



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 07 October  
2010**

## **VACANCIES**

### **ACT Health**

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

#### **The Canberra Hospital**

##### **Women's and Children's Health SMT**

##### **Project Officer**

##### **Registered Nurse Level 4.2 \$99,049, Canberra (PN: 16089)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

Women's and Children's Health (W&CH) is seeking applications for a Project Officer to coordinate and provide support to the Women's and Children's Health team in the development of models of care within Maternity, Gynaecology, Neonatal and Paediatrics that support the new building of the Women's and Children's Hospital. The successful candidate will be required to provide high level communication, organisational and project management skills to the CADP phases of consultation planning, design construction, commissioning and developing initiatives that support and foster change and innovation. The Project Officer will be required to apply solution focussed organisational and planning skills and provide sound advice to the W&CH area Executive Reference Group in meeting stringent timelines for individual project elements maintaining the direction of the project.

Eligibility/Other Requirement: Registered or eligible for registration with the ACT Nursing and Midwifery Board.

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

Contact Officer: Jean Robertson (02) 6244 3659

#### **The Canberra Hospital**

##### **Ambulatory and Medical Services**

##### **Medical Services**

##### **Nurse Manager**

##### **Registered Nurse Level 3.2 \$92,492, Canberra (PN: 22413, several)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

Applicants from enthusiastic registered nurses with strong leadership and communication skills are welcome to apply for Nurse Manager positions within Ambulatory and Medical Services.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board.

Contact Officer: Kellie Noffke (02) 6174 5161

#### **Business and Infrastructure Support**

##### **Security and Emergency Prepare**

##### **Volunteer Manager**

##### **Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 19979)**

Gazetted: 14 October 2010

Closing Date: 4 November 2010

Canberra offers a fantastic lifestyle for you and your family, with an outstanding school system, excellent health services, shorter commuting times, plenty of fresh air and community living. Much of what is best about Australia can be found in the nation's capital - it's a clean, safe and relaxed place to live. Canberra has all the lifestyle amenities, city services and events of a world-class capital, yet the bush is on our doorstep and Sydney, the snowfields and south coast beaches are within easy reach. If you're considering a move to Canberra from interstate, the ACT Government's Live in Canberra team can help you with advice on settlement, employment, housing and lifestyle. ACT Health Business and Infrastructure, is seeking a dynamic leader to develop, oversee and maintain existing volunteer programs and establish new volunteer programs to support ACT Health acute and non-acute sites. The successful applicant will have recent experience in business development and/or project management to build client-based services from initiation through to implementation. Proven positive leadership skills with the ability to motivate, educate and inspire teams to achieve organisational goals and provide professional client services is a must.

Eligibility/Other Requirements: Duties of the position include the requirement to occasionally drive vehicles; therefore possession of an unencumbered driver's licence is desirable (ACT Government Class C or equivalent).

Contact Officer: Eleanor Fogarty (02) 6244 4040

#### **Capital Region Cancer Service**

##### **Community Based Cancer Service**

##### **Screening and Support**

##### **Senior Radiographer**

##### **Health Professional Level 4 - Radiographer \$81,772-\$88,168, Canberra (PN: 28556)**

Gazetted: 14 October 2010

Closing Date: 28 October 2010

BreastScreen ACT and SE NSW is part of BreastScreen Australia, a national population based program aimed at reducing breast cancer morbidity and mortality. We are looking for someone to lead a dynamic team of radiographers committed to a woman centred, population health screening program. The successful applicant will need to have demonstrated exceptional leadership and management abilities, be a recognised change agent and committed to meeting

National, Jurisdictional and local timelines. Previous experience in a mammography screening program, high level competency in Microsoft office applications and knowledge of digital mammography would be viewed favourably. Eligibility/Other Requirements: Hold a current Statement of Accreditation with the Australian Institute of Radiography (AIR) and Registration Certificates for the ACT and NSW.

Note: This is an expected vacancy and it is anticipated that the position will be available from early January 2011. Please submit an application outlining relevant skills, experience against the selection criteria, current curriculum vitae and the details of two referees.

Contact Officer: Yvonne Epping (02) 6205 1540

**Public Health Nurse  
Population Health  
Communicable Disease Control - Immunisation  
Public Health Nurse  
Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 15111)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

As a public health nurse you will follow up communicable diseases notifications, assist in investigations of acute outbreaks or clusters of disease and provide advice on public health and immunisation issues.

Eligibility/Other Requirements: Registered or eligible to register with the ACT Nursing and Midwifery Board.

Note: This is a permanent part-time position of approximately three days per week.

Contact Officer: Rebecca Hundy (02) 6205 9507 rebecca.hundy@act.gov.au

**Aged Care and Rehabilitation Services  
Aged Care and Rehabilitation Community Based  
Registered Nurse  
Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 12357)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

An exciting opportunity has arisen for a suitably qualified Registered Nurse Level 2 to become an integral member of the Falls Prevention Team. The successful applicant will provide professional clinical care and education to Falls Prevention clients, participate in health promotion events and educate participants in the Stepping On program. The applicant will also work effectively in a multidisciplinary team as well as possess high level communication and organisational skills. Eligibility/Other Requirements: Registered or eligible for registration with the Nursing and Midwifery Board of Australia. Current drivers licence. Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position is highly desirable. Experience in Falls Prevention related service desirable.

Note: This is a part-time position at 22:00 hours per week.

Contact Officer: Sarah Howard (02) 6244 3616

**The Canberra Hospital  
Acute Support  
Nutrition  
Dietitian  
Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 26451)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

The Acute Support Nutrition team is seeking enthusiastic clinical dietitians to join the team. The Acute Support Nutrition team provides high level clinical nutrition services to patients of the Canberra Hospital and tertiary level outpatient services to people in the Canberra region. The successful applicant will have good clinical skills, be able to work as part of a team, and will have a commitment to teaching and training. Some weekend duty is required.

Eligibility/Other Requirements: Eligible to hold Accredited Practising Dietitian status with the Dietitians Association of Australia. Current driver's licence.

Note: Permanent full-time position is currently available, however temporary and part-time positions may also become available. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Kim Crawley (02) 6244 2211

**Business and Infrastructure Support  
Business and Infrastructure Executive  
Branch Projects Officer  
Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 11624)**

Gazetted: 14 October 2010

Closing Date: 28 October 2010

ACT Health's Business and Infrastructure Support Branch is seeking an enthusiastic and well organised person to provide project management and administrative support to the Executive Director and branch managers. The successful candidate will possess project management qualifications and experience, including demonstrated high level oral and written communication skills and good interpersonal skills.

Note: Selection may be based on application and referee reports only. This is a re-advertised position. Previous applicants will be considered and do not have to re-apply.

Contact Officer: Mark Bonato (02) 6207 9142 mark.bonato@act.gov.au

**The Canberra Hospital  
Ambulatory and Medical Service  
Ambulatory Services  
Waiting list coordinator**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 19128)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

We have an exciting position for an innovative and motivated Administrative Manager for the Medical Waiting List. The successful applicant will be responsible for the coordination of the medical waiting list. Applicants should be enthusiastic and have excellent interpersonal skills, enjoy working as part of a team and have experience in change management.  
Contact Officer: Tania Dufty (02) 6244 2619

**Policy**

**Aboriginal and Torres Strait Islander Health**

**Administrative Officer**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 29531)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

An exciting opportunity is available to work as part of a small dedicated team to assist in policy, planning, research and development in the area of Aboriginal and Torres Strait Islander health in the ACT. Work will include liaison with the local Aboriginal and Torres Strait Islander community and other agencies to promote and support improved health outcomes for this community.

Eligibility/Other Requirements: Knowledge and understanding of Aboriginal and Torres Strait Islander people's societies and cultures, as well as an understanding of the issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society would be an advantage.

