



ACT Government Gazette

Gazetted Notices for the week beginning 25 August 2011

VACANCIES

Calvary Health Care ACT (Public)

Medical Services

Medical Administration Department

Senior Medical Clinical Governance Officer

Administration Service Officer Level 5 \$61,295 - \$64,994, Canberra (PN: 7635)

Gazetted: 30 August 2011

Closing Date: 6 September 2011

We are looking for a dynamic and organised person to join our Medical Services team. This position will be responsible for the credentialing and privileging of Senior Medical Officers. To be successful for this position, you will possess the following skills: oDemonstrated well developed skills in the administration and management of services within a healthcare environment oSound judgement and workload management skills oProven ability to liaise and negotiate effectively with clinical and non-clinical staff and external agencies to achieve effective outcomes oDemonstrated ability in document management oProblem-solving abilities of a high order oDemonstrated high level organisational skills For further enquires and applications, please contact Marcia Beere, Medical Workforce Manager on (02) 6264 7129 or Marcia.beere@calvary-act.com.au

Note: Closing date 8 September 2011. Applicants must address the selection criteria.

Contact Officer: Mrs Marcia Beere 02 6264 7129 marcia.beere@calvary-act.com.au Applications can be forwarded to: www.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

Centres

Centre for Organisational Capability

People Support

Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 55270)

Gazetted: 31 August 2011

Closing Date: 14 September 2011

Lead a team within the Centre to undertake a range of projects associated with the Institute's HR functions which are designed to build organisational capability, particularly in CIT's injury prevention and management area.

Eligibility/Other Requirements: Tertiary qualifications in Human Resources, Rehabilitation and Case Management and/or, Occupational Health and Safety are highly desirable.

Contact Officer: Michele de Laine (02) 6207 3385 michele.delaine@cit.edu.au

Centres

Centre for Creative Industries

Communication and Media

Communications and Media Teacher

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 51476)

Gazetted: 30 August 2011

Closing Date: 13 September 2011

A position exists within the Communication, Media and Music team (CIT's Centre for Creative Industries) for a Teacher Band 1 to deliver subjects in Music Business, Event Management and Communication. The successful candidate will also be asked to plan, implement and evaluate Centre-based events.

Eligibility/Other Requirements: Experience in event management and marketing of music events, and possession of a Certificate IV in Training and Assessment an advantage. Appropriate Tertiary qualifications relevant to the teaching of Marketing, Events or Music subjects. Possess or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five (5) years of relevant vocational/industrial professional experience OR possess such other qualifications and/or experience acceptable for the position.

Note: There is a qualification barrier at the sixth 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. This position is part-time at 29:40 hours per week and is temporary available from 11 October 2011 to 31 December 2012 with a possibility of extension up to 5 years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement 2009 - 2011.

Contact Officer: Alison Halpin (02) 6207 4055 alison.halpin@cit.edu.au

Centres

Learning Centre

Liaison Officer

Professional Officer Class 1 \$46,164 - \$64,764, Canberra (PN: 54897)

Gazetted: 29 August 2011

Closing Date: 13 September 2011

The successful applicant will need to demonstrate experience in applying technologies for the provision of information services, understanding of the learning needs of users in an educational institution, commitment and leadership in high quality customer services, well developed liaison, communication and presentation skills and the ability to work in a flexible team environment.

Eligibility/Other Requirements: A degree or diploma of an Australian tertiary institution, or a comparable overseas institution and eligibility for associate membership to the Australian Library and Information Association (ALIA). An ability to work one shift per week.

Contact Officer: Heather Jamieson (02) 6207 3375 heather.jamieson@cit.edu.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**

Office for Children, Youth and Family Support

Youth Services

Community Youth Justice

Assistant Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 25205)

Gazetted: 30 August 2011

Closing Date: 13 September 2011

In accordance with legal requirements, relevant policies and procedures and using an evidence-based approach, lead a small team of staff to deliver an afterhours bail support service (AHBSS). The primary purpose of AHBSS is to deliver a service that will provide advice and facilitate supports to enable young people who are at risk of being remanded in custody to be placed in the community where possible, pending their next court appearance. The Duties: Manage the After Hours Bail Support Service and contribute to the management of the Community Youth Justice Unit. Provide leadership, training and supervision to a team of AHBSS workers within the Community Youth Justice Unit. Manage staffing and rostering of AHBSS, including working as part of the operational team to assist when staff absences occur at short notice. Liaise and negotiate with non-government and government agencies in relation to the operation of AHBSS. Oversee or contribute to the development, delivery and/or review of practices and procedures for, and provide policy advice in relation to, community youth justice and AHBSS. Oversee or contribute to the development, delivery and/or review of appropriate assessment of and interventions for young people on bail. Assist in the provision of policy advice. Contribute to the broader management of Youth Services as required.

Eligibility/Other Requirements: This position is part-time temporary available for a period of six months. The successful applicant will be required to work weekdays 1pm -7pm. The successful candidate will also be required to complete two weeks of training during normal business hours. The successful candidate will also be required to work after hours to assist when staff absences occur on short notices.

Contact Officer: Megan Peel (02) 6205 6882 megan.peel@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Client Support Coordinator

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 25178)

Gazetted: 26 August 2011

Closing Date: 13 September 2011

This position provides specialist advice and support to public housing tenants who may be experiencing issues that impact on their ability to maintain a tenancy. We are looking for a person who is able to provide innovative and flexible service responses to achieve better housing and social outcomes. The successful applicant will have a good understanding of the role Housing ACT plays in the community. Possess excellent interpersonal skills, as well as problem solving and time management skills.

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

Contact Officer: Alexandra Groves (02) 6207 0900 alexandra.groves@act.gov.au

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

Office for Children, Youth and Family Support

Youth Services

Community Youth Justice

After Hours Bail Support Service Worker

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 25207, several)

Gazetted: 30 August 2011

Closing Date: 13 September 2011

As part of a small team, and in accordance with legal requirements, relevant policies and procedures, provide an afterhours bail support service, to young people that may be in breach of their bail and/or charged with fresh offence/s and are in police custody and may be refused bail. Liaise with, and provide advice to police, young people and their natural and/or formal supports. This position is an afterhours shift work position that includes rostered on-call. The Duties: Under general direction; In accordance with legal requirements undertake assessments of young people's suitability for bail placement, provide a bail facilitation role and bail advice. Provide advice and support to young people in police custody or at risk of breaching their bail. Liaise with and provide advice to police, young people's natural supports and other supports as required. Prepare accurate case notes and brief reports for the Court

Liaison Officer and/or relevant Youth Justice Case Managers and/or Care and Protection workers and others as required. Collaborate with non-government and government agencies in relation to young persons' immediate needs. Record identified data as required and utilise the electronic youth justice information system and database. Provide support to the broader Youth Justice Unit as required. Participate in an afterhours rotational roster, covering 365 days a year, and with rostered on call periods that may require call out.

