



ACT Government Gazette

Gazetted Notices for the week beginning 04 October 2012

VACANCIES

Canberra Institute of Technology

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

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

Centres

CIT Vocational College

Education Manager

Teacher Band 2 \$104,449, Canberra (PN: 51734)

Gazetted: 09 October 2012

Closing Date: 23 October 2012

Details: As a member of the CIT Vocational College management team you will contribute to the leadership, development, management and promotion of the College. In this position you will have specific responsibility for leadership and management of the English Language Centre for international students, and other ESL programs.

Eligibility/Other Requirements: Mandatory, Certificate IV in Training and Assessment such as a TAE4110 or equivalent. An Advanced Diploma in Adult Education or equivalent. Appropriate industry competencies demonstrated by the following qualifications: Tertiary qualification in TESOL or equivalent. It is mandatory requirement for all Teacher Band 2 teachers to have relevant industry experience. It is desirable that all Teacher Band 2 teachers hold a minimum of a Bachelor Degree in Education, Management or a relevant industry specialisation.

Contact Officer: Jackie Wenner (02) 6207 4959 jackie.wenner@cit.edu.au

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

Centres

CIT Vocational College

Student Advisor

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 28744)

Gazetted: 09 October 2012

Closing Date: 23 October 2012

Details: As part of the CIT Vocational College Student Advice Team, you will provide customised programs and services to assist young people with complex needs in an adult learning context to overcome barriers and develop the skills they need to access appropriate educational opportunities. This may include working with students individually or in small groups, or working together with teachers and their classes. You will work with the Team Leader to plan and implement appropriate activities and strategies to address the varied needs of the young people entering the program. You will need to work collaboratively with other CIT staff and liaise with external agencies.

Eligibility/Other Requirements: Possession of a Degree or Diploma in Youth Work, Community Welfare, Social Welfare, Community Development, or equivalent appropriate to the duties of the position. Possession of a current driver's licence.

Contact Officer: Pamela Owen (02) 6207 7932 pamela.owen@cit.edu.au

Community Services

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

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

Housing and Community Services

Housing ACT

Gateway Services

Manager Gateway Services

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 26623)

Gazetted: 10 October 2012

Closing Date: 23 October 2012

Details: 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: Bridie Doyle (02) 6207 1401 bridie.doyle@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Adoptions and Permanent Care Unit

Permanent Care Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 16565, expected)

Gazetted: 10 October 2012

Closing Date: 19 October 2012

Details: The position involves contributing to the ongoing development of processes and policies to ensure permanency and stability in the arrangements for children and young people residing in long term Out of Home Care and direct assessment work with children and their families. As part of the Unit's Post Order Support Service the position also involves the provision of counselling to parties affected by adoption and support to enable the conduct of conditional permanent care and adoption orders e.g. by facilitating and supervising contact between birth and permanent care family members.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. Experience of working in the Out of Home Care sector. Applicants for these positions will have at least three years experience working with children, youth and/or families in a social work/case management role. Proficiency with Microsoft programs and client database applications, Current driver's licence.

Notes: This is a temporary position available for 6 months with the possibility of extension.

Contact Officer: Emma Selby (02) 6205 3847 emma.selby@act.gov.au

Early Intervention and Prevention Services

Children's Policy and Regulation Unit

Education and Care Adviser

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 15271)

Gazetted: 10 October 2012

Closing Date: 19 October 2012

Details: The Children's Policy and Regulation Unit have exciting positions available, working in partnership with service providers to deliver positive outcomes for children and their families in education and care settings. The successful candidate/s will be responsible for ensuring providers, services and educators comply with legislation. The Education and Care Advisers undertake assessment and monitoring activities as well as, provide professional support and information on all aspects of education and care services to providers, educators, families and other stakeholders.

Eligibility/Other Requirements: Qualifications and experience in education and care is required. Related qualifications and experience will be considered. A current driver's licence is essential.