Contact Officer: Josephine Smith (02) 6207 9172

**Government Relations and Planning**

**Capital Asset Development Plan**

**Communications Officer**

**Public Affairs Officer 1 \$55,317-\$63,409, Canberra (PN: 20014)**

Gazetted: 14 October 2010

Closing Date: 28 October 2010

ACT Health has embarked upon a redevelopment of all aspects of the ACT Health system in order to meet future demand for health care. This infrastructure program is expected to cost over \$1 billion over ten years and involves integrating state-of-the-art information and e-health technologies; change management; and significant capital works – much of which will be based at Canberra Hospital. An opportunity exists for a highly motivated, enthusiastic and skilled officer to join a small team and assist with the implementation of internal and external communication strategies to inform a wide-ranging audience about the activities of the program. The successful applicant will need well-developed written and oral communication skills; experience in the preparation of content for a wide range of media including websites, newsletters, publications, media releases and speeches; and be able to work across a number of simultaneous activities in a small team environment.

Eligibility/Other Requirements: Tertiary qualifications in communications, public relations, marketing, or related fields and/or demonstrated skills developed through relevant experience in communications, public relations, marketing or a related field. Well developed journalism and/or desktop publishing skills would also be an advantage.

Contact Officer: Michael Goiser (02) 6205 9788

**Business and Infrastructure Support**

**Business and Infrastructure Support Executive**

**Executive Assistant**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 20097)**

Gazetted: 14 October 2010

Closing Date: 28 October 2010

ACT Health Business and Infrastructure Branch is seeking an enthusiastic and highly organised person to provide executive assistance to the Executive Director. Business and Infrastructure branch is responsible for providing a range of infrastructure and strategic support services to all acute and non-acute activities of ACT Health. The successful candidate will have demonstrated experience in providing executive support at the senior executive level, including high level oral and written communication skills and good interpersonal skills.

Note: This is a re-advertised position. Previous applicants will be considered and do not have to re-apply. Selection may be based on written application and referee reports only.

Contact Officer: Rosemary Kennedy 0411 245 553

**Capital Region Cancer Service**

**Community Based Services**

**ACT Cervical Screening Program**

**Histology Coder**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 28369, expected vacancy)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

Applications are sought to fill the position of Histology Coder within the ACT Cervical Cytology Register. Duties involve coding histology results as prescribed under the modified Australian Bethesda coding system. Participate in and develop ongoing quality assurance programs and facilitate quality control programs for collected data. Liaise with Health professionals, paramedical staff and other stake holders in the follow-up of abnormal test results. Provide secretariat for the ACT Screening Program Management Committee. The position is in a small, dynamic, proactive and inclusive team environment.

Eligibility/Other Requirements: A detailed and in depth knowledge of Medical Terminology and of histological coding as used in the National Cervical Screening Program or the ability to acquire the above skills in a short time is essential.

Note: Recruitment for this position may occur without interview, and maybe based on application and referees reports only, which should be submitted at time of application.

Contact Officer: Peter Couvee (02) 6205 1955 peter.couvee@act.gov.au

**The Canberra Hospital  
Ambulatory and Medical Services  
Department of Medical  
Office Manager**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 19715)**

Gazetted: 14 October 2010

Closing Date: 4 November 2010

Applications are invited from suitably experienced people for the position of Office Manager at the Department of Neurology, The Canberra Hospital. The applicant will be required to provide administrative support to the Clinical Director, Specialists and Technical Staff and maintain administrative process within the Department of Neurology. The successful applicant will be enthusiastic, have excellent interpersonal skills, enjoy working as part of a team and have highly developed organisational skills.

Eligibility/Other Requirements: Possess or is working towards a medical terminology certificate is highly desirable.

Contact Officer: Angela Borbelj (02) 6244 2950

**The Canberra Hospital  
Ambulatory and Medical Services  
Ambulatory Services  
Registered Nurse**

**Registered Nurse Level 1 \$50,607-\$68,382, Canberra (PN: 13528)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

Are you interested in working Monday-Friday with access to all public holidays? This attractive workplace is in the Outpatient Department which offers extensive clinical experience in a range of specialties. We have a position available now for the right nurse. You will gain experience in all areas including Orthopaedics, Plastics, Endocrinology, ENT/Facio-maxillary, Vascular and many more.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board.

Contact Officer: Cindy Hansen (02) 6244 4019

**The Canberra Hospital  
Medical Imaging  
Radiography  
Radiographer**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 28797, several)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

The Canberra Hospital is a major teaching hospital and trauma centre. We currently seek Radiographers to perform all aspects of general radiography while observing departmental protocols and radiation protection measures. Participate in more complex procedures with the supervision of the Senior Health Professional Officer Grade 5 and participate in the departmental quality assurance programmes.

Eligibility/Other Requirements: Eligible for membership of the Australian Institute of Radiography and mandatory registration with the ACT Medical Radiation Scientists Board.

Note: This position involves on-call/weekend and out of hours work.

Contact Officer: Terry Rafferty (02) 6244 4362

**The Canberra Hospital  
Medical Imaging  
Radiography  
Radiographer**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 20603)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

The Canberra Hospital is a major teaching hospital and trauma centre. We currently seek a Radiographer to perform all aspects of general radiography while observing departmental protocols and radiation protection measures. Participate in more complex procedures with the supervision of the Senior Health Professional Officer Level 5 and participate in the departmental quality assurance programmes.

Eligibility/Other Requirements: Eligible for membership of the Australian Institute of Radiography and mandatory registration with the ACT Medical Radiation Scientists Board.

Note: This position involves on-call/weekend and out of hours work.  
Contact Officer: Terry Rafferty (02) 6244 4362

**Community Health**  
**Child, Youth and Women's Health**  
**Child, Youth and Women's Health Program**  
**Health Care Support Worker**  
**Health Service Officer Level 7 \$47,429-\$50,194, Canberra (PN: C08413, several)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

An exciting opportunity exists to work with Child Youth and Women's Health Program as a Health Care Support Worker. Duties will include the provision of day-to-day direct care to children and young people with complex health needs.

Eligibility/Other Requirements: Current Certificate in First Aid. Experience with children and young people with complex needs and an ability to work with families in a community setting desirable.

Note: These positions are casual.

Contact Officer: Fiona Cameron (02) 6205 2760

**The Canberra Hospital**  
**Nursing Services**  
**Nurse Graduate Program**  
**Enrolled Nurse Level 1 \$45,683-\$48,967, Canberra (PN: 12404, several)**

Gazetted: 14 October 2010

Closing Date: 8 November 2010

ACT Health invites applications for employment from Diploma in Nursing graduates and Enrolled Nurses for the Enrolled Nurse Graduate Program February 2011 intake. Applications will be accepted from Australian Citizens and Permanent Residents. ACT Health offers a twelve-month, structured program that provides a supportive framework for Enrolled Nurses during their first year of clinical practice. Full time or part time employment will be offered with a minimum of seven shifts per fortnight during the graduate year to assist Enrolled Nurse Graduates with transition into the workforce. The Enrolled Nurse Graduate Program will provide participants with support and dynamic learning opportunities that are offered through the diversity of services available within ACT Health. The twelve-month program will generally incorporate two rotations throughout clinical areas or as a speciality stream across ACT Health. The Enrolled Nurse Graduate is offered permanent employment in ACT Health following a probationary period on commencement. ACT Health recognises that support and the opportunity to learn is essential to the personal and professional development of all staff including graduate nurses. The professional development of the Enrolled Nurse Graduate is enhanced by a supportive learning culture, which includes: The Enrolled Nurse Clinical Development Nurses are rostered on 7 days a week to work exclusively with the Enrolled Nurse Graduates and provide clinical support, education, feedback and conduct competency based assessments for graduates; Specialty based Clinical Development Nurses are located in most clinical areas across ACT Health being able to provide speciality advice and support for all nursing/midwifery staff.

Eligibility/Other Requirements: Australian Citizen or Permanent Resident eligible for enrolment as an Enrolled Nurse (prior to July 2010 known as an Endorsed Enrolled Nurse) with the Nursing and Midwifery Board of Australia.

Note: The Enrolled Nurse Graduate must complete all elements of the program in order to graduate. Applicants must also submit curriculum vitae including two professional referees. As part of the selection process applicants may also be required to attend interviews. Employment decisions are made based on application, interview and referee reports. ACT Health requires applicants to provide written responses to the following Selection Criteria as part of the application. Please be advised that incomplete applications will not be considered.