Eligibility/Other Requirements: These positions are part-time temporary available for a period of six months and are required to work a rotational roster weekdays 5pm -11pm, weekends and public holidays 4pm - 11pm and on call until 2am. The successful candidates will be required to complete two weeks of training during normal business hours.

Contact Officer: Megan Peel (02) 6205 6882 megan.peel@act.gov.au

Executive Unit

Deputy Director-General's Office

Executive Officer to Deputy Director-General

Senior Officer Grade A \$115,016, Canberra (PN: 17500)

Gazetted: 29 August 2011

Closing Date: 13 September 2011

Applications are sought for a temporary vacancy in the position of Executive Officer to the Deputy Director-General, Community Services Directorate. The successful applicant will be expected to provide advice to the Deputy Director-General on a range of policy, project and administrative matters, provide secretariat services for a range of executive meetings and manage a diverse workflow into and out of the Deputy Director-General's office. The person will work closely with other members of the Deputy Director-General's office, the Minister's Office and other departmental executives. The successful applicant will need to be able to exercise sound judgement, discretion and have the capacity to manage competing deadlines and tasks.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage.

Note: This is a temporary vacancy available until 31 August 2012.

Contact Officer: Lesley Daw (02) 6207 6516 lesley.daw@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

Tourism, Events and Sport

Sport and Recreation Services

Sport Facilities

Sportgrounds Maintenance

General Service Officer Level 3/4 \$38,248 - \$41,947, Canberra (PN: 25182)

Gazetted: 31 August 2011

Closing Date: 20 September 2011

Duties include working individually or as part of a team of employees engaged in turf management and horticultural maintenance activities including: line marking; surveying of lines; mowing, pruning; litter collection; irrigation inspections; and assisting with tree surgery and pest control activities. Some of the skills required for the position include: basic machinery repairs and maintenance and upkeep of hand tools; and the undertaking of all work tasks in accordance with Sport and Recreation Services Turf Management/Horticultural maintenance standards and Occupational Health and Safety (OH&S) Legislation.

Eligibility/Other Requirements: Mandatory current driver's licence. Ability to undertake the physical requirements of the tasks listed on the Position Description. Chemcert III and Chainsaw Certificate - basic felling/ crosscut are highly desirable.

Note: This is a temporary position available until 25 January 2012. Selection may be based on written application and referee reports only. Please ensure all necessary attachments are lodged with your application.

Contact Officer: Phil Davies 0417 822 452 phil.davies@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.

Ministerial, Cabinet and Policy

Senior Manager

Senior Officer Grade A \$115,016, Canberra (PN: 25122)

Gazetted: 25 August 2011

Closing Date: 8 September 2011

Economic Development Directorate (EDD) is seeking a professional and experienced Senior Manager to provide high-quality policy and project advice and analysis on strategic planning issues and facilitate key private sector development initiatives through intergovernmental coordination or liaison. The occupant of the position will be required to develop and supervise the implementation of sensitive planning projects. Demonstrated strong analysis skills, the ability to work to tight deadlines, exercise sound judgment and possess strong communication skills will be the key factor in your success in this role.

Eligibility/Other Requirements: Relevant tertiary qualification desirable.

Note: This position is part-time at 22:30 hours per week.

Contact Officer: Daniel Stewart (02) 6205 7346 daniel.stewart@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

**School Improvement
Tuggeranong Network
Taylor Primary School
Principal**

School Leader A \$104,283 - \$142,362, Canberra (PN:04149)

Closing Date: 15 September 2011

Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of 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: Tanya Nelipa (02) 6207 7918 tanya.nelipa@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
South/Weston Network
Canberra College
Executive Teacher, Transitions, VET and Technology
School Leader C \$91,769, Canberra (PN: 02840)**

Gazetted: 25 August 2011

Closing Date: 8 September 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: Simon Vaughan (02) 6205 5777 john.stenhouse@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.

**Executive Director Corporate Services
School Capital Works
Repairs and Maintenance
Project Officer
Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 02251)**

Gazetted: 29 August 2011

Closing Date: 5 September 2011

The successful applicant will work as part of a team that manages property management, projects and services related to school and preschool facilities. This position includes the commissioning of reports, analysing and responding to reports and maintenance of registers and databases.

Note: This is a temporary position available from 12 September 2011 until 30 June 2012 with the possibility of extension.

Contact Officer: Rosa Cotta (02) 6205 9127 rosa.cotta@act.gov.au

**Tertiary and International Education
Training and Tertiary Education
Business Process and Systems
System Support Officer
Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 25197)**

Gazetted: 30 August 2011

Closing Date: 13 September 2011

The Training and Tertiary Education Branch is seeking a System Support Officer to fill a temporary position. The successful applicant will analyse business requirements and collaborate with technical specialists to develop concise and consistent business processes and procedures for the current ACT Vocational Management System and the future replacement system. Duties will also include the provision of high level administrative assistance and project support to the Business Processes and Systems Unit.

Note: This position is temporary, commencing 1 November 2011 to 30 June 2013 with the possibility of extension.

Contact Officer: Ann Goleby (02) 6205 2683 ann.goleby@act.gov.au

**School Improvement
Belconnen Network
Hawker College
School Administrative Assistant
School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 31166)**

Gazetted: 26 August 2011

Closing Date: 9 September 2011

Hawker College is seeking a highly motivated person with outstanding interpersonal skills. The successful applicant is required to provide IT database support and also administrative support to the Principal and staff throughout the school under the direction of the Business Manager.

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

Contact Officer: Karin Mitchell (02) 6205 7746 karin.mitchell@ed.act.edu.au

**Strategy and Coordination
Information, Communications and Governance
Information and Knowledge Services
Manager
Senior Officer Grade A \$115,016, Canberra (PN: 25100)**

Gazetted: 31 August 2011

Closing Date: 14 September 2011

The successful applicant will provide strategic Information and Communication Technologies (ICT) policy advice and program development for the ACT Education and Training Directorate. Provide leadership for the Directorate in its relationship with Shared Services ICT to ensure the effective delivery of ICT services to the Directorate and ACT public schools and colleges.

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

Environment and Sustainable Development

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

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

Planning Delivery

Lease Administration

Leasing Section

Lease Administration Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 14599)

Gazetted: 25 August 2011

Closing Date: 8 September 2011

The Leasing Section is seeking a motivated person who can undertake lease administration tasks, prepare and draft less complex correspondence, undertake minor research and investigative tasks, record and manage incoming applications, prepare statistical reporting information and provide administrative support to the Manager and other members of the team.

