and confidence for life. Our extensive curriculum supported by an inclusive Pastoral Care program and a wide range of student leadership opportunities, gives students the flexibility to develop their own individual pathway to academic success. Gungahlin College has been purpose built for teaching and learning in the 3rd millennium. The College design, construction, facilities and fit out make Gungahlin College the finest example of senior secondary education in Australia. The College features the latest in sustainable design and includes flexible learning hubs for collaborative learning, a media centre with TV and photography studios, a performing arts theatre with dance and drama studios, high standard music and arts facilities, a full commercial kitchen and computer networking laboratory.

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

Note: These positions are available from 27th January 2012.

Contact Officer: Gai Beecher (02) 6142 1000 gungahlincollege@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 Miles Franklin Primary School Business Manager Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 00590)

Gazetted: 29 July 2011

Closing Date: 12 August 2011

Miles Franklin Primary School is seeking a highly motivated and engaging person with a proven ability to work on their own and use initiative to manage and administer all finance, student records and school administrative tasks. This position requires supervision of non teaching staff and liaising with the Building Services Officer, trades people, students, parents and school staff to ensure a high quality customer service.

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

Note: This is a temporary position available ASAP to 26 January 2012 with the possibility of extension.

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

School Improvement

Tuggeranong Network

Wanniassa School-Senior Campus

School Secretary/Absence Officer

School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 24884)

Gazetted: 02 August 2011

Closing Date: 16 August 2011

Wanniassa School-Senior Campus is seeking a highly motivated person who possesses excellent customer service, communication and teamwork skills to work in a busy front office. The successful applicant will be required to work flexibly and effectively to meet competing demands. Duties will include managing student absence records.

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

Contact Officer: Maddie Mackay (02) 6205 7853 maddie.mackay@ed.act.edu.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Deputy Chief Executive Strategy and Corporate

E-Health and Clinic Records

E-Health

Project Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 19531, several)

Gazetted: 04 August 2011

Closing Date: 18 August 2011

ACT Government Health Directorate is currently implementing a Health-e Future Program. This Program is a \$90 million e-Health investment aimed to facilitate a safe, high quality, secure and sustainable health care service in a patient-centric environment, where e-Health systems ensure the 'right information' is available to the 'right person' at the 'right time', regardless of their location. ACT Government Health Directorate is currently looking for several experienced Project Managers to support the successful implementation of the clinical systems and Digital Health infrastructure components of the Health-e Futures Program. The key responsibilities of these positions will be to plan, direct and coordinate activities required to manage and implement integrated clinical systems and key infrastructure to support mobile devices and Medical Grade Network.

Note: These positions are temporary for 12 months with likely extension.

Contact Officer: Renee Schofield (02) 6205 9069 and Peter Brayshaw (02) 6205 1346

Deputy Chief Executive Strategy and Corporate

Service and Capital Planning

Capital Asset Development Plan

Capital Works Project Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 16522, several)

Gazetted: 04 August 2011

Closing Date: 11 August 2011

We are looking for motivated and experienced people with experience in delivering major capital works on behalf of a client organisation to join our team that supports the implementation of the Capital Asset Development Program (CADP). The CADP is 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 The Canberra Hospital. An opportunity exists for highly motivated, enthusiastic and experienced people to join a small team working with Shared Services Procurement, the Program Project Director organisation and ACT Health stakeholders to represent the priorities of ACT Health in the planning, implementation and commissioning of these works.

Note: We are advertising to fill one permanent and one temporary position. The temporary position is available until 30 June 2012, with the possibility of extension. These positions will report to the Redevelopment Director and may be based on application and referee reports only.

Contact Officer: Jacinta George (02) 6205 0525 jacinta.george@act.gov.au

Office of the Chief Executive

Quality and Safety

Patient Safety and Quality

**Senior National Policy and Project Officer
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 20114)**

Gazetted: 04 August 2011
Closing Date: 11 August 2011

If you are an excellent communicator with analytical and critical thinking skills, who understands operational service delivery in the health sector, this is a job for you. As part of the policy and projects team in the Health Directorate's Quality and Safety Unit you will consult regularly with clinical staff on national safety and quality issues, develop, implement and review policy and provide strategic advice to the Executive. You will facilitate input into policy processes by providing high level secretariat services to committees and working groups.

