



ACT Government Gazette

Gazetted Notices for the week beginning 20 October 2011

VACANCIES

Calvary Health Care ACT (Public)

Clare Holland House

Home based palliative care

Registered Nurse Level 2 Home Based Palliative Care

Registered Nurse 2 \$72,960- \$77,472, Canberra (PN: 8902)

Gazetted: 25 October 2011

Closing Date: 15 November 2011

MANDATORY: Registered General Nurse with the APHRA. Must hold a current ACT unrestricted drivers licence HIGHLY

DESIREABLE: Minimum of 3 years cumulative post registration experience and at least 1 year recent post basic experience in Palliative Care Nursing. Demonstrated ability to provide an excellent standard of active, compassionate patient-centred care (acknowledging the patient and their significant others as a unit of care. Demonstrated effective interpersonal skills and the ability to communicate effectively with other members of the interdisciplinary health care team. Demonstrated competency in nursing practice, including exercising initiative and professional judgement, in assessing, negotiating, delivering and evaluating coordinated and compassionate care. Demonstrated capacity to lead mentor and precept new and/or less experience staff. Demonstrated understanding of the National Palliative Care Standards.

Evidence of participation in quality improvement, Clinical research and policy development. Evidence of commitment to professional development. Holds or working towards post graduate qualifications in palliative care nursing.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Bradley.Smith 02 6264 7300 brad.smith@calvary-act.com.au Applications can be forwarded to:

recruitment@calvary-act.com.au

Clare Holland House

Registered Nurse Level 2

Registered Nurse 2 Palliative Care \$72,960- \$77,472, Canberra (PN: 8323)

Gazetted: 25 October 2011

Closing Date: 15 November 2011

MANDATORY: Registered General Nurse with the APHRA. Must hold a current ACT unrestricted driver's licence.

HIGHLY DESIREABLE: Minimum of 3 years cumulative post registration experience and at least 1 year recent post basic experience in Palliative Care Nursing. Demonstrated ability to provide an excellent standard of active, compassionate patient-centred care (acknowledging the patient and their significant others as a unit of care. Demonstrated effective interpersonal skills and the ability to communicate effectively with other members of the interdisciplinary health care team. Demonstrated competency in nursing practice, including exercising initiative and professional judgement, in assessing, negotiating, delivering and evaluating coordinated and compassionate care. Demonstrated capacity to lead mentor and precept new and/or less experience staff. Demonstrated understanding of the National Palliative Care Standards.

Evidence of participation in quality improvement, clinical research and policy development. Evidence of commitment to professional development. Holds or working towards post graduate qualifications in palliative care nursing.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Kay Cooper 02 6264 7300 kay.cooper@calvary-act.com.au Applications can be forwarded to:

recruitment@calvary-act.com.au

Clare Holland House

Registered Nurse Level 2

Registered Nurse 2 Palliative Care \$72,960- \$77,472, Canberra (PN: 8125)

Gazetted: 25 October 2011

Closing Date: 15 November 2011

MANDATORY: Registered General Nurse with the APHRA. Must hold a current ACT unrestricted driver's licence.

HIGHLY DESIREABLE: Minimum of 3 years cumulative post registration experience and at least 1 year recent post basic experience in Palliative Care Nursing. Demonstrated ability to provide an excellent standard of active, compassionate patient-centred care (acknowledging the patient and their significant others as a unit of care. Demonstrated effective interpersonal skills and the ability to communicate effectively with other members of the interdisciplinary health care team. Demonstrated competency in nursing practice, including exercising initiative and professional judgement, in assessing, negotiating, delivering and evaluating coordinated and compassionate care. Demonstrated capacity to lead mentor and precept new and/or less experience staff. Demonstrated understanding of the National Palliative Care Standards.

Evidence of participation in quality improvement, clinical research and policy development. Evidence of commitment to professional development. Holds or working towards post graduate qualifications in palliative care nursing.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Kay Cooper 02 6264 7300 kay.cooper@calvary-act.com.au Applications can be forwarded to:

recruitment@calvary-act.com.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**

Disability ACT

Executive Unit

Executive

Director- Policy, Planning and Sector Development

Executive Level 1.2 \$180,627 to \$190,621 depending on current superannuation arrangements, Canberra (PN: 11/220)

Gazetted: 20 October 2011

Closing Date: 31 October 2011

The Director, Policy, Planning and Sector Development reports to the Executive Director, Disability ACT and is responsible for leadership across the Disability sector and the development and maintenance of strategic partnerships across government, community and industry groups. In particular, the Director: leads further development and implementation of a range of high quality support services across the ACT for children and young people with a disability; provides high level advice to Community Services Directorate Board of Management on disability policy direction; leads and manages organisational governance - ministerial; cabinet and assembly support for Ministers; and coordination of whole of Disability ACT input into government policies, leads the teams that will be responsible for implementation of agreed policy direction; Future Directions: Towards Challenge 2014 and service delivery strategies; consults at a high level with the broader ACT community regarding sustainable inclusive strategies for people with disability; represents ACT Government at a federal level on disability policy related issues; and leads whole of Disability ACT effort in the areas of: Aboriginal and Torres Strait Island policy and service model development; and community development and reform projects

Eligibility/Other Requirements: The Director should have a proven record in management of human services, as well as demonstrable skills in change management, financial acumen and effective leadership. In particular, he or she should have: an established record in policy development and implementation; high level negotiation and communication skills; impressive financial acumen; demonstrable skills in strategic planning, change management and effective leadership; and an active commitment to and a track record in involving consumers, families and community organisations in the ongoing operations of a human service agency.

Note: The successful applicant will be engaged under a performance based contract up to five years with an attractive remuneration package ranging from \$180,627 to \$190,621 depending on current superannuation arrangements, including a cash component of \$142,777.

Applications should be forwarded to: canberra@fordkelly.com.au.

If your application is not acknowledged within three working days, please contact Moiya Ford or Jeff Kelly (02) 6260 8788 canberra@fordkelly.com.au

Disability ACT

Policy, Planning and Sector Development

Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 24205)

Gazetted: 25 October 2011

Closing Date: 8 November 2011

This position is responsible for the provision of high-level advice to the Disability ACT Executive in relation to key policy, planning, intergovernmental and intra-governmental reform and community engagement in relation to issues that affect the lives of people with disability and the families who care for them, and for ensuring that the Policy and Planning Team delivers on its work plan. The position incumbent will be required to demonstrate a commitment to the Vision and Values of Disability ACT.

Eligibility/Other Requirements: Tertiary qualifications in a human services discipline are highly desirable and relevant experience is essential.

Note: This is a temporary position available for a period of 6 months with a possibility of extension.

Contact Officer: Sarah King (02) 6205 0889 sarah.king@act.gov.au

Disability Housing and Community Services

Housing ACT

Social Housing and Homelessness

Assistant Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 42466)

Gazetted: 20 October 2011

Closing Date: 8 November 2011

Social Housing and Homelessness Services is responsible for policy, planning, research and the management of service delivery agreements in relation to a broad range of community services, under the National Affordable Housing Agreement (NAHA). As a member of the management team, the Assistant Manager is responsible for program management and policy development in relation to social housing and homelessness services in line with the ACT Government's commitments under national funding agreements.