Eligibility/Other Requirements: Knowledge of the ACT Leasehold System desirable.

Contact Officer: Monica Saad (02) 6205 5313 monica.saad@act.gov.au

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

Planning Policy

Transport Planning

Transport Planning and Projects

Senior Manager, Transport Planning and Projects

Senior Professional Officer Grade A \$115,016, Canberra (PN: 19541)

Gazetted: 30 August 2011

Closing Date: 6 September 2011

The Transport Planning and Projects team is part of Transport Planning, alongside Transport Policy Coordination. The main functions of this Senior Manager position are to provide leadership to ensure that transport planning properly integrates urban form, land use, multi-modal transport and undertake strategic planning for the future needs of transport with the ACT. Develop, manage and deliver effective transport capital programs and projects (to project concept plan stage) and support sustainable transport policies and initiatives. Provide leadership in developing and reviewing strategic transport network planning for all modes of transport. Provide specialist advice to other agencies on transport as it relates to urban, environmental, social and economic planning. Develop and provide high level strategic transport policy advice and briefings to Ministers and Senior Executives. Manage a team.

Eligibility/Other Requirements: Tertiary degree in transport engineering or transport planning is essential.

Note: This is a temporary position available from 1 October until 30 June 2013. Selection may be based on application and referee reports only.

Contact Officer: Chris Murray (02) 6207 6218 chris.murray@act.gov.au

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

Planning Policy

Transport Planning

Transport Policy Coordination

Senior Manager, Transport policy Coordination

Senior Officer Grade A \$115,016, Canberra (PN: 19434)

Gazetted: 30 August 2011

Closing Date: 6 September 2011

The Transport Policy Coordination team is part of Transport Planning, and develops, manages and delivers sustainable transport policy and programs. The Senior Manager, Transport Policy Coordination manages a small team, and will be responsible for, developing and managing the delivery of sustainable transport programs, projects and policies in line with allocated budgets, including finalising, managing and reporting on the ACT Government's Transport for Canberra policy and program. Developing and providing high level strategic transport policy advice and briefings to Ministers and Senior Executives. Representing the department in communications, consultations and liaison with ACT and Commonwealth government agencies, national forums, community groups, the general public and the media. Other duties as required.

Eligibility/Other Requirements: Tertiary policy, transport or planning qualifications would be advantageous.

Note: This is a temporary position available from 1 October 2011 until 30 June 2013. Selection may be based on application and referee reports only.

Contact Officer: Chris Murray (02) 6207 6218 chris.murray@act.gov.au

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

Health

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

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

Deputy Chief Executive The Canberra Hospital and Health Service Medicine

Ambulatory Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$94,804, Canberra (PN: 17661)

Gazetted: 01 September 2011

Closing Date: 15 September 2011

An exciting and challenging opportunity has arisen within the Renal Home Therapies (RHT) service for a suitably qualified Registered Nurse to work as the Clinical Nurse Consultant. The successful applicant must have demonstrated abilities, knowledge and skills in the field of nephrology nursing and demonstrated nursing leadership. The successful applicant will be responsible for human and financial resources within RHT and will provide leadership in coordinating a clinical service team ensuring high quality customer service is maintained.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse and/or Midwife with the Australian Health Practitioner's Regulation Agency. A current driver's licence. Hold or progressing towards a postgraduate qualification relevant to the area would be an advantage.

Note: All applicants are required to address the selection criteria, to provide a current CV and the names and contact details of two professional referees.

Contact Officer: Rendry Del Rosario (02) 6174 5164 rendry.delrosario@act.gov.au

Deputy Chief Executive The Canberra Hospital and Health Service Medicine

Ambulatory Services

Chronic Kidney Disease Coordinator

Registered Nurse Level 3.1 \$83,861 - \$87,312, Canberra (PN: 22388, expected vacancy)

Gazetted: 01 September 2011

Closing Date: 15 September 2011

Applications are invited from innovative and highly motivated Registered Nurses who are committed to improving patient outcomes through the coordination and management of patients with Chronic Kidney Disease. The successful applicant will have the opportunity to work closely with other members of the multidisciplinary team, including nephrologists, Renal Service clinical staff, chronic care teams, and palliative care services to provide a patient centred service for patients their families. A demonstrated record of achievement in aspects of clinical practice and models of care, professional development, and quality improvement is also required.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with AHPRA. Holds or working towards a post registration qualification in renal nursing desirable.

Note: This is a permanent, full-time position working Monday to Friday.

Contact Officer: Alison Winsbury (02) 6244 3062

Deputy Chief Executive The Canberra Hospital and Health Services Mental, Justice, Alcohol and Drug Services

Adult Community and Older Persons Mental Health

Registered Nurse

Registered Nurse Level 3.1 \$83,861 - \$87,312, Canberra (PN: 23689)

Gazetted: 01 September 2011

Closing Date: 15 September 2011

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

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Holds or is actively working towards relevant post graduate tertiary qualifications in mental health is highly desirable. Current driver's licence.

Contact Officer: Judith McDonnell (02) 6205 1062

Deputy Chief Executive Canberra Hospital and Health Service Surgical and Oral Health

Operating Room

Clinical Development Nurse

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 22281, several)

Gazetted: 01 September 2011

Closing Date: 8 September 2011

Applications are invited from innovative and committed registered nurses with clinical competence within the speciality of perioperative nursing (instrument/circulating), to undertake the exciting role of actively contributing to the professional development, learning and teaching of Perioperative nurses within the workplace. The applicant will have operational responsibility to the Nurse Manager. Applicants will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes within the clinical practice setting.

The applicant should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care.

Eligibility/other requirements: Registered or eligible for registration as a Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Recent Theatre experience as an instrument/circulating nurse is essential.

Note: Applicants will be given opportunities for further development to assist them in this role. Full-time and part-time positions are available.

Contact Officer: Kerri Reeves (02) 6244 2765

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

Medical Services

Clinical Development Nurse

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 27012)

Gazetted: 01 September 2011

Closing Date: 8 September 2011

Ward 8B is seeking applications from dynamic, motivated registered nurses for the role of the Clinical Development Nurse. 8B is a 19 bedded general medical ward covering the speciality of Renal diseases. The 8B Clinical Development Nurse will be responsible for the education and support of graduate nurses, overseas nurses and new and existing staff. The Clinical Development Nurse will provide and promote education, feedback, reflective practice and innovative change to provide excellent and safe patient care.

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

Note: This is a full time position, working a rotating roster, initially for a six month period with the possibility for permanency.