Notes: Selection may be based on application and referee reports only. This is a temporary position available for six months with the possibility of extension, and or permanency from this process. A merit list will be generated from this recruitment process to fill any permanent or temporary positions that become available within the next 12 months.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

Therapy ACT

Adult team

Therapy Assistant

Technical Officer Level 2 \$52,078 - \$59,939, Canberra (PN: 07546)

Gazetted: 05 October 2012

Closing Date: 12 October 2012

Details: Therapy ACT has a temporary position available for a Therapy Assistant. This position will be involved in a project providing support to young people with developmental disability and complex communication needs leaving school. The position will sit with the Adult Team with Therapy ACT and the successful applicant will work under close supervision of the Speech Pathologist in the Adult team. The position will commence in November and conclude at the end of the project, end of June 2013. Duties include implementing programs in a variety of environments e.g. the client's home or work place or other places as identified. Data collection of use of communication devices and systems, and supporting the use of communication technologies across different environments.

Eligibility/Other Requirements: Experience working with young people with developmental disability highly desirable. Certificate IV or Associate Diploma in relevant field desirable. Current drivers licence essential.

Note: This is a temporary part-time position at 29:04 hours per week for the period 1 November 2012 until 30 June 2013.

Contact Officer: Susanne Moor (02) 6205 9001 susanne.moor@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

Strategic Finance

Project Accounting

Senior Manager, Project Accounting

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 18815)

Gazetted: 10 October 2012

Closing Date: 30 October 2012

Details: The Land Development Agency is looking for a professional, highly motivated individual to undertake this unique management position in an evolving and dynamic organisation. Reporting to the Chief Finance Officer, you will be responsible for managing a small team to ensure all project reporting requirements are met whilst developing and maintaining a culture committed to continuous improvement.

Eligibility/Other Requirements: Completion or substantial progression towards tertiary qualifications in accounting, finance or commerce is desirable.

Contact Officer: Dermot Walsh (02) 6205 3585 dermot.walsh@act.gov.au

Environment and Sustainable Development

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

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

Regulation and Services

Construction Services

Construction Occupations

Electrical Inspector

General Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 15324, several)

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: The Construction Occupations Section of the Construction Services Branch (ESDD) is seeking applicants for an electrical inspector position. Responsibilities will include the approval of electrical drawings, conduct complex onsite inspections, assist other investigation authorities with electrical compliance. There is a requirement for afterhours work on rotation with other inspectors.

Eligibility/Other Requirements: Eligible for an ACT unrestricted electrician's licence. Current driver's licence.

Notes: Selection may be from application only.

Contact Officer: Michael Mosslar (02) 6207 7941 michael.mosslar@act.gov.au

City Planning

Transport Planning

Transport Policy Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 30468)

Gazetted: 04 October 2012

Closing Date: 18 October 2012

Details: The Transport Planning team is seeking a motivated and enthusiastic individual to fill the role of Transport Policy Officer. The Transport Planning Unit develops and implements transport policy, integrates transport planning with urban and land use planning, plans transport networks for all modes in an integrated manner, and coordinates the Transport for Canberra policy and program.

Eligibility/Other Requirements: Tertiary qualifications in transport, planning, policy, economics, law or similar would be highly regarded.

Note: This is a temporary position available from 1 December 2012 to 21 June 2013. Selection may be based on a application and referee reports only.