Eligibility/Other Requirements: A current driver's licence is essential. Tertiary qualifications in a relevant field highly desirable.

Contact Officer: Sarah Watson (02) 6205 7974 sarah.watson@act.gov.au

Housing and Community Services

Housing ACT

Gateway Services

Manager Gateway Services

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 26623)

Gazetted: 26 October 2011

Closing Date: 15 November 2011

The Manager of Gateway Services is responsible for providing leadership and direction to staff, clients and stakeholders accessing services from Housing ACT. The occupant of this position will manage the day-to-day operations of a busy frontline operational area that is responsible for providing housing assistance in a human services environment and supporting clients applying for social housing. The role includes decision making on a range of diverse and often complex issues and developing and maintaining networks and collaborative working relationships with community service organisations, to assist clients to access appropriate housing and community support services. The successful applicant will need to demonstrate that they have strong management and leadership skills, the ability to think strategically, excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential. Experience in using a range of IT business and office applications. A current driver's licence.

Contact Officer: Louise Griffiths (02) 6207 2376 louise.griffiths@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

Care and Protection Services

Youth Support and Transition Team

Senior Case Corker

Administrative Services Officer Class 6/Health Professional Level 3 \$66,198 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 26558, several)

Gazetted: 25 October 2011

Closing Date: 8 November 2011

The successful applicant will work within a team environment to assist in the setup and ongoing development of a new program aimed at young people and young adults; assist with the management of the project and support the Team leader; support young people transitioning from out of home care to adulthood; provide culturally appropriate services and programs; and develop resources, policies and procedure documents.

Eligibility/Other Requirements: Relevant qualifications e.g. Social Work, Psychology, Social Welfare, Social Science, Youth Work or related discipline are essential for employment as a Health Professional level 3. Applicants for these positions will have at least two years' experience working with children, youth and/or families in a social work/case management role. Possession of a current driver's licence.

Note: This is a temporary vacancy available asap until 30 June 2012 with the possibility of extension. Responses to the selection criteria should be no longer than half a page per criteria. This position will be filled at either the HP3 or ASO6 level, dependant on the qualifications, skills and experience of the successful applicant.

Contact Officer: Rebecca Cormack (02) 6205 3803 rebecca.cormack@act.gov.au

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Senior Policy Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 13391)

Gazetted: 21 October 2011

Closing Date: 8 November 2011

Social Housing and Homelessness Services is responsible for policy, planning, research and the management of service delivery agreements in relation to a broad range of community services, under the National Affordable Housing Agreement (NAHA). The Senior Policy Officer position will be responsible for a small portfolio of service agreements as well as related sector development and policy advice.

Eligibility/Other Requirements: Tertiary qualifications in a related discipline and/or community sector experience highly desirable though not essential.

Contact Officer: Michelle Anderson (02) 6205 3305 michelle.anderson@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.

Housing and Community Services

Housing ACT

Gateway Services

Team Leader

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 26621)

Gazetted: 26 October 2011

Closing Date: 15 November 2011

Housing ACT has an exciting opportunity for a self motivated and enthusiastic person to join its Gateway Services team as a Team Leader. The Team Leader is responsible for leading, developing and monitoring a team to deliver frontline human services. The Team Leader is also required to establish networks and community linkages that contribute to

outcomes for clients. The occupant of this position requires high level organisational skills and the ability to effectively prioritise work, meet deadlines and apply and contribute to policy development in the provision of client services.
Eligibility/Other Requirements: Experience in using a range of IT business and office applications. A current driver's licence.

Contact Officer: Louise Griffiths (02) 6207 2376 louise.griffiths@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.

Therapy ACT

School Age South Team

Intake Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 12090)

Gazetted: 25 October 2011

Closing Date: 8 November 2011

The successful applicant will be part of the Intake service for Therapy ACT. Duties include responding to enquires for services, the registration and the processing of referrals to Therapy ACT as well as redirecting referrers to more appropriate service providers.

Eligibility/Other Requirements: Well developed oral and written communication skills. Demonstrated ability to use a variety of computer applications in an MS windows environment, including databases and spreadsheets and a current driver's licence.

Note: This is a temporary position available for from 1 December 2011 until 7 November 2012 with the possibility of permanency from this selection process.

Contact Officer: Roz Fitzgerald (02) 6205 1259 roz.fitzgerald@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Youth Support and Transition Team

Youth Worker

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 26574)

Gazetted: 25 October 2011

Closing Date: 8 November 2011

The Youth Worker will work within a team environment to carry out the following duties: assist in the setup and ongoing development of a new program aimed at young people and young adults; mentor and support young people transitioning from out of home care to adulthood; and assist in the development and delivery of living skills programs. The Youth Worker will continue to engage with and support the young person, as necessary, until the client attains the age of 25 years. Youth Workers are expected to actively contribute to case planning for young people and young adults and develop program resources.

Eligibility/Other Requirements: Completion or partial completion of the Youth Worker Level 3 or 4 certificate. Possession of a current driver's licence.

Note: This is a temporary vacancy available asap until 30 June 2012 with the possibility of extension. Responses to the selection criteria should be no longer than half a page per criteria.

Contact Officer: Rebecca Cormack (02) 6205 3803 rebecca.cormack@act.gov.au

Therapy ACT

School Age South Team

Intake Officer

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 11108)

Gazetted: 25 October 2011

Closing Date: 8 November 2011

The position would commence in December 2011. The successful applicant will be part of the Intake service for Therapy ACT. Duties include responding to enquires for services, the registration and the processing of referrals to Therapy ACT as well as redirecting referrers to more appropriate service providers.

Eligibility/Other Requirements: Tertiary qualification or equivalent in designated allied health profession (Occupational Therapy, Physiotherapy, Speech Pathology, Psychology or Social Work). Well developed oral and written communication skills, demonstrated ability to use a variety of computer applications in an MS windows environment, including databases and spreadsheets and a current driver's licence.

Note: This is a temporary position available from 1 December 2011 until 7 November 2012 with the possibility of permanency from this selection process.

Contact Officer: Roz Fitzgerald (02) 6205 1259 roz.fitzgerald@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

Land Development

Strategy and Finance

Deputy Director-General

Executive Level 3.7 \$278,633 to \$294,793 depending on current superannuation arrangements, Canberra (PN: E664)

Gazetted: 20 October 2011

Closing Date: 7 November 2011

The Deputy Director General, Land Development, Strategy and Finance will lead the Land Development, Strategy and Finance Division in addressing the land demand for the affordable and sustainable development of the ACT; providing direction in financial and project management; facilitating strategic projects; and improving the use and management of government owned and leased properties.

Eligibility/Other Requirements: Candidates should be able to demonstrate leadership, highly developed strategic capability, policy development and inter-governmental relations. They should also have experience in dealing with policy, financial and people management issues. Experience in government, the wider community and business would be highly regarded.

Note: The successful applicant will be engaged under a performance based contract up to five years with an attractive remuneration package ranging from \$278,633 to \$294,793 depending on current superannuation arrangements, including a cash component of \$230,856.