Contact Officer: Katie McKenzie (02) 6244 2949 katie.mckenzie@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Surgery and Oral Health**

Operating Room

Nurse, Anaesthetics

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 19723)

Gazetted: 01 September 2011

Closing Date: 29 September 2011

Applications are invited from innovative and committed registered nurses with clinical competence within the speciality of Anaesthetic nursing, to undertake the exciting role of clinical practitioner, team leader, preceptor/mentor of anaesthetic nurses in the work place. The applicant will have operational responsibility to the Anaesthetic Clinical Nurse Coordinator/Manager. Applicants will be required to demonstrate experience in Anaesthetic nursing practice, preceptorship, leadership and Quality Improvement. The applicant should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care.

Eligibility/Other Requirements: Registered or eligible for registration with AHPRA.

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

Contact Officer: Michelle Burns or Rhona JasonSmith (02) 6244 2765

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

Pharmacy - TCH

Clinical Pharmacist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 26235)

Gazetted: 01 September 2011

Closing Date: 27 October 2011

Fast-track your career as a Clinical Pharmacist at The Canberra Hospital.

We are the largest public tertiary hospital in the region, and with over 600 beds we are one of the largest in the country. We have state of the art facilities and offer almost all clinical specialties available. We have strong links to the University of Canberra Pharmacy School, and the Society of Hospital Pharmacists of Australia. We have a dynamic, talented team of 35 Pharmacists, and are looking to recruit an experienced Clinical Pharmacist to join this team. Duties include provision of clinical pharmacy services to hospital wards and provision of pharmacy services from the dispensary, oncology pharmacy, intravenous admixture area and drug information on a rotational basis.

Eligibility/Other Requirements: Registered or eligible for registration with the National Pharmacy Board and have broad experience as a Clinical Pharmacist.

Note: An attractive remuneration package is available to the successful applicant/s. Full details available from the contact officer.

Contact Officer: Claire Bekema (02) 6244 2118

**Office of the Chief Executive
Financial Management
Client Services**

**Interstate Patient Travel Assistance Scheme Administrator
Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 25101)**

Gazetted: 01 September 2011
Closing Date: 8 September 2011

The IPTAS Administrator is the first point of contact for the Interstate Patient Travel Assistance Scheme (IPTAS). This role is responsible for responding to client enquiries, processing claims, preparing invoices and coordinating travel for permanent ACT residents to access specialist medical services. The primary responsibilities of the position are coordination and arranging payment of Interstate Patient Travel Assistance Scheme claims, organising air travel for eligible patients, using set protocols, to achieve a high quality customer focused service.

Eligibility/Other Requirements: Sound knowledge of computer software, medical terminology, a high level of keyboard skills and proven communication and client liaison skills are highly desirable.

Note: This is a part-time position at 27:30 Hrs per week.

Contact Officer: Clare Farr (02) 6244 2008 clare.farr@act.gov.au

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

**Oxygen and Respiratory Officer
Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 16745)**

Gazetted: 01 September 2011
Closing Date: 8 September 2011

An opportunity exists to work in Equipment Services as the Domiciliary Oxygen and Respiratory Support Scheme (DORSS) Officer. The successful applicant will have well developed oral and written communication skills and the ability to plan, prioritise, coordinate and manage workflow in a highly confidential and sensitive work environment.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Cheryl Spence (02) 6205 2603

**Deputy Chief Executive The Canberra Hospital and Health Service
Surgery and Oral Health
Surgical Wards**

**Operator Theatre Nurse/ Anaesthetic Nurse
Registered Nurse Level 1 \$51,872 - \$70,092, Canberra (PN: C07157)**

Gazetted: 01 September 2011

Applications are invited from innovative and committed registered nurses with clinical competence within the specialty of Perioperative Nursing in the area of Anaesthetic Nursing. Applicants will be required to demonstrate clinical experience within the specialty area. Specialty surgery performed by The Canberra Hospital Operating Rooms includes Ear, Nose and Throat, Vascular, Cardiac, General Surgery, Plastics, Paediatrics, Urology, Orthopaedic Surgery, Neurosurgery, as well as, Obstetrics and Gynaecology. Applicants should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values that allow for the provision of high quality health care.

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

Note: This is a casual position and applicants will be required to complete yearly mandatory training and competency assessments.

Contact Officer: Michelle Burns (02) 6244 2765 michelle.burns@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Pathology
Calvary Laboratory
Health Professional**

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 29244)

Gazetted: 01 September 2011
Closing Date: 8 September 2011

ACT Pathology is a department of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The Core and Calvary laboratories operate 24 hours, 7 days/week, offering a wide range of haematology, transfusion and clinical chemistry testing procedures. The successful applicant will be required to perform procedures in one or more of the following areas, haematology, transfusion and clinical chemistry and may be required to undertake simple microbiology. ACT Pathology is seeking a suitable qualified and experienced person to perform diagnostic testing, procedures and investigations requiring the application of professional knowledge and skill in haematology, transfusion and clinical chemistry. A commitment to out of hours and weekend shifts is essential. A commitment to own personal development and availability out of hours and on weekend is essential. The position will be based at the Calvary laboratory but rotate through the TCH campus core laboratory.

Eligibility/Other Requirements: A Degree in Medical Science or equivalent relevant qualification. At least four years experience in a similar laboratory is 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

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

**Physiotherapist
Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 18951)**

Gazetted: 01 September 2011

Closing Date: 15 September 2011

Are you interested in working in a challenging and rewarding position in a supportive, interprofessional team environment? An exciting professional development opportunity is available for a suitably qualified Physiotherapist to join the Community Rehabilitation Team in Canberra, ACT. This position is primarily located at the Phillip Health Centre, Woden, but does also provide services to Dickson Health Centre as well as home visits as needed. The Community Rehabilitation Team is an interprofessional team of allied health professionals providing rehabilitation for adults with neurological disorders. This service is currently developing targeted, specialised assessment and intervention services for such conditions as Parkinson's disease and strokes. The successful applicant would either have specialised skills in treating spasticity and vestibular problems, or be willing to undertake comprehensive education in the fields of spasticity management and vestibular rehabilitation. As this community based service continues to grow in order to meet the needs of the ACT community, opportunities for quality improvement activities and evaluation of physiotherapy intervention are plentiful. Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with local physiotherapy services. A close partnership with acute support physiotherapy services ensures opportunities for close collaboration, professional support and social networks.

Eligibility: Degree or diploma in Physiotherapy or equivalent qualifications. Eligible for registration as a Physiotherapist with the Physiotherapy Board of Australia. Current driver's licence.