Note: Selection may be based on application and referee reports only.
Contact Officer: Jacqui Bear (02) 6205 0912

**Deputy Chief Executive The Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care**

**CC - Nursing
Community Nurse**

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 22703, several)

Gazetted: 04 August 2011
Closing Date: 11 August 2011

The Community Care Program is seeking applications from Registered Nurses to fill various full-time RN2 permanent positions. These positions are available for immediate start at Phillip and Civic Health Centres with future vacancies anticipated. Nurses interested in working in community nursing should have a wide range of clinical experience and be committed to high quality customer service with a multidisciplinary focus. These positions require an ability to work autonomously with a high level of problem solving ability. This is an exciting opportunity to work in a progressive and rewarding program, providing community nursing services to the residents of Canberra, in their homes and in Health Centre clinics. Interested nurses are encouraged to speak with the contact officers to discuss these positions.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Tertiary or postgraduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings are highly desirable.

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

Contact Officer: Judith Perry (02) 6205 1498 judith.perry@act.gov.au Gail Hawke (02) 6205 1138 gail.hawke@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Services
Operational Support**

**Acute Care
Social Worker**

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 28714)

Gazetted: 04 August 2011
Closing Date: 11 August 2011

Applications are invited from experienced Social Workers interested in working in an ever-changing and challenging acute hospital environment. The successful applicant will work within a social work clinical prioritisation framework providing service to a number of adult inpatient and outpatient units. Opportunities exist to initiate quality improvement activities, provide professional supervision, rotate areas of clinical responsibility, participate in professional development activities and undertake further education.

Eligibility/Other Requirements: A degree in social work with eligibility for membership of the Australian Association of Social Workers is essential. Previous hospital social work practice experience is highly desirable.

Note: This is a temporary position available until September 2012.

Contact Officer: Mary Lee Sinclair-Vogt (02) 6244 2155

**Deputy Chief Executive The Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care**

**Rehabilitation
Occupational Therapist**

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN:24498)

Gazetted: 04 August 2011
Closing Date: 16 August 2011

Several Health Professional 1/2 vacancies exist within the Occupational Therapy services for ACT Health Directorate. The specific positions are based at a number of locations in the Canberra Hospital, the Independent Living Centre, Inpatient Rehabilitation and within Community Care. There is a range of permanent and temporary contracts available. The positions are full time but applicants seeking part time employment are also encouraged to apply.

Eligibility/Other Requirements: The successful candidate will hold a degree or diploma in Occupational Therapy, be eligible for membership to Occupational Therapy Australia and have a valid driver's license.

Note: Candidates are invited to submit a completed application with addressed selection criteria for this position, a recent Curriculum Vitae and details for two referees. Selection may be based on application and referee reports only.

Contact Officer: Katherine Rae (02) 6205 1909 katherine.rae@act.gov.au

**Deputy Chief Executive Strategy and Corporate
Human Resource Management**

Employee Relations

Administrative Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 28368)

Gazetted: 04 August 2011

Closing Date: 18 August 2011

The Human Resource Management Branch seeks a highly motivated and team oriented person to work with a dynamic team as an Administrative Services Officer. The successful applicant will have demonstrated experience in performing administrative functions, secretariat experience, high level written and oral communication skills, strong organisational and time management skills, and the ability to organise and meet priorities and deadlines. Applicants must possess proficiency in the use of a range of computer-based applications, as well as be able to demonstrate commitment, drive, integrity, and sound judgement in dealing with employees and contractors within ACT Health.

Contact Officer: Anthony Goodwin (02) 6205 0856

Deputy Chief Executive The Canberra Hospital and Health Service

Rehabilitation, Aged and Community Care

CC - Nursing

Registered Nurse

Registered Nurse Level 1 \$51,872 - \$70,092, Canberra (PN: 20058)

Gazetted: 04 August 2011

Closing Date: 11 August 2011

The Community Care Program is seeking applications from Registered Nurses Level 1 for a permanent full-time position. Community nursing experience is preferred, but not essential. Orientation and training will be provided. This is an exciting opportunity to work in the progressive and rewarding Community Care Program, providing community nursing services to the residents of Canberra, in their homes and in Health Centre Ambulatory Care Clinics. Interested nurses are encouraged to speak with the contact officers to discuss these positions.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Tertiary or postgraduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings are highly desirable.