Contact Officer: Maxine Jordan (02) 6244 3382

**Business and Infrastructure Support**  
**Strategic Support**  
**Stores Officer**  
**General Service Officer Level 4 \$39,251-\$40,924, Canberra (PN: 24423, several)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

The Supply Chain Unit is seeking applications from suitable applicants to fill two Store Person position at the Mitchell Warehouse. The unit forms part of the Strategic Support section within the Business and Infrastructure division of ACT Health, delivering customer focused supply chain solutions to the Department. These positions report directly to the Warehouse Manager and are responsible for the on time delivery of consumables across the ACT.

Eligibility/Other Requirements: Current driver's licence. To be successful in this position you will need to have excellent people and communication skills.

Note: Weekend roster work may be required. Selection may be based on written application and referee reports only.

Please ensure all necessary attachments are lodged with your application. These positions are full-time, however permanent part-time arrangements will be considered. This position may be located at either the Mitchell Supply Warehouse or Canberra Hospital.

Contact Officer: Brendan Cramp (02) 6205 0807

**Aged Care and Rehabilitation Service**  
**Aged Care and Rehabilitation Community Based**  
**Rehabilitation**  
**Driver/Equipment Services**  
**Health Service Officer Level 3 \$38,397-\$39,776, Canberra (PN: 16628)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

An opportunity exists with Equipment Loan Service for an enthusiastic, motivated person to work in a team environment that contributes to the community. The successful applicant will join a highly motivated team dedicated to providing an excellent service to our clients.

Eligibility/Other Requirements: Current driver's licence. The ability to operate a delivery van service desirable.

Note: This permanent position will be required to perform the weekend service in relation to deliveries, cleaning and maintenance for clients in the community. This is a part-time position of 8 hours per week. The hours are 8 am-12 midday Saturday and Sunday.

Contact Officer: Al Bevan (02) 6205 5360

**The Canberra Hospital  
Ambulatory and Medical Service  
Department of Medical  
Trainee Clinical Neurophysiology Technologist  
Trainee Technical Officer \$24,174-\$44,668, Canberra (PN: 21053)**

Gazetted: 14 October 2010

Closing Date: 21 October 2010

An exciting opportunity is being offered for a dynamic individual who is interested in training in the Allied Health speciality area of Clinical Neurophysiology. This profession performs diagnostic tests which assess the electrical functioning of the Central and Peripheral Nervous Systems. The position will provide training in both the theoretical and practical aspects of this role.

Eligibility/Other Requirements: Completion of Year 12 Certificate or Tertiary equivalent. Word processing skills desirable.

Note: This is a temporary position available for the term of the traineeship and will start immediately. Successful applicant must enrol in the external course of study at Charles Sturt University (CSU) or equivalent leading to the Bachelor Medical Science (Clinical Physiology) or Graduate Certificate (Clinical Neurophysiology) and complete it within the training period. Both practical and theoretical components must be completed successfully. There is no guarantee of a permanent position on cessation of this traineeship.

Contact Officer: Angela Borbelj (02) 6244 4577

**Canberra Hospital and Calvary Health Care ACT  
Surgical SMT  
Medical Staff  
Anaesthesia  
Staff Specialist Band 1-5, \$137,660-\$169,877  
Senior Specialist \$185,984  
Visiting Medical Officer - Negotiable \$Refer above, Canberra (PN: 16481)**

Gazetted: 14 October 2010

Closing Date: 11 November 2010

Positions are available for anaesthetists to join the Department of Anaesthesia and Pain Management at Canberra Hospital and Calvary Health Care (Bruce Campus) in the Australian Capital Territory. The Department of Anaesthesia and Pain Management at Canberra Hospital provides a comprehensive range of clinical anaesthesia services for all surgical specialities including cardiothoracic, neurosurgery and paediatric surgery along with an active preadmission clinic, a post-anaesthesia care unit and an acute and chronic pain management service. Canberra Hospital is the principal and major trauma hospital for Canberra and the South East region of the New South Wales with a population of over half a million. The hospital is well equipped with over 600 beds, 13 operating theatres and a 22 bed Intensive Care Unit with an annual caseload is over 12,000. The Department and the Canberra Hospital play a major role in the Aeromedical Retrieval Service with the Snowy Mountains Hydro Southcare helicopter. Canberra Hospital is the principal teaching hospital of the Australian National University (ANU) Medical School. Professor Thomas Bruessel, the Director of the Department, holds the Chair of the Anaesthesia at the ANU. Strong research links to the John Curtin School of Medical Research at the ANU. The Department of Anaesthesia and Pain Management offers a comprehensive rotational training scheme in anaesthesia and pain management. The Canberra Region Rotation Registrar Training Program is accredited for 4 Senior Registrars/Provisional Fellows and 23 Registrars. Calvary Health Care is a general hospital of 250 beds performing 4500 operations per year in a range of surgical disciplines including general surgery, orthopaedics, ENT, Urology, Ophthalmology, Obstetrics & Gynaecology and Faciomaxillary surgery. The hospital incorporates a 14 bed level 2 ICU/HDU which enables major surgery in all disciplines. Calvary Hospital is a teaching hospital of ANU Medical School and an accredited hospital of the Canberra Region Anaesthetic Trainee Rotation. 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.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Australian and New Zealand College of Anaesthetists or an equivalent higher specialist qualification. Possession of a higher medical qualification as provided for in the ACT Public Sector Medical Practitioners Union Collective Agreement 2008-2011.

Note: An attractive remuneration package is available to the successful applicant either as a Visiting Medical Officer or salaried specialist.

Contact Officer: Professor Dr. Thomas Bruessel, Director of the Department of Anaesthesia and Pain Management (02) 6244 3245 Dr Stephen Brazenor, Director, Department of Anaesthesia and Perioperative Medicine, Calvary Health Care (02) 6201 6352 Refer above Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment>

(preferred method), by post to the SMO Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

**Calvary Health Care ACT (Public)**

**Allied Health  
Pharmacy Department  
Pharmacist**

**Health Professional Level 3 \$70,774 - \$78,474, Canberra (PN: 7681)**

Gazetted: 11 October 2010

Closing Date: 15 October 2010

Overall functions: Apply knowledge, skills, professional judgement and initiative in the delivery of pharmacy services, including novel, complex or difficult tasks as guided by supervisor. Promote the quality use of medicines through involvement in the multidisciplinary team, networking and education, to ensure high quality patient outcomes. Participate in all components of the medication management pathway. Participate in the supervision and training of Health Professionals Level 1 and 2, students, technical and other support staff.

Duties: 1. Provide a high level of appropriate pharmaceutical assessment and intervention using established clinical pharmacy principles. May work across a range of clinical services, but specialisation in a specific clinical service may be supported. 2. Demonstrate independent professional judgement and problem solving skills when dispensing individual prescriptions for hospital patients, and when necessary, expand, adapt or modify existing principles and techniques. 3. Participate and supervise in the preparation of sterile and non-sterile extemporaneous pharmaceuticals. 4. Contribute to the planning and delivery of, training, education and professional development activities for the pharmacy department, hospital staff and students. 5. Participate in implementation of quality improvement projects, research programs and the promotion of quality use of medicines, through liaison and networking within the hospital, external agencies/groups and professional bodies. 6. Contribute to the evaluation and analysis of policies and procedures applicable to pharmacy practice and the quality use of medicines. 7. Maintain ongoing professional education, and current clinical knowledge, to ensure ongoing standards of high quality patient care are provided.

Eligibility/Other Requirements: MANDATORY: Pharmacy qualifications acceptable for ACT registration. DESIRABLE:

Post-graduate pharmacy qualifications. Membership of a relevant professional organisation

Contact Officer: Liisa Nurmi 02 6201 6269 [Liisa.Nurmi@calvary-act.com.au](mailto:Liisa.Nurmi@calvary-act.com.au) Applications can be forwarded to:

[www.recruitment@calvary-act.com.au](http://www.recruitment@calvary-act.com.au)

**Administrative**

**Human Resources Department  
Injury Management Co-ordinator**

**Administrative Services Officer Class 4 \$53,616 - \$58,213, Canberra (PN: 7673)**

Gazetted: 13 October 2010

Closing Date: 27 October 2010

In conjunction with Departmental Managers, manage the less complex Return to Work Program of injured workers. Complete and submit documentation relating to worker's compensation. Maintain all documentation in accordance with legal and reporting obligations. Manage Invalidity Retirement applications.