Note: This is a permanent, full-time position, available immediately. Other physiotherapy vacancies at this level, in other locations serviced by the ACT Health Directorate, may also be filled using this recruitment round. Selection may be made on written applications and referee reports only. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Judy Stone (02) 6174 5662

**Deputy Chief Executive The Canberra Hospital and Health Service
Mental, Justice Alcohol and Drugs**

**Adult Community and Older Persons Mental Health
Health Professional**

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 14224)

Gazetted: 01 September 2011

Closing Date: 8 September 2011

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

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Note: This is a part-time position.

Contact Officer: Operational Director (02) 6205 1062

**Deputy Chief Executive The Canberra Hospital and Health Service
Critical Care and Diagnostic**

Intensive Care Unit

Administration Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 14510, expected vacancy)

Gazetted: 01 September 2011

Closing Date: 8 September 2011

The successful applicant will be required to work effectively as both a team member of a diverse team and an individual for the Intensive Care Unit. Duties will include high level administrative support including general office support and secretarial assistance, including minute taking. The successful applicant will be required to coordinate booking of appointments, screening enquiries/telephone calls and organising meetings for the unit Director. An ability to liaise with the Director, nurse managers, clinical nurse consultants, interns, JMO's and staff specialists and assist them as required in various administration duties is essential. The provision of a high quality customer service to patients and stakeholders is expected.

Contact Officer: Jenna Huggett (02) 6174 5088

Deputy Chief Executive The Canberra Hospital and Health Service

**Rehabilitation, Aged and Community Care
Rehabilitation**

Team Leader - Equipment Services

Senior Stores Supervisor Level 1 \$49,306 - \$50,587, Canberra (PN: 14981)

Gazetted: 01 September 2011

Closing Date: 8 September 2011

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

Eligibility Requirements: Current driver's licence. Test and Tag (electrical) certificate desirable.

Contact Officer: Cheryl Spence (02) 6205 2603

**Deputy Chief Executive The Canberra Hospital and Health Service
Mental, Justice, Alcohol and Drugs
Access and Acute Mental Health
Enrolled Nurse
Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 14455, several)**

Gazetted: 01 September 2011

Closing Date: 8 September 2011

The Psychiatric Services Unit is a busy dynamic in patient facility based at The Canberra Hospital. Currently the unit has vacancies for dynamic and enthusiastic enrolled nurses who are keen to work in a challenging environment and be part of a multidisciplinary team committed to person centred and recovery focused care.

Eligibility/Other Requirements: Registered or eligible to register as an Enrolled Nurse with AHPRA.

Contact Officer: Wendy Kipling (02) 6244 3223

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

**Endorsed Enrolled Nurse
Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 12416)**

Gazetted: 01 September 2011

Closing Date: 8 September 2011

Interest is being sought for Enrolled Nurses to fill dynamic and rewarding positions within ward 7A. Ward 7A is an acute neurological and infectious disease ward that offers challenges and opportunity, such as working in an Acute Stroke Unit. The clinical unit provides a supportive, nurturing and learning environment enabling nurses to deliver high quality care. If you are motivated, demonstrate well-developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed.

Eligibility/Other Requirements: Registered or eligible to register as an Enrolled Nurse with AHPRA.

Note: This is a permanent position working a rotating roster. Applicants are requested to submit their application addressing the selection criteria including covering letter, curriculum vitae and the names of two professional referees.

Contact Officer: Brett Jones (02) 6244 2535

**Deputy Chief Executive Canberra Hospital and Health Service
Mental, Justice, Alcohol and Drug Services
Access and Acute Mental Health Services
Administrative Officer
Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 21838)**

Gazetted: 01 September 2011

Closing Date: 8 September 2011

The Psychiatric Services Unit is a busy in-patient ward based in the Canberra Hospital. Applications are sought from enthusiastic administration officers to work as a ward clerk in a dynamic and challenging environment.

Eligibility/Other Requirements: Knowledge and experience in the use of relevant medical terminology. Understanding in dealing with persons affected with a mental illness. Current driver's licence.

Contact Officer: Wendy Kipling (02) 6244 3223

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

Transport and Infrastructure

Transport Regulation

Road User Services

Office Manager, Traffic Camera Office

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 19911)

Gazetted: 25 August 2011

Closing Date: 8 September 2011

Under the general direction of the Manager, Traffic Camera Office: Manage a team responsible for the adjudication and administration of traffic camera infringement notices. Deal with more complex customer enquiries and ministerial correspondence. Liaise with ACT Police to co-ordinate workflows and provide assistance or evidence in relation to matters referred to the ACT Magistrates Court. Monitor the traffic camera network to ensure cameras are operational and images are downloaded. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Gordon Stone (02) 6207 5770 gordon.stone@act.gov.au

Office of Regulatory Services

Compliance

Parking Operations

Parking Devices - Team Leader

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 26942)

Gazetted: 31 August 2011

Closing Date: 20 September 2011

Under limited direction of the Manager, Parking Operations, supervise the daily operations of the Parking Devices Unit as well as leading, developing and training staff in servicing of parking meters and voucher machines. Monitor the effectiveness of programs and report and make recommendations to senior management regarding changes to maintenance of parking meters and voucher machines. Undertake a range of operational and administrative tasks including servicing parking meter and voucher machines, control and upkeep of spare parts for the maintenance of parking meters and computer based systems. Prepare documentation and reports on faulty meters and voucher machines, missing or defaced road signs and marking, and reprogramming of fee structures for parking meters and voucher machines and undertake reprogramming. Provide statistical reports, manage and provide advice on the more difficult and complex enquiries relating to parking meters and voucher machines. Liaise with other departments, agencies, contractors and staff regarding maintenance. Assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Colin Lyons (02) 6207 7069 colinp.lyons@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

ACTION

Corporate

Policy, Governance and Compliance Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 19992)

Gazetted: 30 August 2011

Closing Date: 13 September 2011

This position will deliver high level support for the development, implementation and management of ACTION's governance/policy framework as well as policies and procedures underlying that framework with the aim of meeting legislative and compliance obligations.

Eligibility/Other Requirements: Relevant tertiary qualifications will be highly regarded.

Contact Officer: Wilhelmina Blount (02) 6205 4608 wilhelmina.blount@act.gov.au

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

Office of the Director General

Executive Assistant

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 18300)

Gazetted: 26 August 2011

Closing Date: 9 September 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 to the Director General of the Directorate. A permanent appointment to this position may result in expected vacancies at ASO5 and ASO4 levels throughout the Directorate which have been advertised separately. Applicants are encouraged to apply for each level (ASO6, ASO5 and ASO4) independently in order to be considered for the various positions that may occur.