Contact Officer: Christine Laurence (02) 6207 7137 christine.laurence@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

Women, Youth and Children

Women and Babies

Assistant Director of Nursing and Midwifery

Registered Nurse Level 4.3 \$115,948, Canberra (PN: 18010)

Gazetted: 11 October 2012

Closing Date: 25 October 2012

Details: An exciting opportunity exists for an Assistant Director of Nursing and Midwifery (ADONandM) to work with the Director of Nursing and Midwifery for the Division of Women Youth and Children. This role will provide leadership in the day-to-day operational management of the Women and Babies Department in the Centenary Hospital for Women and Children. The position holder will provide leadership for nurses and midwives in all aspects of clinical practice, models of care, professional development, education, research, teaching, workforce planning and a quality work environment.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse/Midwife with the Australian Health Professional Registration Association (AHPRA). Holds or is working towards a higher degree is desirable.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Liz Sharpe (02) 6174 7470

Canberra Hospital and Health Services

Women, Youth and Children

Womens and Babies

Assistant Director of Nursing - Paediatrics

Registered Nurse Level 4.3 \$115,948, Canberra (PN: 26098)

Gazetted: 11 October 2012

Closing Date: 25 October 2012

Details: An exciting opportunity exists for an Assistant Director of Nursing- Paediatrics (ADON) to work with the Director of Nursing and Midwifery Women Youth and Children's Division. This role will provide leadership in the day-to-day operational management of the Neonatology Department at Canberra Hospital. The position holder will provide leadership for nurses and

midwives in all aspects of clinical practice, models of care, professional development, education, research, teaching, workforce planning and a quality work environment.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds a certificate in Paediatric Nursing, or a Postgraduate Diploma in Paediatric Nursing. Holds or is working towards a higher degree in Health Services Management is desirable.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Liz Sharpe (02) 6174 7470

**Canberra Hospital and Health Services
Women, Youth and Children**

Women and Babies

Assistant Director of Nursing - Neonatology

Registered Nurse Level 4.3 \$115,948, Canberra (PN: 26091)

Gazetted: 11 October 2012

Closing Date: 25 October 2012

Details: An exciting opportunity exists for an Assistant Director of Nursing- Neonatology (ADON) to work with the Director of Nursing and Midwifery in the Division of Women Youth and Children. This role will provide leadership in the day-to-day operational management of the Neonatology Department at Canberra Hospital. The position holder will provide leadership to nurses and midwives in all aspects of clinical practice, models of care, professional development, education, research, teaching, workforce planning and a quality work environment.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the Australian Health Professional Registration Association (AHPRA). Holds a certificate in Neonatal Nursing or a Postgraduate Diploma in Neonatal Nursing. Holds or is working towards a higher degree in Health Services Management is desirable.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Liz Sharpe (02) 6174 7470

Canberra Hospital and Health Services

Critical Care and Imaging

Critical Care and Diagnostic

Nurse Manager

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22185)

Gazetted: 11 October 2012

Closing Date: 25 October 2012

Details: An exciting and challenging opportunity exists for a suitably qualified Registered Nurse to permanently undertake the role of Nurse Manager for the Division of Critical Care. This position covers the Emergency Department.

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

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application, along with two supporting referee reports. This position may be filled on application and referee reports only.

Contact Officer: Megan Wall (02) 6174 5815

Strategy and Corporate

Service and Capital Planning

Capital Asset Development Plan

Safety Advisor

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31270)

Gazetted: 11 October 2012

Closing Date: 25 October 2012

Details: The ACT Government has embarked upon a program to overhaul and expand all aspects of the ACT Health Directorate systems as part of the single largest capital works project undertaken in the ACT Government's history. The enhancements to the health system in both building and clinical systems are in excess of \$1billion. The Health Infrastructure Program (HIP) 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. For further information go to: www.health.act.gov.au/yhop. The role of the Health Infrastructure Program (HIP) Safety Advisor is to conduct site surveillance on nominated Health Directorate Construction sites in conjunction with Health Redevelopment Unit (RDU) and Shared Services Procurement (SSP) Project Officers. Specifically it is expected that the HIP Safety Advisor will assist project delivery teams to ensure project deliverables are achieved in accordance with best practice Site Safety Policy with reference to client time, quality and scope requirements. The successful applicant will need to show extensive experience in the management, implementation and monitoring of safety procedures for complex building projects and an ability to interpret and assess a multitude of safety documentation including Safe Work Method Statements and Plans.