Eligibility/Other Requirements: HIGHLY DESIREABLE Qualifications in HR or similar field

Contact Officer: Natasha Boyce-Bacon 02 6201 6893 [natasha.boyce-bacon@calvary-act.com.au](mailto:natasha.boyce-bacon@calvary-act.com.au) Applications can be forwarded to: [www.recruitment@calvary-act.com.au](http://www.recruitment@calvary-act.com.au)

**Nursing**

**Clare Holland House  
Registered Nurse**

**Registered Nurse Level 1 \$50,607 - \$68,382, Canberra (PN: 8385)**

Gazetted: 13 October 2010

Closing Date: 28 October 2010

1. Provide direct patient care, utilising the nursing process while working within the prescribed legislation. 2. Provide direction, support and education of Enrolled Nurses, new and less experienced staff and students. 3. Provide patient information and education throughout the continuum of care. 4. Use computerised patient information and other PC based systems to obtain patient and other general information. 5. Take responsibility for own continuing professional development, competency assessment and appraisal.

Eligibility/Other Requirements: Registered as a General Nurse with the ACT Nurses Board.

Note: Position is permanent part time

Contact Officer: Jane Etchells 02 6264 7300 [jane.etchells@calvary-act.com.au](mailto:jane.etchells@calvary-act.com.au) Applications can be forwarded to:

[www.recruitment@calvary-act.com.au](http://www.recruitment@calvary-act.com.au)

**Administrative**

**Ambulatory Care - Specialist Outpatients Services  
Administrative Services Officer**

**Administrative Services Officer Class 3 \$48,103 - \$51,916, Canberra (PN: 7386)**

Gazetted: 13 October 2010

Closing Date: 19 October 2010

Provide administrative, reception and secretarial support duties for the Ambulatory Care Unit. Manage correspondence, filing and data entry. Manage patient appointments, including maintaining a diary and preparing patient documentation for appointments, transcribing medical notes. Transcribe medical reports generated by Medical Specialists. Process patient



accounts. Attend to and take appropriate action on enquiries relating to the functions of the Ambulatory Care Unit. Provide high quality customer service and promote organisational mission and values. Coordinate recording of, and prepare, documentation

Eligibility/Other Requirements: HIGHLY DESIRABLE: Ability to organise workloads, to be flexible and to respond effectively to priorities and deadlines. Well developed interpersonal, written and oral communication skills, including the ability to liaise, consult and negotiate with internal and external stakeholders. Proven ability to provide high level administrative support, preferably in a hospital or medical environment including managing a busy office. Demonstrated ability to use a range of software applications, including Microsoft Word, Excel and Outlook. Demonstrated ability to provide a transcription service for medical notes.

Note: Position is permanent part time

Contact Officer: Christopher Hicks 026 6264 7239 christopher.hicks@calvary-act.com.au Applications can be forwarded to: [www.recruitment@calvary-act.com.au](mailto:www.recruitment@calvary-act.com.au)

**Administrative  
Pastoral Care Department  
Pastoral Carer**

**Administrative Services Officer Class 3 \$48,103 - \$51,916, Canberra (PN: 7680)**

Gazetted: 12 October 2010

Closing Date: 25 October 2010

1. Under general direction: Assist in providing a Pastoral Care service to Calvary Health Care ACT, Public and Private Hospitals, including Visiting patients on wards, Providing support for patients and their families, especially in times of crisis Preparing lists and maintaining notes of patient visits Praying with patients and their families as required Attend funerals when required Being available to provide Pastoral Care services to Hospital staff Responsible for chapel presentation Liaison with Denominational Volunteers 2. Participate in a rotating roster, including on-call, weekends and public holidays as required to provide a 7 day Pastoral Care service. 3. Assist the Director of Pastoral Care with the co-ordination and supervision of part time staff and volunteers 4. Assist with other duties relating to spiritual well being, including Lead and participate in ecumenical Morning Prayer Prepare and participate in Hospital liturgies, Sunday Services and Memorial Services 5. Represent the department at internal and external meetings, including acting as a member of multi-disciplinary, patient care teams.

Eligibility/Other Requirements: Skills in the provision of Pastoral Care, including an understanding and respect for diverse spiritual and cultural beliefs. Ability to coordinate Pastoral Care response to medical emergencies, prioritising and supervising referrals. Ability to work within a multi-faith team and also to liaise with a broad range of other professionals.

Contact Officer: Sr Debra McCarthy 02 6201 6215 Debra.McCarthy@calvary-act.com.au Applications can be forwarded to: [www.recruitment@calvary-act.com.au](mailto:www.recruitment@calvary-act.com.au)

**Nursing  
Peri-Operative Suite  
Peri-Operative Services Manager**

**Registered Nurse Level 4.3 \$105,559, Canberra (PN: 7060)**

Gazetted: 13 October 2010

Closing Date: 21 October 2010

1. Develop and utilise staff, financial and other resources to provide quality cost effective services, including developing and managing a budget. 2. Develop, co-ordinate and provide timely and effective communication and feedback to relevant stakeholders as part of the development, implementation and evaluation of performance outcomes. 3. Promote and oversee the educational activities for peri-operative staff. 4. Oversee the development of procedure and policy relating to peri-operative practice. 5. Evaluate nursing practice through a program of performance management and identification of staff development needs. 6. Liaise with Casemix Manager, Surgeons and Anaesthetists to schedule operating lists according to service level agreements and to ensure cost effective utilisation of the Operating Rooms. 7. Utilise effective team building techniques to support and promote harmonious staff relationships within Peri-Operatives Services. 8. Provide advice on clinical and professional matters to senior management and represent the department as required.

Eligibility/Other Requirements: MANDATORY: Registration or eligibility to register Nursing and Midwifery Board Australia DESIRABLE: Demonstrated experience in leading a large clinical team in both operational and strategic areas including management of organizational change. Well developed conceptual and analytical skills, particularly in the formulation, implementation and evaluation of objectives, policies and strategies. Demonstrated commitment to, and understanding of, the principles of quality management, nursing practice review, clinical research and policy development. Postgraduate qualifications in management or similar area. Demonstrated negotiation skills, problem solving skills, and the ability to liaise effectively multidisciplinary team members, particularly as applicable to the continuous development of Peri-Operatives Services.

Contact Officer: Helen Andrew 02 6264 7070 Helen.Andrew@calvary-act.com.au Applications can be forwarded to: [www.recruitment@calvary-act.com.au](mailto:www.recruitment@calvary-act.com.au)

**Department of Disability, Housing and Community Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Disability, Housing and Community Services  
Housing ACT  
Social Housing and Homelessness Services**

**Senior Manger**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 29608)**

Gazetted: 08 October 2010

Closing Date: 19 October 2010

As a member of the management team, the position 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. The successful applicant will possess well developed team management and policy skills and be able to deliver outcomes in a dynamic and challenging work environment.

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

Contact Officer: Alice Tibbitts (02) 6207 5668 [alice.tibbitts@act.gov.au](mailto:alice.tibbitts@act.gov.au)

**Disability ACT**

**Executive and Business**

**Scheduling**

**Scheduling Coordinator**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 24190)**

Gazetted: 08 October 2010

Closing Date: 19 October 2010

The position is responsible for managing the provision of rostering services across Disability ACT, including the relief disability support staff. The position incumbent will be required to demonstrate a commitment to the Vision and Values of Disability ACT.

Eligibility/Other Requirements: Qualifications and/or experience in human services is desirable. Current driver's licence, equivalent to ACT driver's licence Class CA.

Note: Previous applicants are invited to reapply.

Contact Officer: Norman Fraser (02) 6207 1618 [norman.fraser@act.gov.au](mailto:norman.fraser@act.gov.au)

**Disability ACT**

**Service Delivery**

**Accommodation Support**

**Team Leader**

**Disability Support Officer Level 2 \$49,746-\$55,685, Canberra (PN: 12944, several)**

Gazetted: 13 October 2010

Closing Date: 11 November 2010

Disability ACT is seeking energetic and motivated persons to undertake the role of Team Leader within the various teams of Disability ACT. Successful applicants will have the demonstrated capacity to facilitate and organise the work of a small team and to model the delivery of quality services and have a demonstrated commitment to the Visions and Values of Disability ACT.