Contact Officer: Helen Willson / Bronwen Duke (02) 6207 6254 / (02) 6207 5763 helen.willson@act.gov.au; bronwen.duke@act.gov.au

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

Business Enterprises

ACT Property Group

Business Support

Financial Accountant

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 21499)

Gazetted: 29 August 2011

Closing Date: 13 September 2011

The Territory and Municipal Services Directorate is looking for an energetic person to fill the position of Financial Accountant within the ACT Property Group. The successful applicant is required to manage accounting for the Group's property assets, manage monthly balance sheet reconciliations, perform salary verification checks and a range of other accounting tasks. Working for the Senior Manager, Business Support, the successful occupant will be working in a small, professional team.

Eligibility/Other Requirements: Accounting qualifications or progress towards completion of accounting qualifications is desirable.

Contact Officer: Paul Leyton (02) 6207 5807 paul.leyton@act.gov.au

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

Roads and Public Transport

Executive Assistant

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 04536, expected vacancy)

Gazetted: 26 August 2011

Closing Date: 9 September 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 to an Executive Director within the Directorate. A permanent appointment to this position will be the result of the recruitment of an ASO6 to another position in the Directorate. There are expected vacancies at ASO6, ASO5 and ASO4 levels throughout the Directorate. Applicants are encouraged to apply for each level (ASO6, ASO5 and ASO4) independently in order to be considered for the various positions that may occur.

Contact Officer: Helen Willson / Bronwen Duke (02) 6207 6254 / (02) 6207 5763 helen.willson@act.gov.au; bronwen.duke@act.gov.au

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

Roads and Public Transport

Public Transport Systems

Executive Assistant

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 22359, expected vacancy)

Gazetted: 26 August 2011

Closing Date: 9 September 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 to a Director within the Directorate. A permanent appointment to this position will be the result of the recruitment of an ASO6 to another position in the Directorate. There are expected vacancies at ASO6, ASO5 and ASO4 levels throughout the Directorate. Applicants are encouraged to apply for each level (ASO6, ASO5 and ASO4) independently in order to be considered for the various positions that may occur.

Contact Officer: Helen Willson / Bronwen Duke (02) 6207 6254 / (02) 6207 5763 helen.willson@act.gov.au; bronwen.duke@act.gov.au

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

Business Enterprises

ACT Property Group

Business Support

Finance Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 21853, expected vacancy)

Gazetted: 26 August 2011

Closing Date: 13 September 2011

The Territory and Municipal Services Directorate is looking for an energetic person to work in the Business Support Section within the ACT Property Group. The successful applicant will be processing accounts payable and accounts receivable transactions and other administrative duties. Working in a small team, the occupant will need to quickly and accurately process accounts and have an eye for detail.

Eligibility/Other Requirements: Experience in using Oracle financials or equivalent systems would be an advantage.

Contact Officer: Romy Stevens (02) 6205 3992 romy.stevens@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

Libraries ACT

Public Libraries

Customer Service Specialist

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 22144, several)

Gazetted: 26 August 2011

Closing Date: 13 September 2011

Do you have a passion for helping people? Are you enthusiastic and proactive, with a strong customer focus? Do you relish a busy and changing environment and are you willing to try new things? We are looking for people to help coordinate customer service on the floor of our public libraries, dealing with enquiries and promoting services.

Eligibility/Other Requirements: Recognised qualifications in library and information studies or a related discipline (as defined by ALIA) or relevant work experience in an environment such as retail or hospitality is desirable.

Note: These positions are available at full-time and part-time at 22:00 hours per week. Libraries ACT provides a service 7 days a week and requires staff to provide services based on this principle, for example ability and willingness to work weekday and weekend shifts.

Contact Officer: Deborah Weir (02) 6207 5107 deborah.weir@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

Finance and Budget Division

Accounting

Director Accounting

Executive Level 1.3 \$195, 141 to \$206,068 depending on current superannuation arrangements, Canberra (PN:E359)

Closing Date: 08 September 2011

The Director Accounting is a key position within Treasury Directorate with responsibility for financial management policy and advice for the Territory. The position also performs the role of Chief Financial Officer for the Directorate and plays a critical role in managing the Directorate's annual budget including Treasury's budget as part of the Territory's Budget process. The position requires: the provision of high level policy advice on the Territory's financial management legislation, framework policies and appropriate accounting policies for the Territory in the context of a Public Service environment; leadership in improving the Territory's financial management framework and controls; liaising with other Australian jurisdictions and represent the Territory's interests and positions in relation to government sector financial management and accounting policy development; provision of high level policy advice on the management of Treasury's financial performance and its governance practices; ensuring Treasury meets its financial reporting obligations, in accordance with legislation and Government directives; facilitating the continued development of Treasury staff and ACT Government finance staff in financial management and accounting skills. Eligibility/Other Requirements: Appropriate tertiary qualifications in Accounting, Commerce, Finance or related field and CPA or CA qualification are a compulsory requirement.

Note: The successful applicant will be engaged under a performance based contract until February 2013 with an attractive remuneration package ranging from \$195,141 to \$206,068 depending on current superannuation arrangements, including a cash component of \$156,093 plus a privately plated vehicle, parking and superannuation. Contact Officer: Neil Bulless (02) 6207 0264 neil.bulless@act.gov.au

Shared Services

Shared Services ICT

Customer Relations/Education and Training ICT

Senior IT Projects Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 05196)

Gazetted: 29 August 2011

Closing Date: 13 September 2011

The successful applicant will be required to manage school IT infrastructure projects in accordance with recognised project management methodologies, so to deliver on time and on budget. Analyse, document and develop multiple information technology project proposals including preparation of business cases, project plans, tender documentation and general status reports, both scheduled and ad hoc.

Eligibility/Other Requirements: Current driver's licence is desirable. White Card for visiting building sites is desirable, and will be required on employment.

Contact Officer: Gordon White (02) 6205 5407 gordon.white@act.gov.au

Shared Services

Shared Services ICT

Customer Relations/Service Desk and Service Support

Service Desk Team Leader

Senior Information Technology Officer Grade C \$83,816 - \$90,372, Canberra (PN: 25092)

Gazetted: 30 August 2011

Closing Date: 13 September 2011

The successful applicant will be required to manage an ICT Technical Support team to ensure quality technical advice and support is provided to Shared Services ICT customers from the Service Desk. Monitor appropriate response to routine incidents and escalation to specialist support and contribute to the development and implementation of relevant policies, processes and systems.

Eligibility/Other Requirements: Incumbents may be required to participate in or manage staff participating in an on-call arrangement that operates 24 hours 7 days a week. Incumbents may be required to manage staff providing onsite support across the ACT and must be willing to rotate between identical roles if required. A current driver's licence is highly desirable.