Contact Officer: David Dawes (02) 6207 3331 david.dawes@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

Learning Teaching

Director's Office

Project Coordinator

School Leader B \$98,077, Canberra (PN: 17454)

Gazetted: 26 October 2011

Closing Date: 9 November 2011

Support the Manager to develop and achieve section strategic goals and implement the section plan. Assist the Manager to manage the human, financial and physical resources of the section to achieve optimal social and educational outcomes for all students.

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

Note: This is a two year project based position that will be filled as a substantive School Leader B as either transfer or promotion until December 2013. This is an office based teaching position and school standdown periods do not apply. Flextime arrangements are available.

Contact Officer: Trish Wilks (02) 6205 9205 trish.wilks@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

Tuggeranong Network

Calwell High School

Executive Teacher - Arts

School Leader C \$91,769, Canberra (PN: 25345)

Gazetted: 20 October 2011

Closing Date: 3 November 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 4 years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Peter Sollis (02) 6205 6833 peter.sollis@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.

Tertiary and International Education

Training and Tertiary Education

Business Processes and Systems

Industry Liaison Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 02371)

Gazetted: 21 October 2011

Closing Date: 4 November 2011

The Training and Tertiary Education Branch is seeking an enthusiastic applicant to liaise with staff and all associated stakeholders. The successful applicant will use high level public relation skills to implement and continuously improve a structured, client focussed communication strategy. They will be responsible for high quality web based information, use of social media, provision of written briefs, resolution of complaints and proactive response to emerging issues.

Eligibility/Other Requirements: Relevant tertiary qualifications in Public Relations or Communication are desirable.

Contact Officer: Melissa Pinney (02) 6205 8538 melissa.pinney@act.gov.au

**School Improvement
South and Weston Network
Duffy Primary School
Business Manager**

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 25785)

Gazetted: 21 October 2011

Closing Date: 4 November 2011

Duffy Primary School is seeking a highly motivated Business Manager to be responsible for managing the school's administrative and financial systems. The successful applicant will be required to supervise administrative staff members, liaise with contactors and directorate personnel, and provide advice to parents, members of the general public, and professional staff. The position involves providing administrative support to the school principal and the School Board, and other budgetary and operational tasks. The position also requires a strong understanding of the needs of mobile students, special needs students and their families.

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

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

**School Improvement
South and Weston Network
Lyons Early Childhood School
Business Manager**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 00610)

Gazetted: 21 October 2011

Closing Date: 4 November 2011

Lyons Early Childhood School is seeking a resilient and enthusiastic Business Manager to be responsible for the school's administrative and financial systems. The successful applicant will be required to supervise administrative staff members, liaise with contractors and directorate personnel, and provide advice to parents, members of the public and professional staff. The position involves providing administrative support to the principal and School Board, and other budgetary and operational tasks. The position also requires a strong understanding of the needs of mobile students, special needs students and their families.

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

Contact Officer: Mary Hutchinson (02) 6205 5700 mary.hutchinson@ed.act.edu.au

**School Improvement
North and Gungahlin Network
Gold Creek School
Office Manager**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 00572)

Gazetted: 21 October 2011

Closing Date: 4 November 2011

Gold Creek School is seeking a highly motivated and engaging person to provide administrative support to the Principal, Business and Facilities Manager and staff throughout the school. The successful applicant will assist with the management of the school's financial systems and budget preparation for the campuses. The position involves the supervision of non-teaching staff and liaising with staff, students, parents, community members, directorate personnel and contractors to ensure a high quality customer service.

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

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

**School Improvement
Human Resources
Various ACT Schools**

**Building Service Officer
Building Service Officer \$38,248 - \$41,947, Canberra (PN: BSORegNov11)**

Gazetted: 25 October 2011

Closing Date: 11 November 2011

The Building Service Officer (BSO) Relief Pool is currently recruiting to fill casual and temporary vacancies in a variety of locations across the ACT public school system. Duties include assuming responsibility for school security and hazards, maintaining the school buildings and grounds in a safe, clean and tidy condition and undertaking minor repairs to buildings, grounds, fittings, furniture and equipment. A merit list will be established from this Building Service Officer relief pool recruitment process which will be used to fill all Building Service Officer vacancies (casual, temporary and permanent) that may arise within the next 12 months. Applicants must be part of the BSO Relief Pool to be eligible to apply for permanent positions as they become available.

Eligibility/Other Requirements: A current driver's licence and reliable transport are required. Trade skills will be viewed favourably.

Note: A position on the BSO Relief Pool register does not guarantee a permanent position. Applicants should complete the Application Pack provided on www.jobs.act.gov.au Applicants will need to return a completed and signed Referee Report (included) with their application.

Contact Officer: Trish Beck (02) 6205 8259 BSO.Reliefpool@ed.act.edu.au

**School Improvement
North and Gungahlin Network
Gungahlin College
Learning Support Assistant
School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 21032)**

Gazetted: 21 October 2011

Closing Date: 4 November 2011

Gungahlin College is seeking a highly motivated person to work as part of a collaborative team to provide high-level personal and educational support to students with special needs and moderate disabilities. The successful applicant may be responsible for the physical well being of a student or groups of students.

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

Note: This is a permanent position commencing on the 28 January 2012.

Contact Officer: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

Environment and Sustainable Development

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

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

Regulation and Services

Corporate

Legislation

Assistant Supervisor

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 15455)

Gazetted: 26 October 2011

Closing Date: 9 November 2011

The Legislation Section develops, coordinates and delivers the legislation program for the Environment and Sustainable Development Directorate. It works closely with Parliamentary Counsel's Office, Government agencies and industry. The occupant of the position will be part of a small dynamic team that delivers the legislation work program for the Directorate. The successful applicant will manage different aspects of the legislation development process. This work will include: policy research, analysis and development; the coordination and management of resources to ensure that legislation is delivered on time; the preparation of cabinet submissions, briefings, regulatory impact statements and explanatory statements; interaction with Parliamentary Counsel's Office including drafting instructions, reviewing drafts, resolution of issues; final clearance; advice on and interpretation of existing and proposed legislation including the interaction of different legislation; work as part of a self managing team that supports each member to deliver outcomes; assisting other sections in the Environment and Sustainable Development Directorate to review and develop legislation within their area of responsibility; assisting the Manager of the Legislation Section in the assessment of priorities, effective allocation of resources, and overall coordination of the section; guiding and supervising staff in a multi disciplinary team environment; undertaking discussions and negotiations with industry to progress organisation goals within the context of Government direction; consulting with other Government agencies and obtaining agreement on legislative proposals.

Contact Officer: David Dunstan (02) 6207 1716 david.dunstan@act.gov.au

Regulation and Services

Corporate

Legislation

Senior Policy Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 15261, expected vacancy)

Gazetted: 26 October 2011

Closing Date: 9 November 2011

The Legislation Section develops, coordinates and delivers the legislation program for the Environment and Sustainable Development Directorate. It works closely with Parliamentary Counsel's Office, Government agencies and industry. The occupant of the position will be part of a small dynamic team that delivers the legislation work program for the Directorate. The successful applicant will manage different aspects of the legislation development process. This work will include: policy research, analysis and development; the coordination and management of resources to ensure that legislation is delivered on time; the preparation of cabinet submissions, briefings, regulatory impact statements and explanatory statements; interaction with Parliamentary Counsel's Office including drafting instructions, reviewing drafts, resolution of issues; final clearance; advice on and interpretation of legislation including the interaction of different legislation and impacts of proposed changes on related legislation; work as part of a self managing team that supports each member to deliver outcomes; assisting other sections in the Environment and Sustainable Development Directorate to review and develop legislation within their area of responsibility; assisting with discussions and negotiations with industry on legislative proposals and implementation programs consistent with Government directions; and consulting with other Government agencies on legislative proposals.