Eligibility/Other Requirements: Certificate IV in Community Services (Disability Support) or equivalent qualifications; or demonstrated knowledge, skills and attributes related to disability support at this level is highly desirable.

Note: Full-time and part-time positions available.

Contact Officer: Pam Emery or Susan Nicol (02) 6207 1121

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**

**Early Intervention and Prevention Unit**

**Child and Family Centres**

**Child and Family Worker**

**Health Professional Level 2/3 \$49,557-\$78,474, Canberra (PN: 19727, several)**

Gazetted: 11 October 2010

Closing Date: 26 October 2010

The Child and Family Centres are seeking motivated professionals to fill various permanent and long term contract positions at the Health Professional Officer Levels 2 and 3. The positions are responsible for providing supports and services for children and families, including group programs. As part of an integrated team, the Child and Family workers will identify, develop, implement and evaluate community development initiatives that work to strengthen the community to improve outcomes for children and families. An information session regarding these positions will be held on Monday 11 October 2010 from 5:30pm - 6:30pm at the Gungahlin Child and Family Centre, Ernest Cavanagh Street, Gungahlin. Please phone Sonya Campbell on (02) 6207 0120 to register your attendance at this session.

Eligibility/Other Requirements: Health Professional Officer Level 3 must possess a Social Work degree with full eligibility for membership of the Australian Association of Social Workers; Psychology degree with unconditional registration as a clinical psychologist or related discipline; or other related degree such as Early Childhood Education. Whilst degree qualified applicants are preferred, potential applicants should consider applying for these positions at the Health Professional Officer Level 2 if you have other relevant qualifications and relevant work experience and/or are studying towards a relevant degree. Aboriginal and Torres Strait people are strongly encouraged to apply. Current driver's licence is essential.

Note: These positions will be filled at either the HP2 or HP3 level dependent on qualifications and experience. These positions may be filled from application and referee report only.

Contact Officer: Helen Pappas (02) 6207 8228 [helen.pappas@act.gov.au](mailto:helen.pappas@act.gov.au)

**Office for Children, Youth and Family Support  
Early Intervention and Prevention Services  
Child and Family Centres  
Administration Officer**

**Administrative Services Officer Class 2 \$42,233-\$46,832, Canberra (PN: 17684)**

Gazetted: 11 October 2010

Closing Date: 18 October 2010

The Growing Healthy Families program, run by the Child and Family Centres is looking for an Administrative Officer to provide a variety of administrative tasks such as secretariat duties, preparation of straight-forward correspondence and assistance in building effective partnerships across Aboriginal and Torres Strait Peoples communities, community agencies and the business sector.

Note: Aboriginal and Torres Strait Peoples are encouraged to apply. This is a temporary part-time position working 14:42 per week commencing asap until 29 April 2011 with the possibility of extension. This position may be filled from application and referee reports alone.

Contact Officer: Shona Chapman (02) 6207 4540 shona.chapman@act.gov.au

**Department of Justice and Community Safety**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Work Safe ACT**

**Senior Director, WorkSafe ACT and Work Safety Commissioner**

**Executive Level 1.3 \$190,992 to \$201,652 depending on current superannuation arrangements, Canberra (PN: E617)**

Gazetted: 13 October 2010

Closing Date: 29 October 2010

An exciting opportunity exists for an experienced, motivated and innovative professional to fill the role of Senior Director Work Safe ACT and Work Safety Commissioner. The role provides senior leadership to Work Safe ACT and holds the statutory appointment of Commissioner responsible for the delivery of educating under the *Work Safety Act 2008*. The successful applicant will have a detailed practical understanding of occupational health and safety legislation, principles and practices as well as demonstrated experience in facilitating workplace awareness and provision of education to the community. The role is to promote work safety in the ACT through the development of relevant educational programs, compliance and an active inspectional program.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$190,992 to \$201,652 depending on current superannuation arrangements, including a cash component of \$152,286. Employer provided benefits include superannuation, a privately plated car and parking.

Contact Officer: Brett Phillips (02) 6205 5074 brett.phillips@act.gov.au

**ACT Corrective Services**

**Community Based Corrections**

**Senior Manager**

**Senior Officer Grade A \$112,211, Canberra (PN: 45877)**

Gazetted: 11 October 2010

Closing Date: 26 October 2010

Under broad direction; lead, manage and ensure the effective use of resources (both human and financial) of the Community Based Corrections Unit to ensure business objectives are met. Provide high level guidance and advice to managers regarding workload. Develop, maintain and promote positive relationships with key stakeholders. Manage new projects and ongoing initiatives. Manage business planning activities by aligning outputs with the agency's strategic direction.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline and experience working with offenders are highly desirable. The successful candidate will be required to undergo a criminal record check.

Contact Officer: James Ryan (02) 6207 0847 james.ryan@act.gov.au

**ACT Emergency Services Agency**

**ACT Ambulance Service**

**Operations**

**General Manager Operations**

**Senior Officer Grade A \$112,211, Canberra (PN: 18177)**

Gazetted: 11 October 2010

Closing Date: 26 October 2010

The ACT Ambulance Service is seeking an experienced senior manager to lead and manage operational service delivery. The successful applicant will have demonstrated experience in the general management and control of a key operational area of an agency engaged in the delivery of emergency services to the community, with a particulate focus on developing and sustaining all aspects of operational capability is highly desirable.

Eligibility/Other Requirements: Current ACT "C" driver's licence or interstate equivalent. Tertiary qualifications in a management related field are highly desirable. Current or ability to obtain a security clearance to secret level.

Note: Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory. This position is also entitled to salary packaging with a fringe benefits tax-free threshold up to \$9095.00.

Contact Officer: David Foot (02) 6207 8701 david.foot@act.gov.au

**Emergency Services Agency  
Rural Fire Service  
Community Bushfire Protection  
Manager**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 07879)**

Gazetted: 11 October 2010

Closing Date: 26 October 2010

An opportunity exists for a dynamic person to join the ACT Rural Fire Service to provide expert advice on bushfire related planning activities; implementation of the ACT Strategic Bushfire Management Plan; monitoring of Bushfire Operational Plans provided by land managers; and to provide advice on the legislative requirements of the Emergencies Act 2004. Eligibility/Other Requirements: Diploma in Fire Fighter Management or equivalent, or evidence of working towards a similar qualification. Demonstrated knowledge of Building Code of Australia and Australian Standard AS3959.

Contact Officer: Michael Joyce (02) 6205 4286 michael.joyce@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.

**Security and Emergency Management  
Project Officer**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 11817)**

Gazetted: 12 October 2010

Closing Date: 19 October 2010

The Department of Justice and Community Safety Security and the Emergency Management Branch is responsible for the development of strategic policy on whole-of-government issues including emergency management, counter-terrorism, protective security and critical infrastructure protection for the ACT Government.

Eligibility/Other Requirements: Relevant qualifications and/or experience in Public Policy, Emergency Management, Protective Security or Risk Management would be highly desirable. This is a designated security assessed position. Employment will be on the basis of meeting the relevant criteria for a national security clearance.

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

Contact Officer: Bill Brodie (02) 6205 2474 bill.brodie@act.gov.au

**ACT Corrective Services  
Community Based Corrections  
Offender Intervention Programs  
Manager**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 43750)**

Gazetted: 11 October 2010

Closing Date: 26 October 2010

Under guidance from the Manager, Corrections Programs: Supervise and direct the work of staff and ensure the provision of appropriate professional supervision. Lead the operations of the Offender Intervention Programs Unit - Corrections Programs Team in relation to programs aimed at reducing recidivism.

Eligibility/Other Requirements: Demonstrated experience in working with offenders in the criminal justice system would be a distinct advantage. Relevant tertiary qualifications or management experience would be an advantage. Candidates will be required to undergo a criminal history check and a psychological assessment. Unencumbered driver's licence and a Senior First Aid Certificate.

Note: Current applicants need not reapply.