Contact Officer: Bob Parkes (02) 6207 5024 bob.parkes@act.gov.au

Shared Services

Shared Services ICT

Operations/Service Integrity and Compliance

Configuration Manager

Senior Information Technology Officer Grade C \$83,816 - \$90,372, Canberra (PN: 01298)

Gazetted: 30 August 2011

Closing Date: 13 September 2011

The Configuration Manager is responsible for the planning, implementation and ongoing maintenance of the Shared Services ICT Configuration Management process. This includes coordinating the development of policies, standards and procedures in line with the requirements of each Shared Services ICT branch, developing and maintaining the Configuration Management data model and planning ongoing improvements and expansion.

Eligibility/Other Requirements: Possession of ITIL Foundations Certificate and/or ITIL Configuration Management Practitioner Certificate would be advantageous. Previous experience in a data modelling and database design role would be advantageous.

Note: This is a temporary position available from 19 September 2011 to 19 March 2012 with a possibility of extension.

Contact Officer: Mark Braham (02) 6207 8750 mark.braham@act.gov.au

Shared Services

Shared Services ICT

Business Development/ Strategic Testing Q/A and Development and Test Environment

Development and Testing Environment Services (DTES)

Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 24843)

Gazetted: 31 August 2011

Closing Date: 20 September 2011

Validate capacity change requests before forwarding for implementation. Triage support requests and forward to appropriate teams and liaise with stakeholders including business units and customers to troubleshoot problems and identify root cause of incidents.

Eligibility/Other Requirements: Knowledge of ITIL frameworks and Prince2 project management would be highly advantageous. The possession of, or the ability to attain, a Protected security clearance is mandatory.

Contact Officer: Tulio Losanno (02) 6207 7290 tulio.losanno@act.gov.au

Shared Services

Shared Services ICT

Operations/Desktop and Application Delivery

Applications Packager

Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 11320)

Gazetted: 26 August 2011

Closing Date: 9 September 2011

The successful applicant will be required to develop automated silent installations for vendor supplied and internally developed software. Oversight of and troubleshooting of the user acceptance testing process to ensure that all relevant processes and procedures are followed during the development of packages.

Contact Officer: Stephen Cox (02) 6207 8789 stephen.cox@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Teacher Band 2 \$97,504

Sharon Kendall 827-48468, Section 68(1), 22 August 2011

Chief Minister's Department

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

Benjamin Stokes 827-13687, Section 68(1), 26 August 2011

Community Services

Health Professional Level 1 \$47,515 - \$61,074

Johanne Beirne 827-47828, Section 68(1), 25 August 2011

Health Professional Level 1 \$47,515 - \$61,074

Amy Bolitho 827-29611, Section 68(1), 25 August 2011

Health Professional Level 1 \$47,515 - \$61,074

Louise Chapman 827-30874, Section 68(1), 22 August 2011

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

Evan William Comtesse 827-47895, Section 68(1), 29 August 2011

Health Professional Level 1 \$47,515 - \$61,074

Catherine Lymbery 827-46331, Section 68(1), 22 August 2011

Health Professional Level 1 \$47,515 - \$61,074

Deirdre Schaeffer 827-26269, Section 68(1), 25 August 2011

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

Ellen Seckold 827-37849, Section 68(1), 29 August 2011

Environment and Sustainable Development

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

Katharine Campbell 827-45312, Section 68(1), 22 August 2011

Senior Officer Grade A \$115,016

Jonathan Sibley 827-30217, Section 68(1), 23 August 2011

Health

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

Antonietta Byrne 833-45193, Section 68(1), 22 August 2011

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

Amanda Falconer 827-46075, Section 68(1), 18 August 2011

Technical Officer Level 1 \$44,764 - \$47,026

Maria Gonzalez 827-147, Section 68(1), 29 August 2011

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

Jenelle Landale 827-45654, Section 68(1), 5 September 2011

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

Lynn Nichols 825-46882, Section 68(1), 21 July 2011

Justice and Community Safety

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

Sean Francis McCarthy 827-43499, Section 68(1), 29 August 2011

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

Sean Julian Sloan 778-72798, Section 68(1), 29 August 2011

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

Nadiah Liana Tarbet 827-30903, Section 68(1), 26 August 2011

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

Mark Peter Tarlinton 827-45881, Section 68(1), 18 August 2011

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

Kali Samara Wunsch 821-17391, Section 68(1), 26 August 2011

Territory and Municipal Services

Bus Operator - Training \$53,245 - \$59,272

Ehsanullah Ahmazai 140-667, Section 68(1), 26 August 2011

Bus Operator - Training \$53,245 - \$59,272

Michael Ballat 140-680, Section 68(1), 26 August 2011

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

Thomas Bermingham 140-691, Section 68(1), 29 August 2011

Bus Operator - Training \$53,245 - \$59,272

Steven Herbert 140-674, Section 68(1), 26 August 2011

Bus Operator - Training \$53,245 - \$59,272

Derek Hickey 140-669, Section 68(1), 26 August 2011

Bus Operator - Training \$53,245 - \$59,272

Santosh Kumar 140-670, Section 68(1), 26 August 2011

Bus Operator - Training \$53,245 - \$59,272

Wayne McCardell 140-673, Section 68(1), 26 August 2011

Bus Operator - Training \$53,245 - \$59,272

Nicholas Moran 140-679, Section 68(1), 26 August 2011

Bus Operator - Training \$53,245 - \$59,272

Michael Murphy 140-671, Section 68(1), 26 August 2011

Bus Operator - Training \$53,245 - \$59,272

Gurvinder Singh 140-672, Section 68(1), 26 August 2011

Bus Operator - Training \$53,245 - \$59,272

Mohammed Tariq Zouiten 140-688, Section 68(1), 26 August 2011

Treasury

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

Victoria Andrews 820-90870, Section 68(1), 26 August 2011

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

Linsey Heritage 827-20051, Section 68(1), 29 August 2011

TRANSFERS

Health

Regina Ginich: 786-49715

From: \$108,239
Calvary Health Care ACT (Public)
To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 03957) (Gazetted)

Justice and Community Safety

Lyndall Nancarrow: 821-07185

From: Administrative Services Officer Class 2 \$44,960 - \$47,092
Health
To: Ambulance Support Officer 1 \$44,960 - \$47,092
Justice and Community Safety, Canberra (PN. 19755) (Gazetted 27 June 2011)

Lee-Anne Scott: 769-31696

From: Administrative Services Officer Class 3 \$49,306 - \$53,214
Territory and Municipal Services
To: Administrative Services Officer Class 3 \$49,306 - \$53,214
Justice and Community Safety, Canberra (PN. 11971) (Gazetted 12 May 2011)