Eligibility/Other Requirements: Tertiary qualifications in law and/or experience in the interpretation and development of legislation and legislative instruments is required. Experience in environmental law or planning regulation is desired.

Contact Officer: David Dunstan (02) 6207 1716 david.dunstan@act.gov.au

Planning Delivery
Development Delivery
Territory Plan Review and Implementation
Senior Planning Officer
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 17451)

Gazetted: 21 October 2011

Closing Date: 8 November 2011

The Territory Plan Review and Implementation Section is seeking an experienced planner with a high level of understanding of the ACT or other planning system. The person should be able to research, develop policy and exercise sound judgement to resolve complex and multifaceted issues. The person will have excellent communication, negotiation and project management skills and be able to work in a team environment.

Eligibility/Other Requirements: Qualifications in regional and urban planning, geography, architecture, social sciences or related discipline and/or significant work experience in urban planning are essential.

Note: This is a temporary vacancy available until 27 April 2012.

Contact Officer: Sonya Moser (02) 6207 2435 sonya.moser@act.gov.au

Planning Delivery
Development Delivery
Territory Plan Review and Implementation
Planning Officer
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 15469)

Gazetted: 25 October 2011

Closing Date: 8 November 2011

The Territory Plan Review and Implementation Section is seeking a motivated person with planning expertise to provide policy research and advice and prepare draft variations to the Territory Plan. Demonstrated well developed research skills coupled with a sound understanding of the ACT or other planning system are required. The applicant should also possess problem solving skills, excellent communication skills and be able to exercise sound judgement and meet tight timeframes.

Eligibility/Other Requirements: Qualifications in regional and urban planning or a related field would be an advantage.

Note: This is a temporary position for the period asap until 29 June 2012 with the possibility of extension.

Contact Officer: Sonya Moser (02) 6207 2435 sonya.moser@act.gov.au

Planning Policy
City Planning
Land and Infrastructure Planning
Planning Officer
Administrative Services Officer Class 5/6 \$61,295 - \$76,043, Canberra (PN: 19864)

Gazetted: 26 October 2011

Closing Date: 15 November 2011

Are you interested in helping to plan Canberra's new areas? Do you have a background and experience in town planning? Are you a self-starter with well developed organisation skills? If so, an exciting opportunity is available with the Environment and Sustainable Development Directorate. Within a team environment, you will assist with planning for new districts and suburbs, managing consultants and provide planning advice.

Eligibility/Other Requirements: Qualification and experience in town planning is highly desirable.

Note: This position will be filled at either the ASO5 or ASO6 level, dependant on the skills, experience and suitability of the successful applicant.

Contact Officer: Trina McFarlane (02) 6207 1920 trina.mcfarlane@act.gov.au

Planning Delivery
Development Delivery
Territory Plan Review and Implementation
Project Officer
Administrative Services Officer Class 4/5 \$54,956 - \$64,994, Canberra (PN: 00291)

Gazetted: 21 October 2011

Closing Date: 8 November 2011

The Territory Plan Variation Unit is seeking a highly motivated person with well developed organisational, analytical, GIS, mapping and technical writing skills to assist with the administration of the Territory Plan. The successful applicant will be required to assist with the maintenance of spatial data and the preparation of variations to the Territory Plan.

Eligibility/Other Requirements: Tertiary qualifications or experience in planning, geographic information systems, urban geography or related disciplines are desirable.

Note: This is a temporary position from 15 December 2011 until 29 June 2012. This position will be filled at either the ASO4 or ASO5 level, dependant on the skills and experience of the successful applicant.

Contact Officer: Hannes Botha or Marijke Gilchrist (02) 6207 1773 or (02) 6207 1962 johannes.botha@act.gov.au or marijke.gilchrist@act.gov.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>

Canberra Hospital and Health Services

Surgical and Critical Care Services

Medical Imaging

General Radiologist

Staff Specialist Band 1-5 \$137,660-\$169,877 Senior Specialist \$185,984

Gazetted: 27 October 2011

Closing Date: 10 November 2011

The Position: Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. It is expected that the applicants will have considerable experience and expertise in General radiology. Duties include provision of clinical services, participation in the on call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. A sub-speciality area of expertise is desirable but not mandatory. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, helical CT, Ultrasound, Nuclear Medicine (with PET) and Interventional Radiology with a complex and interesting workload. The Department has fifteen salaried staff specialist (13.8 FTE), nine Registrar positions and one fellow that are fully accredited with the Royal Australian and New Zealand College of Radiologists.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$137,660-\$169,877 Senior Staff Specialist: \$185,984

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-15% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$223,841 - \$296,752.

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

Note: For full advertisement and further details please refer to www.health.act.gov.au

Contact Officer: Barbara Reid, Executive Director, Surgery and Oral Health (02) 6244 3515

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

Canberra Hospital and Health Services

Surgery and Oral Health

Plastic Surgery Unit

Plastic Surgery

Staff Specialist Band 1-5 \$137,660-\$169,877 Senior Specialist \$185,984

Gazetted: 27 October 2011

Closing Date: 10 November 2011

The Position: Positions are available at Canberra Hospital for Plastic Surgeons to join the Plastic Surgery Unit and to provide comprehensive services in Plastic Surgery for patients in the ACT and surrounding NSW. The Plastic Surgery Unit is a busy service and has access to excellent imaging and diagnostic facilities. The current service manages on average 900 patient separations per annum. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National University (ANU) Medical School. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$137,660-\$169,877. Senior Staff Specialist: \$185,984. Visiting Medical Officer - Negotiable Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-15% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$223,841 - \$296,752.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, and Fellowship of the Royal Australasian College of Surgeons or an equivalent higher specialist qualification.

Note: For full advertisement and further details please refer to www.health.act.gov.au

Contact Officer: Barbara Reid, Executive Director, Surgery and Oral Health (02) 6244 3515 Applications can be forwarded

to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

Strategy and Corporate

Professional Leadership, Research and Education

Clinical School

Director of Research

Staff Specialist Band 1-5 \$137,660-\$169,877 Senior Specialist \$185,984

Gazetted: 27 October 2011

Closing Date: 10 November 2011

The Health Directorate Research Office, located at The Canberra Hospital, is seeking a part-time Director to provide administrative leadership within the Research Office and more broadly research leadership within the ACT Health Directorate. It is expected the position will be held conjointly with a Senior Staff Specialist appointment within the Canberra Hospital and Health Services. The successful applicant is expected to have track record of successful research in a health/medical area to a level which would make them eligible for a level D or E academic status in the Medical School of the Australian National University. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing most major medical and surgical sub-specialty services. Canberra is a beautiful city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to numerous national icons and monuments. The coast and ski fields are an easy day trip, is within a 3 hour drive from Sydney and there are regular air links to all major cities in Australia. Remuneration packages for specialists in the ACT are generous. For specific information and to apply for the above vacancies visit ACT Health at www.health.act.gov.au/employment (click on 'Current Vacancies' then 'Medical Officers'). Contact details, type of appointment (staff specialist or visiting medical officer) and the remuneration will be indicated. An excellent relocation allowance is available to assist with relocation of staff specialists to Canberra. Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of an Australasian College or an equivalent higher specialist qualification. Possession of higher research qualifications. Hold, or be eligible to hold, a level D or E position within an affiliated university.