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

Contact Officer: Gail Hawke/Judith Perry (02) 6205 1138/(02) 6205 1498 gail.hawke@act.gov.au/judith.perry@act.gov.au

Deputy Chief Executive The Canberra Hospital and Health Service

Operational Support

Acute Care

Occupational Therapist

Health Professional Level 1/2 \$47,515 - \$70,459, Canberra (PN: 20866, several)

Gazetted: 04 August 2011

Closing Date: 16 August 2011

Several Health Professional Level 1/2 vacancies exist within the Occupational Therapy services for ACT Health Directorate. The specific positions are based at a number of locations in the Canberra Hospital, the Independent Living Centre, Inpatient Rehabilitation and within Community Care. There is a range of permanent and temporary contracts available. The positions are full time but applicants seeking part time employment are also encouraged to apply.

Eligibility/Other Requirements: The successful candidate will hold a degree or diploma in Occupational Therapy, be eligible for membership to Occupational Therapy Australia and have a valid driver's license.

Note: Some of these positions may be required to participate in overtime, on call and/or rotation roster. Candidates are invited to submit a completed application with addressed selection criteria for this position, a recent Curriculum Vitae and details for two referees. Selection may be based on application and referee reports only.

Contact Officer: Domenico Tripodi (02) 6244 3282

Deputy Chief Executive The Canberra Hospital and Health Service

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Psychologist, Social Worker or Occupational Therapist

Health Professional Level 1 \$47,515 - \$61,074, Canberra (PN: 29221)

Gazetted: 04 August 2011

Closing Date: 11 August 2011

Forensic Services 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. Under supervision, it is expected that you will develop competencies and skills to provide sound interventions to consumers of the service and participate in quality initiatives to promote optimal service delivery.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy and current unconditional registration with the Australian Health Practitioner Regulation Agency and/or eligibility for membership with the appropriate professional organisation. Current driver's licence.

Contact Officer: Jessica Rofe (02) 6205 1551

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**

Emergency Services

Business and Corporate Strategy

Director, Support Services

Executive Level 1.1 \$166,111 to \$175,174 depending on current superannuation arrangements, Canberra (PN: E577)

Gazetted: 03 August 2011

Closing Date: 19 August 2011

The ACT Emergency Services Agency (ESA), an agency within the Justice and Community Safety Directorate, is responsible for emergency services and related support arrangements in the Territory. The Agency has four operational services: ACT Fire Brigade; ACT Ambulance Service; ACT Rural Fire Service; and ACT State Emergency Service. The successful applicant will report directly to the ESA Commissioner and has responsibility for the management of a multi-discipline area that includes corporate governance, financial and risk management, fleet and procurement, training and ICT. This position adopts a close monitoring overview of the ESA's operating and capital budget and will provide regular, detailed financial reports to the ESA Commissioner and the Chief Officers of the above services. This position is also responsible for providing financial advice and guidance to the operational services to assist them and the ESA generally to meet budgetary and performance targets. It is expected that applicants will be able to demonstrate a strong background in corporate governance, financial and risk management, and procurement.

Note: The successful applicant will be engaged under a performance-based contract, to be tabled in the Legislative Assembly, with an attractive remuneration package ranging from \$166,111 to \$175,174 pa depending on current superannuation arrangements.

Contact Officer: Mark Crowweller (02) 6207 8383 mark.crowweller@act.gov.au

Corporate

Governance

Media and Communications

Communications Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 19259)

Gazetted: 01 August 2011

Closing Date: 16 August 2011

The Justice and Community Safety Directorate is seeking an experienced Communications Manager to provide high level advice and support in media and communication matters. The successful applicant will develop and maintain effective media networks, manage media enquiries and assist in the development and refinement of directorate media and communication strategies.

Eligibility/Other Requirements: Qualifications in communications, public relations, journalism or related discipline and/or demonstrated experience in a public relations, newspaper, television or public affairs environment highly desirable.

Contact Officer: Rachael Jackson (02) 6207 4813 rachael.jackson@act.gov.au

ACT Corrective Services

Alexander Maconochie Centre

Accounts Assistant

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 45884)

Gazetted: 29 July 2011

Closing Date: 12 August 2011

Under the general direction of the Accounts Officer undertake a range of administrative and account related tasks in accordance with agreed procedures which include, but not limited to: Provide information to clients and prisoners; receive, receipt and bank monies from prisoners and the public on a weekly basis; maintain a financial database and Trust Account; maintain and reconcile the Alexander Maconochie Centre prisoner trust bank account on a daily basis.