Eligibility/Other Requirements: Formal qualifications in construction safety.

Note: This is a temporary vacancy available until 30 June 2016. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jon Barnes (02) 6205 2135

Canberra Hospital and Health Services

Operational Support

Director General Canberra Hospital and Health Services

Executive Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 13137)

Gazetted: 11 October 2012

Closing Date: 18 October 2012

Details: The Division of Operational Support, Canberra Hospital and Health Services (CHHS) ACT Government - Health Directorate are seeking to recruit a highly skilled and energetic Executive Officer. This position will support and provide strategic advice to the Executive Directors of Canberra Hospital and Health Services, working as a member of the broader CHHS Executive Officer team. Main duties include coordination of high level correspondence including Cabinet, Assembly and Ministerial briefings.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience in either clinical, operational management or policy development areas within a health care system are highly desirable.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Janelle Corey (02) 6244 2169

Canberra Hospital and Health Services

Capital Region Cancer Service

Radiation Oncology

Administration Team Leader

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 12647)

Gazetted: 11 October 2012

Closing Date: 18 October 2012

Details: Capital Region Cancer Service provides a comprehensive range of screening, assessment, diagnostic, treatment and palliative services for cancer patients. The position oversees the day to day running of Radiation Oncology Administration at the Canberra Hospital and is responsible for billing, referrals and file management within the area. We are seeking a person with proven supervisory experience and team building abilities, able to set priorities, monitor and regulate workflow and contribute to the development of work practices within the department.

Eligibility/Other Requirements: Experience within a health administration area including ACTPAS would be an advantage however area specific training will be provided. A business management qualification will be of benefit.

Note: This is a temporary position available for six months with the possibility of extension. The suitable applicant may be chosen on the basis of application and referee reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Stuart Couper (02) 06174 7162

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Service

Adult Community and Older Persons Mental Health

Psychologist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 19763)

Gazetted: 11 October 2012

Closing Date: 18 October 2012

Details: The City Mental Health Team is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery. The service aim to provide collaborative care involving the consumer, their carers and other key services. It is expected that you will provide high quality interventions and support the achievement of positive outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, and provide supervision to students as required. You will be required to participate in quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, with current unconditional AHPRA registration. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current passenger vehicles driver's licence required.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Rebecca Halsey (02) 6205 1338

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Nutrition Assistant

Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 27098)

Gazetted: 11 October 2012

Closing Date: 18 October 2012

Details: Applications are sought from a suitably qualified Health Care Assistant (Nutrition) to fill a permanent position in the Community Care Program. The successful applicant will work within the Community Care Nutrition team at the various health centres across ACT. Applicants are required to have good communication skills with ability to use initiative to complete tasks, and are required to be able to work both independently and within a team. Presentations to groups of nutrition clients will be involved.

Eligibility/Other Requirements: Applicants must have a Certificate IV in Allied Health Assistance (Nutrition) or recognised equivalent qualification. Applicants must have a current driver's licence. The position is full-time, however part-time hours may be considered.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Ana O'Rourke (02) 6205 1103

**Strategy and Corporate
Business and Infrastructure
Infrastructure Support
Menu Monitor**

Health Service Officer Level 5 \$46,021 - \$48,412, Canberra (PN: 30424, several)

Gazetted: 11 October 2012

Closing Date: 18 October 2012

Details: The Food Services Department of The Canberra Hospital has permanent positions for Patient Services Menu Monitor team available within the Patient Services area. Duties include delivery and collection of menus to all areas of the hospital. Other duties will include the use of the Food Services Mymeal Food service management system.