Contact Officer: Tamara Graham (02) 6207 0954 tamara.graham@act.gov.au

**Corporate  
Governance  
Ministerial Services Unit  
Cabinet Liaison Officer**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 11106)**

Gazetted: 08 October 2010

Closing Date: 19 October 2010

The successful applicant will be required to proof read and critically examine documents for submission to Cabinet and the Legislative Assembly as well as schedule and track the movement of documents within the department and the Minister's Office.

Eligibility/Other Requirements: Relevant experience in ministerial, parliamentary and cabinet liaison is highly desirable.

Contact Officer: Josh Ceramidas (02) 6207 0283 joshua.ceramidas@act.gov.au

**Office of Regulatory Services  
WorkSafe ACT  
Dangerous Substances and Workers Compensation  
AIMS Data Management Officer**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 05775)**

Gazetted: 13 October 2010

Closing Date: 27 October 2010

Under limited direction undertake complex data manipulation and supervise the loading of data supplied by ACT approved insurers and self-insuring Territory employers; Participate in the Accident Information Management System (AIMS) Database replacement project; Develop, enhance and prepare more complex AIMS reports using Structured Query Language (SQL) for both internal and external stakeholders; Periodically extract and assess AIMS data for the Comparative Performance Monitoring (CPM) project and co-ordinate the provision of the CPM/NDS data to the national body each year; Undertake best practice data management activities in a timely fashion in completion of tasks and scheduling and organising workload in accordance with database procedures; Maintain and provide advice on the AIMS infrastructure; Supervise, train and mentor data loading staff within the AIMS Database Team as part of the process of providing information and advice to all stakeholders and ensuring the efficient delivery of workers' compensation services; Create and develop more complex procedures, guidelines and publication material in relation to customer service so as to maintain and improve service standards and maintain records in accordance with the *Territory Records Act 2002*. Eligibility/Other Requirements: Relevant tertiary qualifications and/or relevant experience are highly desirable. Willing to wear corporate uniform if supplied.  
Contact Officer: Arthur Reilly (02) 6205 3463 arthur.reilly@act.gov.au

**ACT Corrective Services**

**Alexander Maconochie Centre**

**Facilities and Services**

**Stores Supervisor**

**Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 13752, expected vacancy)**

Gazetted: 12 October 2010

Closing Date: 26 October 2010

Under the general direction of Manager, Facilities and Services: Undertake a range of storekeeping tasks in accordance with agreed budget and procedures which include, but not limited to: prepare purchase orders; receive, receipt, storage, issue and distribution of stores; manage and estimate stock levels and order stores in accordance with approved procedures; maintain stock records using manual and/or computerised systems.

Eligibility/Other Requirements: Previous experience in a stores environment would be an advantage. Eligible candidates will be required to undergo a criminal history check. Eligible applicants will be required to undertake psychological aptitude testing as part of the assessment process. A current unencumbered driver's licence is essential. Stores persons may be required to lift or carry packages.

Note: The occupant of this position will be required to undertake parts of the duties outside normal business hours.

Contact Officer: Mark Bennett (02) 6207 0387 mark.bennett@act.gov.au

**Department of Territory and Municipal Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Transport and Infrastructure**

**Transport Regulation**

**Manager, Business Development and Information**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 33199)**

Gazetted: 11 October 2010

Closing Date: 25 October 2010

The Branch is seeking a person with high level management skills with experience in business development and support services such as helpdesk, operational procedures, staff training, business system quality assurance, audit programs and the secure management, use and release of RTA information.

Contact Officer: Brett Swale (02) 6207 7077 brett.swale@act.gov.au

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

**Transport and Infrastructure**

**Canberra Connect**

**Payment Services Integration**

**Manager Online Payments and Portals**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 55715)**

Gazetted: 11 October 2010

Closing Date: 25 October 2010

Applications are sought from suitably experienced and motivated individuals to fill the role of Manager Online Payments and Portals in the Payment Services Integration team of Canberra Connect. The position manages a team of five staff and is responsible for the management of the electronic forms and online payments capability provided through SmartForms, the management of the ACT Government's Information gateway and Canberra Connect's Services portal and the Emergency Information website.

Eligibility/Other Requirements: Suitable candidates will possess a solid background in staff management, online services and trends, and a strong motivation to pursue opportunities and leverage the benefits of online capabilities in a government setting.

Note: This position may be filled based on application and referee reports only.

Contact Officer: Christine Morris (02) 6207 2740 christine.morris@act.gov.au

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

**Land Management and Planning  
Parks and Conservation  
Parks and Reserves  
Visitors Services Manager**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 09878)**

Gazetted: 11 October 2010

Closing Date: 26 October 2010

Parks and Conservation is seeking a motivated and enthusiastic person to fill the position of Visitor Services Manager for a period of 12 months. The successful applicant will manage the Namadgi National Park Visitor Centre and coordinate administration processes for the Rural District including human resource and financial management. The position is required to supervise and provide leadership to a small team ensuring they are customer focused and able to achieve business outcomes.

Eligibility/Other Requirements: Well developed communication skills and a current driver's licence.

Note: This is a temporary position commencing 6 December 2010 initially available for a period for 12 months with a possible extension. Selection may be based on applications and referee reports only.

Contact Officer: Lisa Hogan (02) 6207 2918 [lisa.hogan@act.gov.au](mailto:lisa.hogan@act.gov.au)

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

**Land Management and Planning  
Parks and Conservation  
National Parks, Reserves and Rural Land  
District Support Officer**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 09873)**

Gazetted: 13 October 2010

Closing Date: 26 October 2010

We are looking for a self motivated, adaptable person with excellent customer service and communication skills to fill the position of District Support Officer. The occupant of the position will provide administrative support to Namadgi National Park, Murrumbidgee River Corridor and Googong Foreshores and assist in the operation of the Namadgi National Park Visitor Information Centre. An interest in nature tourism and the ability to work in an isolated workplace would be an advantage.

Eligibility/Other Requirements: The position requires the occupant to work a 10 days on and four days off roster. All applicants should submit two referee reports with their written application.

Note: The position may be filled from applications and referee reports only. Future permanent and temporary positions that arise over the next 12 months maybe filled from this process. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective agreement provisions will assess all applications for this position.

Contact Officer: Lisa Hogan (02) 6207 2918 [lisa.hogan@act.gov.au](mailto:lisa.hogan@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.

**Shared Services  
Finance Services  
Reporting Team  
Team Leader**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 14364)**

Gazetted: 07 October 2010

Closing Date: 21 October 2010

Applications are sought from a suitably experienced accountant to work within a Reporting Team of Shared Services Finance. The successful team member will be responsible for the provision of a wide range of accounting services to several agencies; including the preparation of monthly and annual financial statements, GST and FBT returns. Excellent communication skills and a customer focus in the delivery of such accounting services are essential. This position is an excellent professional development opportunity.

Eligibility/Other Requirements: Study towards an accounting degree will be highly desirable.

Note: This process may be used to fill further vacancies in the future.

Contact Officer: Desley Croker (02) 6205 7634 [desley.croker@act.gov.au](mailto:desley.croker@act.gov.au)

**InTACT  
Planning and Development  
Facilities and Storage  
Backup Team Member  
Information Technology Officer Class 2 \$64,583-\$74,188, Canberra (PN: 04566)**

Gazetted: 13 October 2010

Closing Date: 27 October 2010

InTACT are seeking an appropriately skilled and experienced person to join the Storage and Backup Team as a Backup Administrator. The successful applicant will be required to assist in the management and monitoring of the backup regime

for ACT Government agencies and Whole of Government applications. As well as occasionally assist with the monitoring of the ACT Government SAN and Network Attached Storage (NAS) systems.

Eligibility/Other Requirements: The successful applicant will be required to participate in a duty roster to perform after hours support for the ACT Government data backup and storage systems, and hold a current driver's licence - valid in Australia.

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

**Shared Services**

**Finance Services**

**Assistant Accountant**

**Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 07408, several)**

Gazetted: 12 October 2010

Closing Date: 26 October 2010

The Assistant Accountant plays a key role in the preparation of monthly and annual financial statements, including the preparation of general ledger journals and balance sheet reconciliations. The Assistant Accountant is also responsible for preparing monthly Business Activity Statement returns, compiling extensive working documentation for the annual Fringe Benefit Tax return, performing payment runs, and undertaking other duties in the area of financial reporting.