Note: This position is part-time at 24 hours per week. Contact Officer: Professor Paul Gatenby (02) 6244 4043
Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

**Canberra Hospital and Health Service
Critical Care and Imaging
Assistant Director of Nursing - Intensive Care Unit
Registered Nurse Level 4.3 \$108,239, Canberra (PN: 14143)**

Gazetted: 27 October 2011

Closing Date: 3 November 2011

The Division of Critical Care and Imaging are seeking applications from suitably qualified registered nurses to undertake a senior nursing position as Assistant Director of Nursing for the Intensive Care Unit at Canberra Hospital. The successful applicant will be required to demonstrate a strong leadership style, have excellent communication skills and the ability to develop positive working relationships to manage the many challenges of this role. In addition applicants must have the ability to demonstrate a range of skills and knowledge that promote timely decisions involving an interdisciplinary team to develop strategies in response to changing organisational needs. The successful applicant will report professionally to the Director of Nursing for Division of Critical Care and Imaging.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Note: Interested persons are invited to submit application in writing by addressing the selection criteria and attach current curriculum vitae with the names of two referees.

Contact Officer: Jeannette Maccullagh (02) 6244 3037 jeanett.maccullagh@act.gov.au

**Director General Reports
Office of Director General
Executive Coordination
Secretariat and Research/Project Officer
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 26489)**

Gazetted: 27 October 2011

Closing Date: 3 November 2011

The Executive Coordination Unit within the Health Directorate is seeking a skilled and motivated officer to provide high level Secretariat services and strategic research and project support to the Local Hospital Network Council (LHN Council) and the Clinical Senate. The successful applicant must possess highly developed written and oral communication skills, policy development and advisory skills and have a sound understanding of community consultation processes and principles. In addition, well developed interpersonal and liaison skills, including representation and negotiation would be an advantage. The position will also be responsible for providing high level research and project support to the LHN Council and Clinical Senate. In this context, the applicant will also need to possess an understanding of the policy management cycle process and ability to advice on health and related policy issues. The person will work closely with the Chairs of the Council and Senate to progress the plans and initiatives for the provision of health services.

Note: The position is for permanent filling and will be located at 11 Moore Street, Civic. The successful applicant will be required to meet regularly with the Chairs to ensure the relationship between the Health Directorate and these important forums is maintained. Attendance at meetings after hours may be required. If you think you would like to work within a dedicated and dynamic team please submit your full application addressing the selection criteria to the contact officer. The suitable applicant may be chosen on the basis of selection documentation and referee reports only. It would be highly desirable to have the successful applicant commence in the position as soon as possible.

Contact Officer: Tania Poulos (02) 6205 0829 tania.poulos@act.gov.au

**Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
CC-Nursing
Community Nurse**

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 22704, several)

Gazetted: 27 October 2011

Closing Date: 3 November 2011

The Community Care Program is seeking applications from Registered Nurses to fill full-time and part-time Registered Nurse Level 2 permanent positions. These positions are available from January 2012 at Belconnen and Tuggeranong 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 Nursing and Midwifery Board of Australia through 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 is highly desirable.

Note: Applicants should apply online to the Health Directorate 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: Heather Manton/Patricia Holmes (02) 6205 2717 / (02) 6205 1285

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Fire Safety and Transport Coordinator

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 12817, expected vacancy)

Gazetted: 27 October 2011

Closing Date: 3 November 2011

Client Services, Security and Emergency are a section within Business and Infrastructure branch, which provides a range of services to support the Health Directorate. The section is seeking the right applicant who possesses high level customer service and negotiating skills, training qualifications and experience and other relevant qualifications and experience to fulfil the role of Fire Safety and Transport Coordinator. Reporting to the Fire Safety and Transport Manager, this position is also responsible for the operational requirements of Health Directorate Parking Operations and facilitation of Fire and Emergency training across the Directorate.

Eligibility/Other Requirements: Experience in health care specific Fire Safety Management training and/or have equivalent training/experience in relevant field. Certificate IV level or equivalent qualification in workplace training and assessment or ability to quickly obtain is highly desirable. Health Care Industry Fire Safety Management Level 2 Fire Safety Officer Qualification or ability to obtain is also highly desirable. Duties of the position include the requirement to occasionally drive vehicles; therefore possession of an unencumbered driver's licence is important (ACT Government Class C or equivalent).

Note: Applicants may be assessed based on written application only and should address the selection criteria. Current curriculum vitae and written referee reports must accompany the application.

Contact Officer: Michael Warylo (02) 6244 2114

Director General Reports

Population Health

Health Protection Service

Policy Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 04441)

Gazetted: 27 October 2011

Closing Date: 3 November 2011

The Environmental Health Project Team, Health Protection Service, is looking for someone to join a small, highly motivated team with a diverse range of responsibilities.

Are you someone interested in working in public health, for a branch that manages risks and implement strategies for the provision of and timely response to public health events? This position may be for you.

Note: the position is located in Holder, Weston Creek.

Contact Officer: Nicola Clark (02) 6205 1720

Canberra Hospital and Health Service

Surgery and Oral Health

Medical Imaging

Nuclear Medicine Technologist/Scientist

Health Professional Level 2 - Medical Imaging \$50,796 - \$70,459, Canberra (PN: 28989)

Gazetted: 27 October 2011

Closing Date: 3 November 2011

The Canberra Hospital is seeking a qualified Nuclear Medicine Technologist/Scientist to work in a modern, accredited teaching hospital. This position is available for an accredited professional with an interest in developing high standards in a professional team. The section has four gamma cameras, two with dual head capabilities and one with SPECT/CT and offers a comprehensive range of diagnostic and therapeutic procedures. The work is rewarding and varied and includes paediatric, cardiac, oncology, and SPECT/CT. Opportunity for work/training in P.E.T will also be involved.

Eligibility/Other Requirements: Bachelor of Medical Radiation Science (Nuclear Medicine) or equivalent. Eligibility for accreditation by the Australian and New Zealand Society of Nuclear Medicine. Eligibility for registration with the Medical Radiation Science board in the ACT and Radiation Licence (ACT).

Note: Applicants must address the selection criteria and supply two written referee assessments of the same. Selection may be based on written application and referee reports only.