Note: Both full-time and part-time positions at 22:00 hours per week are available. These positions are on a rotating roster and weekend/shift work will be required. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Sanjay Prasad (02) 6174 5263

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

**ACT Law Courts and Tribunal
Corporate and Strategic
Corporate Information and Systems
Special Projects Officer**

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31088)

Gazetted: 04 October 2012

Closing Date: 18 October 2012

Details: The ACT Law Courts and Tribunal Administration is seeking an organised and self motivated Special Projects Officer to assist the Corporate Information and Systems Unit to implement new information, communication and technological initiatives across the ACT Law Courts and Tribunal. Specifically this person will work as a part of a multi-disciplinary team and undertake a range of administrative activities to support the implementation of a new Court and Tribunal Case Management System. The successful applicant will be able to work under limited supervision and demonstrate skills in project management, well developed communication and liaison skills, and work on a range of complementary projects that support the improvement of registry operations and implementation of efficient work practices through the introduction of a new system for the organisation. Eligibility/Other Requirements: Qualifications in project management are desirable. Knowledge and understanding of the ACT Law Courts and Tribunal case management system would be an advantage.

Note: This is a temporary position available until 30 June 2014 with a possibility of a one year extension depending upon the progress of the project. Applicants need to apply by addressing the position's Selection Criteria and limiting their responses to one A4 page per criteria.

Contact Officer: Tony Hanson (02) 6207 0278 tony.hanson@act.gov.au

Emergency Services Agency

ACT Rural Fire Service

Community Protection

Rural Liaison Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 11402)

Gazetted: 05 October 2012

Closing Date: 23 October 2012

Details: The position of Rural Liaison Officer (RLO) within the Community Protection Unit of the ACT Rural Fire Service (ACTRFS) is expected to become vacant on 18 October 2012 following the retirement of the current occupant. This position is responsible for the implementation of ACT Farm Firewise (FFW) program. The RLO will visit rural landholders within the ACT and assist them to develop their property in accordance with FFW. The RLO will be expected to provide rural leaseholders with specialist field services and advice in relation to bush fire hazard reduction on their land. The RLO will also provide feedback from landholders on how the FFW program can be improved and suggest appropriate ways of how this can be done. The RLO will be expected to participate in a range of ACTRFS activities in addition to the core tasks of the position.

Eligibility/Other Requirements: Relevant formal qualifications are not essential but are highly desirable.

Sound knowledge and experience of bushfire behaviour, bushfire incident management/control, bushfire prevention and mitigation strategies, Incident Control Systems and the co-ordination of support to and from other agencies. Driver's licence is essential. Meet and maintain work service fitness level standards and the occupant of this position will be required to regularly undertake parts of the duties outside normal business hours and on weekends.

Contact Officer: Greg Potts (02) 6207 8545 greg.potts@act.gov.au

**ACT Corrective Services
Alexander Maconochie Centre
Finance Section
Accounts Assistant**

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 45884)

Gazetted: 04 October 2012

Closing Date: 11 October 2012

Details: Undertake a range of administrative and account related tasks in accordance with agreed procedures which include but not limited to providing information to clients and prisoners; receive, receipt and bank monies from prisoners and the public on a weekly basis; maintain a financial database and trust account; and maintain and reconcile the Alexander Maconochie Centre prisoner trust bank account on a daily basis. Contribute to the revision and development of administrative procedures, guidelines and draft basic correspondence.

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

Contact Officer: Simon McEvoy (02) 6207 2830 simon.mcevoy@act.gov.au

**Office of Regulatory Services
Enforcement and Investigations
Legal Policy Officer**

Legal 1 \$54,415 - \$111,570, Canberra (PN: 16962)