Eligibility/Other Requirements: A degree or equivalent in accounting is highly desirable.

Note: There are two positions available and the selection process for these positions will be undertaken by a Joint Selection Committee.

Contact Officer: Akemi Inoue (02) 6205 4398 akemi.inoue@act.gov.au

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

**InTACT**

**Operations**

**Government ICT Services-DHCS ICT Support**

**ICT Operational Officer**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 01004)**

Gazetted: 11 October 2010

Closing Date: 25 October 2010

As part of the Disability, Housing and Community Services ICT team, this role is the first point of contact for customer requests for network access and support for many business applications and has an integral role in the team for logging requests to the InTACT Service Desk.

Eligibility/Other Requirements: This is an agency based role, which is located at Nature Conservation House, Belconnen.

Note: This position is temporary, commencing asap to 22 October 2011.

Contact Officer: Daniel Ireland (02) 6205 5245 daniel.ireland@act.gov.au

**InTACT**

**Planning and Development**

**Infrastructure Services/Facilities and Storage**

**Support Officer**

**Information Technology Officer Class 1 \$51,916-\$59,360, Canberra (PN: 14297)**

Gazetted: 11 October 2010

Closing Date: 25 October 2010

InTACT are seeking an appropriately skilled and experienced person to join the facilities Team as a Support Officer. The successful applicant will be required to assist in the management of ACT Government Data Centre Facilities.

Eligibility/Other Requirements: Experience in the use of the following software applications would be advantageous, but not essential: EMC/Legato Networker 7.x Hewlett Packard Data Protector 5.x

Contact Officer: Mick Hutterer (02) 6207 6972 mick.hutterer@act.gov.au

**Department of the Environment, Climate Change, Energy and Water**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Office of the Chief Executive**

**Water, Energy and Waste**

**Energy**

**Senior Manager**

**Senior Officer Grade A \$112,211, Canberra (PN: 22349)**

Gazetted: 11 October 2010

Closing Date: 26 October 2010

The Energy Policy team is developing the ACT's policy response to climate change, including development of the challenges of policies across a broad range of activities to reduce greenhouse gas emissions, increase the efficiency of energy use and change the emphasis in energy use from traditional dependence on coal as an energy source. This process involves exploration of all alternatives for the way in which energy will be created, captured and used in the future and integrating those alternatives into a coherent long term approach to sustainable energy use. At the same time the team supports the government in its involvement in COAG and the Ministerial Council on Energy and the transfer of

energy regulation to the national energy regulatory framework. The team requires people with technical ability and skills, industry awareness and high levels of economic and policy innovation and initiative.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or extensive experience is highly desirable.

Note: This position is being re-advertised. Previous applicants will be considered and need not re-apply.

Contact Officer: Ian Primrose (02) 6207 8715 ian.primrose@act.gov.au

**Department of Treasury**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**ACT Gambling and Racing Commission**

**Legislation and Policy Review**

**Authorised Officer**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 02124)**

Gazetted: 11 October 2010

Closing Date: 25 October 2010

As a Policy Officer with the Commission, you would be responsible for policy development and implementation, including research into gaming related issues in the Territory. Duties will include: work as part of a small team to develop and implement complex regulatory policy proposals relating to gambling legislation; prepare high level regulatory and policy advice and related correspondence; research, prepare and coordinate reports, submissions and high level briefings on gambling matters; and negotiate, liaise and represent the Commission in dealings with other government agencies, industry and the public.

Note: This temporary position will initially be filled from 14 November 2010 until 30 June 2011 with the possibility of an extension or permanency from this process.

Contact Officer: Greg Jones (02) 6207 0360 greg.jones@act.gov.au

**APPOINTMENTS**

**ACT Health**

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

Stuart Brown 820-95524, Section 68(1), 12 October 2010

**Registered Nurse Level 1 \$50,607-\$68,382**

Arn Cambourne 827-24298, Section 68(1), 11 October 2010

**Administrative Services Officer Class 2/3 \$42,233-\$51,916**

Cheryl Eastick 820-85596, Section 68(1), 14 October 2010

**Administrative Services Officer Class 2/3 \$42,233-\$51,916**

Merryn Friend 825-47084, Section 68(1), 14 October 2010

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

Sumita Gulwadi 825-47447, Section 68(1), 5 October 2010

**Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)**

Theresa Kirwan 828-67459, Section 68(1), 7 October 2010

**Administrative Services Officer Class 2/3 \$42,233-\$51,916**

Cheryl-lyn Noble 821-13235, Section 68(1), 14 October 2010

**Administrative Services Officer Class 2 \$42,233-\$46,832**

Angela Shaw 821-10050, Section 68(1), 11 October 2010

**Administrative Services Officer Class 2/3 \$42,233-\$51,916**

Syrel Uriarte 825-47076, Section 68(1), 14 October 2010

**Registered Nurse Level 1 \$50,607-\$68,382**

Kimberley Wansbrough 825-47017, Section 68(1), 23 September 2010

**Administrative Services Officer Class 2/3 \$42,233-\$51,916**

Alison Wells 817-53345, Section 68(1), 14 October 2010

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

Andrew Pengilly, 829-55424, Section 68(1), 5 October 2010

**ACT Planning and Land Authority**



**Administrative Services Officer Class 6 \$64,583-\$74,188**  
Greg Garrett 827-22575, Section 68(1), 5 October 2010

**Administrative Services Officer Class 4 \$53,616-\$58,213**  
Peter Phillips 817-3949, Section 68(1), 7 October 2010

**Canberra Institute of Technology**

**Administrative Services Officer Class 2 \$42,233-\$46,832**  
Jerome Della Rodolfa 821-01306, Section 68(1), 4 October 2010

**Chief Minister's Department**

**Senior Officer Grade A \$112,211**  
Jonathan Caldwell 788-13087, Section 68(1) 23 September 2010

**Senior Officer Grade C \$81,772-\$88,168**  
Glendennin Hassett 827-23535, Section 68(1), 11 October 2010

**Department of Disability, Housing and Community Services**

**Disability Support Officer Level 1 \$39,860-\$41,459**  
Anita Buda 827-24503, Section 68(1), 11 October 2010

**Disability Support Officer Level 1 \$39,860-\$41,459**  
Mark Field 827-24482, Section 68(1), 11 October 2010

**Disability Support Officer Level 1 \$39,860-\$41,459**  
Karen Kiervan-LeGall 827-24511, Section 68(1), 11 October 2010

**Disability Support Officer Level 1 \$39,860-\$41,459**  
Marihan Mansour 827-20166, Section 68(1), 11 October 2010

**Disability Support Officer Level 1 \$39,860-\$41,459**  
Lauren Napper-Ferrari 827-24474, Section 68(1), 11 October 2010

**Department of Justice and Community Safety**

**Senior Officer Grade A \$112,211**  
Marnie Edwards 827-22145, Section 68(1), 5 October 2010

**Administrative Services Officer Class 2 \$42,233-\$46,832**  
Jason Flanagan 827-22129, Section 68(1), 5 October 2010

**Administrative Services Officer Class 4 \$53,616-\$58,213**  
Paula Jaensch 821-19004, Section 68(1), 29 September 2010