Eligibility/Other Requirements: Knowledge of government financial management systems (Oracle) and an understanding of an accrual environment would be an advantage. Eligible candidates will be required to undergo a criminal history check.

Contact Officer: Glen Newbown (02) 6205 3441 glen.newbown@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.

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**

Roads and Public Transport

Roads ACT

Strategic Asset Management

Planning and Investigations Officer

Technical Officer Level 3 \$57,082 - \$64,764, Canberra (PN: 27804)

Gazetted: 02 August 2011

Closing Date: 16 August 2011

Roads ACT are seeking a Technical Officer for its maintenance planning area. The officer carries out inspections of road and road related assets, makes assessments, recommends corrective actions and provides advice. The work is important in providing safe and effective assets for use by the public. This position provides interesting technical challenges in a supportive work environment.

Eligibility/Other Requirements: Qualifications in a related technical field would be favourably considered however applicants with relevant technical experience are encouraged to apply.

Note: This position is temporary for a period of 12 months, with the possibility of extension.

Contact Officer: Daniel O'Connell (02) 6207 6599 dan.o'connell@act.gov.au

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

Parks and City Services

City Services

Place Management

Operational Support Officer

General Service Officer Level 5/6 \$42,612 - \$47,092, Canberra (PN: 13189)

Gazetted: 28 July 2011

Closing Date: 16 August 2011

Place Management is a Branch within Parks and City Services and is responsible for planning and management of parks and reserves and the public domain, including lakes, public open space and city places. The successful applicant will provide administrative support to operational areas and work in a team undertaking a range of horticultural, tree and cleaning maintenance activities in Canberra's urban open spaces.

Eligibility/Other Requirements: Current driver's licence; preferably light rigid class. Ability to undertake the physical requirements of the tasks listed in the Duty Statement.

Note: Previous applicants for the recently advertised temporary positions at the same classification need not apply as these applications will automatically be considered for this positions.

Contact Officer: Ky Van Deyk (02) 6205 0311 ky.vandeyk@act.gov.au

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

Treasury

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

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

Shared Services

Shared Services Procurement

Goods and Services Procurement and Policy

Procurement Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 04564)

Gazetted: 28 July 2011

Closing Date: 16 August 2011

Are you looking for an interesting career in a rapidly growing profession where demand outstrips supply? Consider applying for this procurement officer role if you have good analytical and writing skills and you enjoy managing a number of projects at a time. Your work will involve preparing procurement plans, tenders, evaluation reports and contracts using templates and policy guidance, as well as negotiating contracts. This is a busy and interesting role that draws on communication, judgement and customer service skills, and wherein you can gain broad procurement knowledge, skills and qualifications.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, including Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

Contact Officer: Daren Stinson (02) 6207 8786 daren.stinson@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Senior Public Affairs Officer Class 1 \$111,485