Gazetted: 10 October 2012

Closing Date: 23 October 2012

Details: Under broad direction of the Enforcement and Investigations Manager: Provide legal advice, counsel/opinion, statutory interpretation and recommendations on questions of law or legal practice to staff within the Office of Regulatory Services (ORS), in particular staff within WorkSafe ACT (WorkSafe). Assist the Legal Manager in managing the operations and activities of the Legal Unit to meet organisational requirements. Act as consultant to other staff at ORS as required, in particular to staff within WorkSafe. Represent the unit in its dealings with other agencies. Provide in house legal support to WorkSafe ACT in the investigation of incidents and the subsequent preparation of briefs of evidence. Manage activities associated with witnesses (including experts). Provide legal comment in relation to current and proposed legislation administered by the ORS, for example the *Work Safety Act 2008*, *Worker's Compensation Act 1951*, *Dangerous Substances Act 2004* and the associated Regulations of each. Provide legal advice and support to WorkSafe inspectors operating in the field in relation to serious incident investigations and prosecutions. Manage MOUs, subpoenas and third party production requests received by WorkSafe. Provide advice in relation to safety undertakings and reviews of notices issued by WorkSafe. Initiate, plan and conduct legal and quasi-legal research projects of considerable breadth, complexity or significance on a range of areas that affect or impact on WorkSafe. Prepare reports and recommendations associated with policies and activities in WorkSafe. Assist in the development of policies and procedures for WorkSafe. Develop and advise on legislative reform initiatives relevant to the work of WorkSafe. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A degree in Laws from an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive, is appropriate to the duties of the office.

Note: This is a part-time temporary position available from 7 January 2013 to 7 June 2013 at 2 days per week, hours/days negotiable.

Contact Officer: Paul Coleman (02) 6205 3742 paul.coleman@act.gov.au

Legal Aid Commission

Client Services

**Aboriginal and Torres Strait Islander Dispute Resolution Project Support
Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: tba)**

Gazetted: 04 October 2012

Closing Date: 18 October 2012

The function of the Aboriginal and Torres Strait Islander Dispute Resolution Project Support is to provide administrative services for the development and establishment of a program to deliver culturally appropriate dispute resolution services to Aboriginal and Torres Strait Islander families. This position will assist Legal Aid ACT in identifying and delivering its services to meet the special needs of Aboriginal and Torres Strait Islander people and assisting Aboriginal and Torres Strait Islander people to access services provided by Legal Aid ACT and other legal assistance providers. Note: Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Sharyn Giles (02) 6243 3426 hr@legalaidact.org.au

Applications can be forwarded to: hr@legalaidact.org.au or GPO Box 512, Canberra city 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

Traffic Management and Safety

Data Entry Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: A10915)

Gazetted: 05 October 2012

Closing Date: 23 October 2012

Details: The Data Entry Officer is responsible for ensuring timely, and accurate, coding and data entry of crash data. The officer will analyse the data and prepare reports on traffic and road safety data and respond to ad-hoc requests for such data. The officer will also assist in the review and development of road safety data processes and will maintain the Traffic Management and Safety filing system.

Eligibility/Other Requirements: Experience in data entry. Knowledge of traffic crashes data is an advantage.

Contact Officer: Pawel Potapowicz (02) 6205 0946 pawel.potapowicz@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

Customer Relations

Applications Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 01015)

Gazetted: 10 October 2012

Closing Date: 17 October 2012

Details: To oversee and coordinate the operation and maintenance of the Children and Young Person's System (CHYPS) and the Youth Justice Information System (YJIS). Provide high-level information technology advice to customers.

Notes: This is a temporary position available until 11 October 2013.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

Shared Services

Shared Services ICT

Customer Relations

Business Applications Support Officer

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 01016)

Gazetted: 10 October 2012

Closing Date: 17 October 2012

Details: To provide technical support for a range of Office for Children, Youth and Family Support (OCYFS) business applications, including Children and Young Persons System (CHYPS) and Youth Justice Information System (YJIS), in an Information Technology Infrastructure Library (ITIL) based environment.