Contact Officer: Chris McLaren (02) 6244 2439

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Trainee Dental Technician

Trainee Technical Officer \$41,302-\$45,785, Canberra (PN: 20128)

Gazetted: 27 October 2011

Closing Date: 3 November 2011

The Dental Health Program Dental Laboratory is seeking applications for the position of Trainee Dental Technician. The successful applicant must have the ability, and be willing to, attend Royal Melbourne Institute of Technology on a block release basis for a period of three years. The traineeship itself is for a period of four years, with the last year being exclusively on the job training. Applicants should be highly motivated and enthusiastic self starters, and will work as a member of a small team in the delivery of high quality, customer focussed, Dental Prosthesis and Appliances.

Eligibility/Other Requirements: The successful applicant will be required to sign an agreement/contract with a relevant Australian Apprenticeships and Traineeship Centre such as Caloola. Some knowledge of the concepts and skills in dental technology would be beneficial but not essential.

Contact Officer: Alan Davis (02) 6205 2184

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

Human Rights Commission

Human Rights and Discrimination

Human Rights and Discrimination Law Policy Adviser

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 48981)

Gazetted: 26 October 2011

Closing Date: 2 November 2011

The position offers a challenging opportunity for an enthusiastic person interested in human rights and discrimination legal issues across a wide range of topics. The right person will use her or his initiative to provide high level legal policy advice in relation to the *Human Rights Act 2004* and *Discrimination Act 1991*, undertake systematic research and strategic reviews, design and deliver community education and engagement activities, and coordinate the handling of discrimination complaints.

Eligibility/Other Requirements: Knowledge of and commitment to human rights and discrimination law and practice, complaint handling experience, and tertiary or other qualifications in law or related fields are highly desirable.

Note: This is a temporary, part-time position, at 22:03 hours per week available from February 2012 to January 2013, with the possibility of extension.

Contact Officer: Helen Watchirs (02) 6205 2222 helen.watchirs@act.gov.au

ACT Government Solicitor

Executive

Manager, Operations

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 09987)

Gazetted: 25 October 2011

Closing Date: 8 November 2011

The ACT Government Solicitor (ACTGS) seeks a suitably experienced Manager Operations to oversee the management of human resources, including establishment, recruitment and staff development for the ACTGS. The successful applicant will make recommendations on policy and procedural initiatives to ensure the effective and efficient operation of the office. Important functions of the position include managing and supporting the infrastructure services of the office, controlling the performance agreement and appraisals program for the office and being responsible for the operational management of the ACTGS. You will be required to supervise the Office Assistant and support staff within the office. This position will work closely with the Manager, Governance and Finance to ensure timely and quality advice is provided to the Solicitor-General and other ACTGS officers.

Eligibility/Other Requirements: Experience in office management especially in the area of human resources would be highly desirable.

Contact Officer: Sky Sim (02) 6207 0634 sky.sim@act.gov.au

Office of Regulatory Services

Compliance

Parking Review

Senior Review Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 13861)

Gazetted: 26 October 2011

Closing Date: 9 November 2011

Under general direction of the Team Leader, Parking Review: Support and assist the Team Leader of the Parking Review Unit, including the supervision and training of staff. Distribute work, collect operational statistics and maintain records. Assist staff with more complex work matters as required. Carry out functions delegated under the *Road Transport (General) Act 1999*. Prepare and serve summonses related to parking matters. Coordinate workload of matters being brought to prosecution. Assist with complex investigations and preparation of detailed responses to correspondence disputing Parking Infringement Notices. Represent the unit at meetings in the absence of the Team Leader. Prepare Briefs of Evidence, Certificates and Statements in accordance with legislative requirements. Give evidence before the ACT Magistrates Court as required. Provide a high-level of customer service in accordance with the functions and responsibilities of the unit. Research and prepare correspondence involving a high level of technical and legal input relating to parking disputes. Assist with procedures to ensure a high level of data integrity and accuracy. Assist senior staff members in the operations of the unit to ensure unit objectives are achieved. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current driver's licence.

Note: This is a temporary position available from 18 November 2011 until 31 May 2012 with the possibility of extension.

Contact Officer: Danielle Gutteridge (02) 6207 7099 danielle.gutteridge@act.gov.au

Public Trustee for the ACT

Executive Officer

Trust Officer Level 1 \$54,417 - \$62,592, Canberra (PN: 42517)

Gazetted: 20 October 2011

Closing Date: 27 October 2011

The Public Trustee is looking for a person who has the necessary experience to perform the duties as the Executive Officer for the Capital Region Community Foundation, GreaterGood. The successful Applicant will act as liaison between the Trustee and Board and carry out administrative duties of the position.

Eligibility/Other Requirements: Demonstrated experience in a similar position or professional qualifications in related fields is essential. A valid driver's licence and computer literacy applications are considered essential.

Note: The selection may be based on application and referee reports only, applicants should include two referee reports with their application. The successful applicant may be required to rotate throughout other positions at the same classification within the Public Trustee for the ACT.

Contact Officer: Andrew Taylor (02) 6207 9800 andrew.taylor@act.gov.au

Legislative Assembly Secretariat

Committee Office

Senior Research Officer

Administrative Service Officer Class 6 \$66,198 - \$76,043, Canberra (PN: COMM310)

Gazetted: 21 October 2011

Closing Date: 4 November 2011

Applications are invited for the position of Senior Research Officer, in the Committee Office of the Legislative Assembly for the ACT. The Committee Office provides procedural advice and administrative and research support to the Standing and Select Committees of the ACT Legislative Assembly. The Senior Research Officer will assist committee secretaries, primarily in the preparation of draft reports and research assistance. The key responsibilities of the position will be: The preparation of draft reports and research assistance for an Assembly committee, including the preparation of briefs, papers and other background material for consideration by the committee; Provision of administrative assistance for committee operations, particularly in the preparation of material for, and organisation of, committee meetings and public hearings; Preparation of correspondence and responding to inquiries from the public; and Management and security of committee records. Applicants will have good research and analytical skills as well as organisation skills of a high order, be highly skilled communicators and have an ability to work effectively within a small but dedicated team.

Contact Officer: Andrew Snedden (02) 6205 0199 andrew.snedden@parliament.act.gov.au Applications can be forwarded to: The Recruitment Officer Legislative Assembly Secretariat GPO Box 1020 CANBERRA ACT 2601

Hansard, Communications and Library

Customer Service Officer

Administrative Service Officer Class 3 \$49,306 - \$53,214, Canberra (PN: HANS512)

Gazetted: 21 October 2011

Closing Date: 11 November 2011

Applications are sought from suitably qualified and experienced people to undertake the following Customer Service position in the ACT Legislative Assembly Library. As a member of the library team you will be dedicated to customer service and teamwork and have the communication skills to build effective relationships with staff and Members. In this role you will contribute to the provision of quality library services, maintain library collections and oversee the maintenance of office equipment. You will also be required to process invoices for payment and maintain financial records. You will participate in continuing learning development and as part of the library team's contribution to the Secretariat's strategic directions.