Graham Willcock 827-44993, Section 68(1), 1 August 2011

Community Services

Administrative Services Officer Class 3/4 \$49,306 - \$59,668

Misty-Jane Purdy 821-16663, Section 68(1), 29 July 2011

Economic Development

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

Gerard Corradini 821-06457, Section 68(1), 29 July 2011

Education and Training

School Assistant 2 \$36,810 - \$40,820

Karen Barnes 799-83379, Section 68(1), 28 July 2011

School Assistant 2 \$36,810 - \$40,820

Debbie Corbett 779-03443, Section 68(1), 1 August 2011

Health

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

Samantha Bain 827-24917, Section 68(1), 1 August 2011

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

Alison Jane Bateman 771-96291, Section 68(1), 27 July 2011

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

Hayley Buckingham 827-44117, Section 68(1), 1 August 2011

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

Diana Dass 8270-25100, Section 68(1), 1 August 2011

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

Ronaldo Dela Cruz 827-44125, Section 68(1), 1 August 2011

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

Amy Henley-Smith 827-45056, Section 68(1), 21 July 2011

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

Alyce Kissell 827-44133, Section 68(1), 1 August 2011

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

Christopher Lee 827-44627, Section 68(1), 1 August 2011

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

Susannah Martin 821-21980, Section 68(1), 1 August 2011

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

Kathleen McKinnon 828-66659, Section 68(1), 29 July 2011

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

Anna Plotkin 827-44141, Section 68(1), 1 August 2011

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

Ludmyla Popowycz 827-43114, Section 68(1), 1 August 2011

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

Samantha Robertson 827-44168, Section 68(1), 1 August 2011

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

Georgina Salzke-Spurr 827-44176, Section 68(1), 1 August 2011

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

Braiden Smith 829-69885, Section 68(1), 29 July 2011

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

Olga Soriano 824-31778, Section 68(1), 21 July 2011

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

Nicola Stevens 821-58804, Section 68(1), 21 July 2011

Radiation Therapist Grade 4.1 \$96,457 - \$99,669
Craig James Watson 827-43333, Section 68(1), 25 July 2011

Registered Nurse Level 1 \$50,607 - \$68,382
Hachina Begum 827-24941, Section 68(1), 1 August 2011

Justice and Community Safety

FB1 (FF 4th Class in Training) \$57,214
Lee Cargill 827-35835, section 68 (1), 4 August 2011

FB1 (FF 4th Class in Training) \$57,214
Luke Alchin 827-35050, Section 68(1), 4 August 2011

Paralegal Grade 2 \$50,588 - \$54,956
Cassandra Lee Arcidiacono 827-42242, Section 68(1), 29 July 2011

FB1 (FF 4th Class in Training) \$57,214
Jason Baldwin 827-35069, Section 68(1), 4 August 2011

FB1 (FF 4th Class in Training) \$57,214
David Bremers 827-35077, Section 68(1), 4 August 2011

FB1 (FF 4th Class in Training) \$57,214
David Bridgford 827-35173, Section 68(1), 4 August 2011

FB1 (FF 4th Class in Training) \$57,214
Jeffrey Challis 827-35245, Section 68(1), 4 August 2011

FB1 (FF 4th Class in Training) \$57,214
Daniel Currall 827-35181, Section 68(1), 4 August 2011

FB1 (FF 4th Class in Training) \$57,214
Garry Curran 781-00079, Section 68(1), 4 August 2011

FB1 (FF 4th Class in Training) \$57,214
Mathew Dakin 827-35202, Section 68(1), 4 August 2011

Intensive Care Paramedic 1 \$66,447 - \$73,830 plus penalties
Hilary Dingjan 827-45670, Section 68(1), 3 August 2011

FB1 (FF 4th Class in Training) \$57,214
Stephen Holmes 827-35253, Section 68(1), 4 August 2011

Prosecutor Grade 1 (Lower) \$54,187 - \$61,697
Andrew Joseph 827-23965, Section 68(1), 1 August 2011

Paralegal Grade 2 \$50,588 - \$54,956
Chiaka Chioma Moneke 827-32968, Section 68(1), 29 July 2011

FB1 (FF 4th Class in Training) \$57,214
Gregory Mungoven 827-35210, Section 68(1), 4 August 2011

FB1 (FF 4th Class in Training) \$57,214
Fransiskus Nahak 827-35229, Section 68(1), 4 August 2011

FB1 (FF 4th Class in Training) \$57,214
Daniel Town 827-35237, Section 68(1), 4 August 2011

Intensive Care Paramedic 1 \$66,447 - \$73,830 plus penalties
Stephen Whan 827-43974, Section 68(1), 1 August 2011

Territory and Municipal Services

General Service Officer Level 5/6 \$42,612 - \$47,092
Robert Edward Evans 827-41653, Section 68(1), 25 July 2011

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

Rebecca Fitzgerald 827-30479, Section 68(1), 28 July 2011

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

Anthony Houghton 827-08415, Section 68(1), 28 July 2011

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

Christopher James Lambert 827-29419, Section 68(1), 28 July 2011

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

Melissa Samuel 827-44408, Section 68(1), 28 July 2011

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

Lowell Steffen 827-44395, Section 68(1), 28 July 2011

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

James Thornburn 827-29486, Section 68(1), 27 July 2011

TGSO6 - Workshop Staff \$56,005 - \$58,504

Richard Vlazlovski 827-44555, Section 68(1), 1 August 2011

Treasury

Senior Officer Grade A \$115,016

Alfonso Moscaritolo 748-53727, Section 68(1), 3 August 2011

TRANSFERS

Education and Training

School Improvement

Belconnen Network

Kingsford Smith School

Elizabeth Goosen: 775-68462

From: \$51,178 - \$78,837

Education and Training

To: School Assistant 2 \$36,810 - \$40,820

Education and Training, Canberra (PN. 17985) (Gazetted 18 May 2011)