Notes: This position is temporary for the period asap until 11 October 2013.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

Shared Services

Procurement

Contracts and Prequalification

Prequalification Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 10016)

Gazetted: 09 October 2012

Closing Date: 18 October 2012

Details: This position is for a person with an understanding of public sector capital works and related construction industry policies and practices for the prequalification of suppliers. The successful applicant would ideally also have an appreciation of construction industry industrial relations frameworks to assist in the administration and review of the ACT Government's Industrial Relations and Employment Obligations Strategy (the 'IRE Strategy'). The successful applicant will primarily undertake a range of duties that focus on assessment of prequalification applications, assist in the review of the IRE Strategy and assist in the ongoing upkeep and review of the ACT Government construction industry prequalification frameworks. As such, the successful applicant will have the demonstrated ability, or ability to quickly acquire skills to exercise initiative, have well developed communication skills, demonstrate good judgement and flexibility in handling complex policy, financial and administrative issues as these relate to ACT Government prequalification and related industry matters.

Eligibility/Other Requirements: Experience in procurement and prequalification desirable.

Note: This is a temporary position available until 15 April 2013 with the possibility of permanency, from this process.

Contact Officer: Lee-Anne Aldwell (02) 6207 5982 lee-anne.aldwell@act.gov.au

Shared Services ICT

Customer Relations

Health ICT

Business Systems Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 17917)

Gazetted: 05 October 2012

Closing Date: 23 October 2012

Details: This role will be required to deliver comprehensive training and first tier support for computer based business applications to ACT Health staff, in particular the ACT Patient Administration System (ACTPAS), Orion Concerto, Mes@Is and the Mental Health Client Management Application (MHAGIC).

Eligibility/Other Requirements: Participation in the afterhours on-call roster for application support is mandatory. The possession of, or the ability to attain, a Protected security clearance is a requirement. Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment. Qualifications in IT applications training would be an advantage.

Notes: This is a temporary position available for a period less than 12 months.

Contact Officer: Kate McKenzie (02) 6205 2377 kate.mckenzie@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Administrative Services Officer Class 6 \$70,913 - \$81,460
Elena Bristot 787-30636, Section 68(1), 2 October 2012

Administrative Services Officer Class 3 \$52,818 - \$57,004
Fabio Lozano 827-57954, Section 68(1), 2 October 2012

Economic Development

Administrative Services Officer Class 5 \$65,660 - \$69,623
Elizabeth Campbell 827-36037, Section 68(1), 2 October 2012

Senior Officer Grade C \$89,786 - \$96,809
Anthony Francis 835-86552, Section 68(1), 3 October 2012

Education and Training

Administrative Services Officer Class 3 \$52,818 - \$57,004
Melinda Peluko 835-87184, Section 68(1), 15 October 2012

Environment and Sustainable Development

Senior Officer Grade B \$106,086 - \$119,426
Geoffrey James Stannard 835-87651, Section 68(1), 9 October 2012

Health

Administrative Services Officer Class 3 \$52,818 - \$57,004
Dempsee Banwell 836-55917, Section 68(1), 3 October 2012

Health Care Assistant 3 \$47,764 - \$48,861
Rachael Bromwich 831-21755, Section 68(1), 3 October 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Ainslie Ernst 835-84653, Section 68(1), 17 September 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Donna Gaisford 833-45097, Section 68(1), 11 October 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Naomi Kinast 835-88187, Section 68(1), 3 October 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Juan Qin 825-49266, Section 68(1), 11 October 2012

Senior Specialist, \$199,231
Kathleen Tymms: 829-56267, Section 68(1), 9 October 2012

Justice and Community Safety

Administrative Services Officer Class 6 \$70,913 - \$81,460
David Witham 784-33842, Section 68(1), 4 October 2012

Territory and Municipal Services

Administrative Services Officer Class 3 \$52,818 - \$57,004
Michael James Adams 835-87934, Section 68(1), 11 October 2012

Administrative Services Officer Class 3 \$52,818 - \$57,004
Julia Amaro 835-87977, Section 68(1), 11 October 2012