Note: Applications close Friday 11 November 2011

Contact Officer: Siew Chin Scholar (02) 6205 0395 Siew.Chin.Scholar@parliament.act.gov.au Applications can be forwarded to: The Recruitment Officer ACT Legislative Assembly GPO Box 1020 CANBERRA ACT 2601

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

Major Capital Works

Project Officer

Senior Professional Officer Grade C \$83,816 - \$90,372, Canberra (PN: 24821)

Gazetted: 24 October 2011

Closing Date: 15 November 2011

The Major Capital Works is a section within the ACT Government's, Roads and Public Transport Division responsible for the delivery of major road and public transport infrastructure projects within the ACT. Due to the recent growth in funding associated with the Transport for Canberra capital works program an opportunity exists for a dynamic project officer to be involved in the implementation of these exciting projects. Ideally the successful candidate will have a background in project management in the delivery of capital works projects associated with road and/or public transport related projects. Eligibility/Other Requirements: An Engineering Degree or Engineering Certificate and preferably a qualification in project management.

Contact Officer: Carl Dias (02) 6205 8605 carl.dias@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.

Directorate Services

Operational Support

Asset Acceptance

Compliance and Inspection Officer

Technical Officer Level 3 \$57,082 - \$64,764, Canberra (PN: 12328, several)

Gazetted: 25 October 2011

Closing Date: 8 November 2011

The position is responsible for the assessment and endorsement of driveway, stormwater and waste related applications to facilitate Building Approval. The assessment involves on-site formwork inspections, stormwater easement checks, stormwater sump conversions and providing technical and general policy advice relating to these matters. The position is also a contact point for enquiries received by the section and assists with general coordination of proposals within TAMS. Eligibility/Other Requirements: Associated diploma or Tertiary qualifications in relations to public infrastructure works essential. Extensive experience relevant experience to competently perform the duties of this position will be considered at the discretion of the Senior Manager. ACT/NSW driver's licence essential.

Note: There are two positions available one permanent and one temporary until 30 June 2014.

Contact Officer: Guni De Silva (02) 6207 6888 gunisiri.desilva@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 ICT

Executive Director

Executive Level 2.5 \$233,667 to \$247,036 depending on current superannuation arrangements, Canberra (PN: 11/219)

Gazetted: 21 October 2011

Closing Date: 7 November 2011

FAST-PACED SERVICE DELIVERY

CONTEXT SIGNIFICANT SIX FIGURE \$\$ PACKAGE

CANBERRA-BASED

The Shared Services Division within the Treasury Directorate provides a range of tactical and transactional services to ACT Government Directorates including procurement, ICT, finance, human resource, publishing and records. Treasury is seeking an Executive Director to lead the Shared Services Information, Communications and Technology team. This major service delivery arm provides a comprehensive range of ICT and allied services to all ACT Government Directorates as well as to ACT Government schools and the Canberra Institute of Technology. It operates within a modern ICT environment that includes four major data centres and an extensive private opticalfibre and data network. Services delivered include desktop support, ICT project management and business system development and support. The Executive Director, ICT is a key member of the Shared Services Executive Management Team and displays strong strategic leadership and people management abilities. Political astuteness; high-level relationship building skills; a track record in continually improving service delivery; and the ability to respond effectively in a fast-paced environment are needed to fulfil this role. A term appointment of up to five years will be offered under attractive senior executive terms and conditions. Members of Australian Government CSS or PSS superannuation schemes will have existing entitlements and

benefits fully maintained. Before applying, please obtain position information and selection criteria from canberra@fordkelly.com.au quoting reference number 11/219.
Contact Officer: Moiya Ford or Jeff Kelly (02) 6260 8788 canberra@fordkelly.com.au

Shared Services

Shared Services ICT/Customer Relations

Health ICT-Health Projects

Senior Project Program Manager

Senior Officer Grade A \$115,016, Canberra (PN: 01493, several)

Gazetted: 25 October 2011

Closing Date: 8 November 2011

The role provides project management services across Clinical, Support, capital Asset Development or Digital Health Programs of work, ensuring scope, cost, Schedule and risk are managed appropriately within their individual projects. Eligibility/Other Requirements: May be required to manage multiple and complex projects/programs directly, depending on the workload within the Health portfolio. Relevant tertiary qualifications in ICT, Management or Healthcare would be advantageous. Knowledge of MSP, PRINCE2, and ITIL frameworks would be highly advantageous. Knowledge of/or experience in the Health environment would be advantageous.

Note: This is a temporary position available until 30 June 2013.

Contact Officer: Peter Jeffery (02) 6207 7826 peter.jeffery@act.gov.au

Shared Services

Shared Services ICT

Customer Relations/Service Level Management

Service Level Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 14493)

Gazetted: 24 October 2011

Closing Date: 8 November 2011

The successful applicant will be required to manage proactively a catalogue of ICT services and associated performance measures, foster strong relationships with client business groups and operational groups, implement effective service level agreements, service level performance monitoring and reporting, promote continuous service improvement, and provide assistance in the annual recurrent ICT budget process.

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

Contact Officer: Chris Tully (02) 6207 9678 chris.tully@act.gov.au

Shared Services

Shared Services ICT

Business Development/Online Systems

Web Accessibility and Usability Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 26006, several)

Gazetted: 26 October 2011

Closing Date: 9 November 2011

Provide support and advice on usability and WCAG 2 to ACT Government directorates and school staff including undertaking remedial action when required. Undertake project work, individually or as a team member, in the areas of information management and information and communications technology.

Eligibility/Other Requirements: Certificate IV in Information Technology (Web Design) or higher and a minimum of two years work experience in web would be an advantage.

Note: This is a temporary position available until the 30 June 2012.

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

Shared Services

Shared Services ICT

Finance and Accounting

Voice Reporting Audit Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 14276)

Gazetted: 24 October 2011

Closing Date: 7 November 2011

Perform compliance audits and reconciliations of services using the Voice Networks Management System (VNMS) as the central repository for all voice and mobile services for ACT Government. Generate monthly KPI reports and export to the web for Whole of Government customers.

Note: This is a temporary position available from 5 December 2011 until 3 August 2012.

Contact Officer: Zoe Silec (02) 6207 5019 zoe.silec@act.gov.au

Shared Services

Human Resources

Record Services

Supervisor, File Management

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 29014)

Gazetted: 24 October 2011

Closing Date: 31 October 2011

Record Services is seeking an enthusiastic and dedicated person to fill the role of File Management Supervisor. The successful applicant will have a sound understanding of and experience in a range of records management functions and systems including a working knowledge of the regulatory and best practice requirements for recordkeeping. Demonstrated commitment to and leadership in high quality customer service and sound people management skills will be highly regarded. The successful applicant will coordinate the day-to-day running of the File Management Unit including workflow and staff management in a cost recovery environment.

Eligibility/Other Requirements: Ability to achieve a Highly Protected security clearance is highly desirable.