PROMOTIONS

Canberra Institute of Technology

Centres

Central Support Centre

Bradley John Imhoff: 735-63808

From: Administrative Services Officer Class 6 \$66,198 - \$76,043
Canberra Institute of Technology
To: †Senior Officer Grade C \$83,816 - \$90,372
Canberra Institute of Technology, Canberra (PN. 00025) (Gazetted 14 July 2011)

Community Services

Children, Youth and Family Support

Youth

Adult and Youth Connection

Sarah Burkitt: 827-30401

From: Ambulance Support Officer 1 \$44,960 - \$47,092
Justice and Community Safety
To: Health Professional Level 2 \$50,796 - \$70,459
Community Services, Canberra (PN. 11826) (Gazetted 11 May 2011)

Housing and Community Services

Office of Multicultural and Aboriginal and Torres Strait Islander Affairs

Aboriginal and Torres Strait Islander

Gillian Eshman: 820-83216

From: Administrative Services Officer Class 5 \$61,295 - \$64,994
Community Services Directorate
To: †Senior Officer Grade C \$83,816 - \$90,372
Community Services, Canberra (PN. 24113) (Gazetted 23 June 2011)

Housing and Community Services

Office of Multicultural, Aboriginal and Torres Strait Islander Affairs

Office of Aboriginal and Torres Strait Islander Affairs

Maria Vincent: 792-35709

From: Administrative Services Officer Class 5 \$61,295 - \$64,994
Community Services
To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Community Services, Canberra (PN. 56094) (Gazetted 22 July 2011)

Education and Training

School Improvement

Aboriginal and Torres Strait Islander Education and Student Support Administration

Patricia Elmoudawar: 798-35843

From: Administrative Services Officer Class 2 \$43,289 - \$48,003
Education and Training
To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Education and Training, Canberra (PN. 34458) (Gazetted 20 June 2011)

Health

Office of the Chief Executive

Population Health

Adam Duffy: 829-66740

From: Health Professional Level 1 \$47,515 - \$61,074
Health
To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Health, Canberra (PN. 20399) (Gazetted 19 May 2011)

Deputy Chief Executive The Canberra Hospital and Health Service

Mental Justice Alcohol and Drugs

Alcohol and Drug Program

Christina Hannaford: 741-12283

From: Enrolled Nurse Level 1 \$46,825 - \$50,191
Health
To: Enrolled Nurse Level 2 \$51,032
Health, Canberra (PN. 24602) (Gazetted 21 July 2011)

Justice and Community Safety

ACT Law Courts and Tribunal Administration

Registry

Alyssa Barac: 821-07935

From: Administrative Services Officer Class 3 \$49,306 - \$53,214
Justice and Community Safety
To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Justice and Community Safety, Canberra (PN. 44446) (Gazetted 21 July 2011)

Emergency Services Agency

ACT Ambulance Service

Operations

Peter Deck: 261-49778

From: Intensive Care Paramedic 1 \$68,108 - \$75,676 plus penalties
Justice and Community Safety
To: †Intensive Care Paramedic 2 \$80,087 - \$88,986 plus penalties
Justice and Community Safety, Canberra (PN. 19347) (Gazetted 3 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.

Office of Regulatory Services

Compliance - Parking Review

Ben Thomas Johnston: 821-10683

From: Administrative Services Officer Class 2 \$43,289 - \$48,003
Justice and Community Safety
To: †Administrative Services Officer Class 3 \$49,306 - \$53,214
Justice and Community Safety, Canberra (PN. 04986) (Gazetted 12 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.

Office of Regulatory Services

Compliance

Parking Operations

Colin Peter John Lyons: 780-03041

From: Administrative Services Officer Class 4 \$54,956 - \$59,668
Justice and Community Safety
To: †Senior Officer Grade C \$83,816 - \$90,372
Justice and Community Safety, Canberra (PN. 21707) (Gazetted 24 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.

Office of Regulatory Services

Compliance

Parking Operations

Helen Martsoukas: 767-83451

From: Administrative Services Officer Class 2 \$43,289 - \$48,003
Justice and Community Safety

To: †Administrative Services Officer Class 4 \$54,956 - \$59,668
Justice and Community Safety, Canberra (PN. 03318) (Gazetted 1 April 2011)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Emergency Services Agency
ACT Ambulance Service
Operations**

Therese Moore: 608-14057

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 19350) (Gazetted 3 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.

**Emergency Services Agency
ACT Ambulance Service
Operations**

Phillip Marty Owen: 795-62857

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 19346) (Gazetted 3 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.

**Office of Regulatory Services
Business & Finance Services**

Leighton John Phipps: 817-45695

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 04281) (Gazetted 22 July 2011)

**Office of Regulatory Services
Compliance**

Compliance - Parking Review

Franco Rao: 821-13171

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 11968) (Gazetted 12 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.

**Office of Regulatory Services
Transport Regulation**

Road User Services

Tony Spasenoski: 780-02620

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 14903) (Gazetted 18 July 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.

**Office of Regulatory Services
Compliance**

Advice, Complaints, Review and Support

Diana Ubojic: 791-31934

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43467) (Gazetted 19 July 2011)

**Emergency Services Agency
ACT Ambulance Service
Operations**

Leanne Wren: 754-04827

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 19361) (Gazetted 3 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.

Territory and Municipal Services

Parks and City Services Division Parks and City Services Executive Business Services

Ross Burden: 256-53163

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

Territory and Municipal Services

To: †Senior Officer Grade A \$115,016

Territory and Municipal Services, Canberra (PN. 24415) (Gazetted 1 July 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.

Directorate Services

Corporate

Finance

Zan Zhao Li: 820-86732

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

Treasury

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

Territory and Municipal Services, Canberra (PN. 33201) (Gazetted 16 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.

Roads and Public Transport

Roads ACT

Traffic Management and Safety

Basiliki Savoulidis: 820-85529

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

Territory and Municipal Services

To: †Technical Officer Level 3 \$57,082 - \$64,764

Territory and Municipal Services, Canberra (PN. 29474) (Gazetted 22 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.

Treasury

Shared Services

Shared Services ICT

Finance and Accounting

Gaurav Bhatia: 821-06123

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

Justice and Community Safety

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

Treasury, Canberra (PN. 22470) (Gazetted 24 May 2011)

Shared Services

Shared Services ICT

Customer Relations - Health ICT

Toni Alison Dwyer: 607-72475

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

Health

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

Treasury, Canberra (PN. 24310) (Gazetted 23 June 2011)

Shared Services

Shared Services ICT

Operations, Platform Systems

Matthew Sullivan: 772-15747

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

Treasury

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

Treasury, Canberra (PN. 14579) (Gazetted 6 June 2011)