PROMOTIONS

Education and Training

Strategy and Coordination

Measurement, Monitoring and Reporting

Educational Performance and Reporting

Sunita Devi Kandola: 713-23261

From: Classroom Teacher \$51,178 - \$78,837

Education and Training

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

Education and Training, Canberra (PN. 13383) (Gazetted 29 June 2011)

School Improvement

South/Weston Network

Chapman Primary School

Lisa Dorothy Raff: 775-67291

From: Classroom Teacher \$51,178 - \$78,837

Education and Training

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 02223) (Gazetted 30 May 2011)

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

School Improvement

**Aboriginal and Torres Strait Islander and Student Support
Student Wellbeing and Behaviour Support
Cindy Marie Weinman: 817-52334**

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

To: †School Counsellor (Psychologist) \$49,201-\$78,837
Education and Training, Canberra (PN. 13756) (Gazetted 9 May 2011)

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

Environment and Sustainable Development

**Development Services
Development Assessment**

Clinton Cashen: 816-70136

From: Administrative Services Officer Class 6 \$66,198 - \$76,043
Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 17696) (Gazetted 26 May 2011)

Health

**Deputy Chief Executive The Canberra Hospital and Health Service
Women and Babies**

Canberra Midwifery Program

Rebekah Bowman: 831-23603

From: Registered Nurse Level 1 \$51,872 - \$70,092
Calvary Health Care ACT (Public)

To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 22461) (Gazetted 2 June 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine**

Ambulatory Services

Lynette Divorty: 608-16132

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

To: †Registered Nurse Level 3.2 \$94,804
Health, Canberra (PN. 27026) (Gazetted 16 June 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Operational Support**

Acute Care

Jessie McNaught: 820-86775

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

To: Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
Health, Canberra (PN. 20507) (Gazetted 28 October 2010)

**Deputy Chief Executive The Canberra Hospital and Health Services
Critical Care and Diagnostics**

Demand Management

Jennifer Pippen: 786-54135

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

To: Registered Nurse Level 2 \$72,960-\$77,472
Health, Canberra (PN. 17526) (Gazetted 2 June 2011)

**Deputy Chief Executive Strategy and Corporate
Human Resource Management**

Staff Development

Dimity Walsh: 786-54549

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

To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 20600) (Gazetted 13 January 2011)

Deputy Chief Executive The Canberra Hospital and Health Service

Medical Services

Pharmacy

Joanne Wilson: 795-50231

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

To: †Health Professional Level 4 \$83,816 - \$90,372
Health, Canberra (PN. 29016) (Gazetted 17 February 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care**

Aged Care

Susan Stohr: 789-17564

From: Registered Nurse Level 1 \$51,872 - \$70,092
Calvary Health Care ACT (Public)

To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 22298) (Gazetted 9 June 2011)

Justice and Community Safety

Office of the Director of Public Prosecutions

Corporate

Carolyn Jane Dekantios: 799-82157

From: Professional Officer Class 1 \$46,164 - \$64,764
Justice and Community Safety

To: †Professional Officer Class 2 \$66,198 - \$76,043
Justice and Community Safety, Canberra (PN. 45021) (Gazetted 11 May 2011)

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

Treasury

Shared Services

Shared Services Service Support

Central Asset Services

Sami Abs: 799-99602

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

To: Information Technology Officer Class 1 \$53,214 - \$60,844
Treasury, Canberra (PN. 14526) (Gazetted 13 May 2011)

Shared Services

Shared Services, Procurement

Infrastructure Procurement

Stephen Eldridge: 710-44721

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

To: †Senior Officer Grade B \$99,033 - \$111,485
Treasury, Canberra (PN. 21339) (Gazetted 28 June 2011)

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

CORRIGENDA

Health

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

Rebekah Bowman: 831-23603, Section 68(1), 21/07/2011

Note: Correction is Promotion not Appointment - originally published in the gazette of 28/07/2011.