**Senior Officer Grade C \$81,772-\$88,168**  
Matthew McCann 827-23738, Section 68(1), 11 October 2010

**Administrative Services Officer Class 2 \$42,233-\$46,832**  
Richard Perkov 827-22188, Section 68(1), 5 October 2010

**Administrative Services Officer Class 2 \$42,233-\$46,832**  
Peter Stuart 827-22081, Section 68(1), 5 October 2010

**Department of Territory and Municipal Services**

**Ranger 1 \$42,233-\$46,830**  
Bethan David 816-77418, Section 68(1), 13 October 2010

**Workshop Staff (TGS05/6/7) \$56,005-\$63,614**  
Richard Hale 140-502, Section 68(1), 8 October 2010

**Workshop Staff (TGS05/6/7) \$56,005-\$63,614**

Andrew Hemphill 140-522, Section 68(1), 11 October 2010

**Workshop Staff (TGS05/6/7) \$56,005-\$63,614**

Dennis John Hogan 140-523, Section 68(1), 18 October 2010

**Department of the Environment, Climate Change, Energy and Water**

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

Ross Lambie 827-23957, Section 68(1), 15 November 2010

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

Isabel Anne Wilson 821-17607, Section 68(1), 1 October 2010

**Exhibition Park in Canberra**

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

Sally Catherine Pulford 75164245, Section 68(1), 30th September 2010

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

Paula Sanchez, 78075395, Section 68(1), 12th October 2010

**Land Development Agency**

**Senior Officer Grade B \$96,618-\$108,766**

William Patrick Leane 827-24271, Section 68(1), 11 October 2010

**PROMOTIONS**

**ACT Health**

**Business and Infrastructure Support**

**Strategic Support**

**Peter Dreimanis: 756-32272**

From: Administrative Services Officer Class 2 \$42,233-\$46,832

ACT Health

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

ACT Health, Canberra (PN. 23056) (Gazetted 9 September 2010)

**The Canberra Hospital**

**Surgical SMT**

**Surgical Wards**

**Debra Hogbin: 813-18597**

From: Registered Nurse Level 1 \$50,607-\$68,382

ACT Health

To: Registered Nurse Level 2 \$71,180-\$75,582

ACT Health, Canberra (PN. 22554) (Gazetted 12 August 2010)

**Population Health**

**Health Protection Service**

**Scientific Services Management**

**Radomir Krsteski: 735-18433**

From: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)

ACT Health

To: †Health Professional Level 4 \$81,772-\$88,168

ACT Health, Canberra (PN. 26162) (Gazetted 22 July 2010)

**Community Health**

**Continuing Care**

**Catherine Lee: 795-52616**

From: Registered Nurse Level 1 \$50,607-\$68,382

ACT Health

To: Registered Nurse Level 2 \$71,180-\$75,582

ACT Health, Canberra (PN. 22703) (Gazetted 16 September 2010)

**Mental Health ACT**

**Rehabilitation and Specialty Services**

**Brian Hennessy Rehabilitation Centre**

**Kannan Sakhivel: 817-51331**

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

ACT Health

To: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)

ACT Health, Canberra (PN. 25984) (Gazetted 9 September 2010)

**Community Health**

**Continuing Care**

**Nicole Louise Shiels: 821-06879**

From: Registered Nurse Level 1 \$50,607-\$68,382

ACT Health

To: Registered Nurse Level 2 \$71,180-\$75,582

ACT Health, Canberra (PN. 19480) (Gazetted 16 September 2010)

**Aged Care and Rehabilitation**

**Aged Care and Rehabilitation Administration**

**David Spice: 795-51234**

From: Health Professional Level 4 \$81,772-\$88,168

ACT Health

To: †Health Professional Level 5 \$96,618-\$108,766

ACT Health, Canberra (PN. 12956) (Gazetted 26 August 2010)

**The Canberra Hospital**

**Executive**

**Finance**

**Maree Whittall: 741-19733**

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

ACT Health

To: †Senior Officer Grade C \$81,772-\$88,168

ACT Health, Canberra (PN. 19709) (Gazetted 19 August 2010)

**Community Health**

**Continuing Care**

**Nutchanock Wright: 820-88105**

From: Registered Nurse Level 1 \$50,607-\$68,382

ACT Health

To: Registered Nurse Level 2 \$71,180-\$75,582

ACT Health, Canberra (PN. 19481) (Gazetted 16 September 2010)

**ACT Planning and Land Authority**

**Client Services**

**Strategic Finance**

**Slavica Kolundzic: 789-44191**

From: Administrative Services Officer Class 3 \$48,103-\$51,916

Department of Territory and Municipal Services

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

ACT Planning and Land Authority, Canberra (PN. 10724) (Gazetted 22 July 2010)

**Canberra Institute of Technology**

**Centres**

**Student Services Hub**

**Sarah Bryan: 786-56771**

From: Public Affairs Officer 2 \$67,272-\$76,446

Canberra Institute of Technology

To: †Senior Officer Grade C \$81,772-\$88,168

Canberra Institute of Technology, Canberra (PN. 55323) (Gazetted 5 August 2010)

**Department of Disability, Housing and Community Services**

**Disability, Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Annabelle Louise Raab: 820-85115**

From: Administrative Services Officer Class 2 \$42,233-\$46,832

ACT Health

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

Department of Disability, Housing and Community Services, Canberra (PN. 20274) (Gazetted 19 August 2010)

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

**Disability, Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Terry Spannari: 741-00004**

From: Disability Support Officer Level 1 \$39,860-\$41,459

Department of Disability, Housing and Community Services

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

Department of Disability, Housing and Community Services, Canberra (PN. 09065) (Gazetted 19 August 2010)

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

**Department of Education and Training**

**School Improvement**

**North/Gungahlin**

**Lyneham High School**

**Michael David Denmead: 733-19522**

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: †School Leader C \$90,412

Department of Education and Training, Canberra (PN. 02631) (Gazetted 19 August 2010)

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

**School Improvement**

**Tuggeranong Network**

**Bonython Primary School**

**Robyn Anne Kiddy: 778-99480**

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: †School Leader C \$90,412

Department of Education and Training, Canberra (PN. 33753) (Gazetted 29 April 2010)

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

**School Improvement**

**North/Gungahlin Network**

**Gungahlin College**

**Chantelle Lawson: 820-86986**

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

Department of Education and Training

To: †Senior Officer Grade C \$81,772-\$88,168

Department of Education and Training, Canberra (PN. 19525) (Gazetted 22 July 2010)

**School Improvement**

**South/Weston Network**

**Garran Primary School**

**Christine Anne Lomp: 033- 28706**

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: †School Leader C \$90,412

Department of Education and Training, Canberra (PN. 05309) (Gazetted 17 June 2010)

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

**School Improvement**

**Belconnen Network**

**Latham Primary School**

**Christopher Shaddock: 777-86056**

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: †School Leader C \$90,412

Department of Education and Training, Canberra (PN. 19474) (Gazetted 29 July 2010)

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

**School Improvement  
North/Gungahlin Network  
North Ainslie Primary  
Marni Watson: 787-60384**

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: †School Leader C \$90,412

Department of Education and Training, Canberra (PN. 19011) (Gazetted 27 May 2010)

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

**School Improvement  
Belconnen Network  
Hawker College  
Jacob Woolley: 729-04228**

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: †School Leader C \$90,412

Department of Education and Training, Canberra (PN:19575) (Gazetted 19 August 2010)

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

**School Improvement  
North/Gungahlin Network  
Turner School  
Mary Murphy: 733-17287**

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: †School Leader C \$90,412

Department of Education and Training, Canberra (PN:04492) (Gazetted 29 July 2010)

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

**School Improvement  
North/Gungahlin Network  
North Ainslie Primary**

**Rikkie Klootwijk: 787-64414**

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: †School Leader C \$90,412

Department of Education and Training, Canberra (PN. 19314) (Gazetted 19 August 2010)

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

**Department of Justice and Community Safety**

**Office of Regulatory Services**

**WorkSafe ACT**

**Workers Compensation**

**Christopher Bartram: 799-98343**

From: Administrative Services Officer Class 3 \$48,103-\$51,916

Department of Justice and Community Safety

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

Department of Justice and Community Safety, Canberra (PN. 05777) (Gazetted 2 September 2010)

**ACT Law Courts**

**ACT Magistrates Court and Tribunal Administration**

**Various**

**Andrew Perryman: 799-83002**

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

Department of Justice and Community Safety

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

Department of Justice and Community Safety, Canberra (PN. 42394) (Gazetted 15 July 2010)

**Department of Territory and Municipal Services**

**InTACT**

**Operations**

**Health ICT- Business Systems Support**

**Mark Woodward: 780-55124**

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

Department of Territory and Municipal Services

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

Department of Territory and Municipal Services, Canberra (PN. 19648) (Gazetted 5 August 2010)

**Department of Treasury**

**ACT Gambling and Racing Commission**

**Compliance and Investigations**

**Janelle Grattidge: 773-04141**

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

Department of Treasury

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

Department of Treasury, Canberra (PN. 55411) (Gazetted 5 August 2010)