Note: This is a temporary position available to 1 March 2012. Potential candidates should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Rose Jacobson (02) 6207 5790 rose.jacobson@act.gov.au

APPOINTMENTS

Economic Development

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

Jane Leigh Avent 827-53670, Section 68(1), 24 October 2011

Professional Officer Class 2 \$66,198 - \$76,043

David John Clarke 827-48177, Section 68(1), 25 October 2011

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

Chantelle Natasha Lustri 789-36335, Section 68(1), 18 October 2011

Education and Training

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

Fiona McKellar 821-24540, Section 68(1), 25 October 2011

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

Katrina Maree Norenbergs 821-07329, Section 68(1), 20 October 2011

Environment and Sustainable Development

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

Simon Grice 827-32714, Section 68(1), 24 October 2011

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

Rosalind Sandra Malouf: 799-89105, Section 68 (1), 25/10/2011

Health

Senior Specialist, \$185,984

Harald Gammel: 829-55889, Section 68(1), 27 October 2011

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

Phillip Andersen 827-46139, Section 68(1), 16 September 2011

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

Michelle Bower 827-526, Section 68(1), 24 October 2011

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

Michelle Louise Bristow 824-58903, Section 68(1), 10 November 2011

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

Peter Couvee 829-68292, Section 68(1), 31 October 2011

Registered Nurse Level 3.1 \$83,861 - \$87,312

Joan Gavan 825-47682, Section 68(1), 24 October 2011

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

Michiyo Hashimoto 827-82439, Section 68(1), 7 November 2011

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

Michael Smith 827-53611, Section 68(1), 20 October 2011

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

Tristan James Snow 827-81591, Section 68(1), 24 October 2011

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

Nicola Whielaw 831-23339, Section 68(1), 25 October 2011

Justice and Community Safety

Correctional Officer Class 1 \$49,866 - \$59,840

David Betts 827-26015, Section 68(1), 13 October 2011

Administrative Services Officer Class 1 \$38,249 - \$42,272

Esengul Con 831-24163, Section 68(1), 20 October 2011

Trust Officer Level 1 \$54,417 - \$62,592

Annabel Rossiter 827-43501, Section 68(1), 25 October 2011

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

Jennifer Ann Woolrych 827-48433, Section 68(1), 24 October 2011

Territory and Municipal Services

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

Monique Kenney 827-46171, Section 68(1), 20 October 2011

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

Jane Louise Kuffner 827-52360, Section 68(1), 18 October 2011

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

Timothy McPherson 827-49719, Section 68(1), 21 October 2011

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

Toby Reynolds 827-49655, Section 68(1), 17 October 2011

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

Lynette Rowe 827-52862, Section 68(1), 20 October 2011

Treasury

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

Grant Alan Jay 827-21433, Section 68(1), 20 October 2011

TRANSFERS

Environment and Sustainable Development

Melissa Jane Tetley: 813-00784

From: Senior Officer Grade A \$115,016

Treasury

To: Senior Officer Grade A \$115,016

Environment and Sustainable Development, Canberra (PN. 15175) (Gazetted 19 August 2011)

Health

Konstanty Kudzielko: 792-34167

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

Education and Training

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

Health, Canberra (PN. 16522) (Gazetted 19 July 2011)

Peter Sheils: 789-18014

From: Registered Nurse Level 3.1 \$83,861 - \$87,312
Calvary Health Care ACT (Public)
To: Registered Nurse Level 3.1 \$83,861 - \$87,312
Health, Canberra (PN. 26358) (Gazetted 25 August 2011)

Justice and Community Safety

Sebastian Boehm: 777-87518

From: \$51,178 - \$78,837
Education and Training
To: FB1 (FF 4th Class in Training) \$57,214
Justice and Community Safety, Canberra (PN. 22946)

PROMOTIONS

Canberra Institute of Technology

Centres

**Student Services Hub
Information, Careers and Employment**

Kristen Apps: 820-16463

From: Administrative Services Officer Class 2/3 \$43,289 - \$53,214
Canberra Institute of Technology
To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Canberra Institute of Technology, Canberra (PN. 16463) (Gazetted 5 August 2011)

Centres

Centre for Information and Communication Technology

Andrea Alejandra Aranguiz: 816-83527

From: Administrative Services Officer Class 2/3 \$43,289 - \$53,214
Canberra Institute of Technology
To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Canberra Institute of Technology, Canberra (PN. 17614) (Gazetted 3 August 2011)

Community Services

Disability ACT

Children and Young People's Services

Jennifer Read-Bloomfield: 729-15867

From: Disability Support Officer Level 3 \$64,177 - \$68,145
Community Services
To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Community Services, Canberra (PN. 12837) (Gazetted 16 September 2011)

Education and Training

School Improvement

Belconnen Network

Canberra High School

Phil Nangle: 027-54180

From: School Assistant 2 \$36,810 - \$40,820
Education and Training
To: Administrative Services Officer Class 3 \$49,306 - \$53,214
Education and Training, Canberra (PN. 20005) (Gazetted 11 August 2011)

Health

Director General Reports

Quality and Safety

Patient Safety and Quality

Alison Banks: 786-51364

From: Administrative Services Officer Class 6 \$66,198 - \$76,043
Health
To: †Senior Officer Grade C \$83,816 - \$90,372
Health, Canberra (PN. 20114) (Gazetted 4 August 2011)

**Canberra Hospital and Health Service
Medicine**

Clinical Forensic Medicine Services

Anna Katherine Brkic: 788-13722

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

To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Health, Canberra (PN. 24397) (Gazetted 28 July 2011)

**Canberra Hospital and Health Service
Medicine**

Renal

Megan Hughes: 735-35356

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

To: †Registered Nurse Level 3.1 \$83,861 - \$87,312
Health, Canberra (PN. 22388) (Gazetted 1 September 2011)

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Melanie Roughley: 820-81843

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

To: Administrative Services Officer Class 3 \$49,306 - \$53,214
Health, Canberra (PN. 16400) (Gazetted 25 August 2011)

Justice and Community Safety

Transport and Infrastructure

Transport Regulation

Road User Services

Stephen Gavan: 769-64770

From: General Service Officer Level 8 \$52,847 - \$55,954
Justice and Community Safety

To: †Administrative Services Officer Class 4 \$54,956 - \$59,668
Justice and Community Safety, Canberra (PN. 21215) (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.

Transport and Infrastructure

Transport Regulation

Road User Services

Daniel Bruce Laundess: 820-77051

From: Administrative Services Officer Class 3 \$49,306 - \$53,214
Justice and Community Safety

To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Justice and Community Safety, Canberra (PN. 19911) (Gazetted 25 August 2011)

Transport and Infrastructure

Transport Regulation

Road User Services

Graeme Thomas McKie: 817-33942

From: General Service Officer Level 7 \$48,615 - \$51,449
Justice and Community Safety

To: †Administrative Services Officer Class 4 \$54,956 - \$59,668
Justice and Community Safety, Canberra (PN. 20060) (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.

Territory and Municipal Services

Roads and Public Transport

Roads ACT

Road Maintenance Services

Marija Mitreva: 791-36647

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 00823) (Gazetted 16 September 2011)

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

Treasury

Shared Services

Human Resources

Human Resources Information and Data

Darren Hengst: 782-06666

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

Shared Services

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

Treasury, Canberra (PN. 12376) (Gazetted 13 September 2011)

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

Shared Services

Shared Services Procurement

Goods and Services Procurement and Policy

Shelley Johnston: 735-13923

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

Shared Services

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

Treasury, Canberra (PN. 27726) (Gazetted 27 July 2011)

Shared Services

Shared Services ICT

Operations, Service Integrity and Compliance-Software Licensing

Helen Rosemary Macklin: 707-87160

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

Canberra Institute of Technology

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

Treasury, Canberra (PN. 25760) (Gazetted 14 September 2011)