Administrative Services Officer Class 3 \$52,818 - \$57,004
Matthew Fisher 835-87969, Section 68(1), 11 October 2012

Administrative Services Officer Class 3 \$52,818 - \$57,004
Ellie Josephine Hedley 835-87950, Section 68(1), 11 October 2012

Treasury

Information Technology Officer Class 2 \$70,913 - \$81,460

Nathan Carriage 821-09615, Section 68(1), 8 October 2012

Administrative Services Officer Class 2 \$46,372 - \$51,422

Annie McPherson 821-16161, Section 68(1), 8 October 2012

Administrative Services Officer Class 4 \$58,870 - \$63,917

Neethu Remya Rohith 835-83423, Section 68(1), 4 October 2012

Graduate Administrative Assistant \$58,870 - \$60,739

Qing Rong 835-87782, Section 68(1), 6 February 2013

TRANSFERS

Education and Training

Karen Jermyn: 755-70980

From: Administrative Services Officer Class 5 \$65,660 - \$69,623
Education and Training

To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Education and Training, Canberra (PN. 30669) (Gazetted 19 July 2012)

Health

Jessica Jacques: 831-22774

From: Registered Nurse Level 2 \$78,157 - \$82,990
Health

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 26650) (Gazetted 8 September 2012)

Anita Just: 256-35096

From: Registered Nurse Level 2 \$78,157 - \$82,990
Health

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 22293) (Gazetted 9 August 2012)

Michele Mortlock: 260-84310

From: Registered Nurse Level 2 \$78,157 - \$82,990
Health

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 18479) (Gazetted 30 September 2012)

PROMOTIONS

Community Services

Therapy ACT

Physiotherapy

Shannon Orefice: 799-95169

From: Health Professional Level 2 \$54,414 - \$75,477
Community Services

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services, Canberra (PN. 25821) (Gazetted 27 July 2012)

Economic Development

Land Strategy and Finance

Sales, Marketing and Estate Management

Sales

Stephen Terracini: 799-82130

From: Administrative Services Officer Class 5 \$65,660 - \$69,623
Economic Development

To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Economic Development, Canberra (PN. 55379) (Gazetted 25 June 2012)

Education and Training

Office for Schools

Belconnen Network

Macgregor Primary School

Kelly Booker: 775-67240

From: Classroom Teacher \$55,775 - \$88,184

Education and Training

To: †School Leader C \$101,775

Education and Training, Canberra (PN. 30660) (Gazetted 26 July 2012)

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

Office for Schools

Belconnen Network

Hawker Primary School

Mark Deeker: 824-41298

From: School Leader C \$100,271

Education and Training

To: †School Leader B \$118,502

Education and Training, Canberra (PN. 11044) (Gazetted 7 August 2012)

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

Office for Schools

South/Weston Network

Alfred Deakin High School

Rechelle-Naree Greenwood-Gibson: 779-21035

From: Classroom Teacher \$55,775 - \$88,184

Education and Training

To: †School Leader C \$101,775

Education and Training, Canberra (PN. 01983) (Gazetted 9 August 2012)

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.

Training and Tertiary Education

Tertiary Education and Performance

International Education Unit

Carolyn Lovgren: 739-89577

From: Classroom Teacher \$55,775 - \$88,184

Education and Training

To: †School Leader C \$101,775

Education and Training, Canberra (PN. 11761) (Gazetted 27 July 2012)

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

Office for Schools

Tuggeranong Network

Calwell Primary School

Belinda Taylor: 779-02205

From: School Leader C \$101,775

Education and Training

To: †School Leader B \$118,502

Education and Training, Canberra (PN. 04104) (Gazetted 16 August 2012)

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

Environment and Sustainable Development

Regulation Services

Construction Occupations Services

Construction Audit Team

Tamara Blissenden: 827-09098

From: Administrative Services Officer Class 3 \$52,818 - \$57,004

Environment and Sustainable Development

To: Administrative Services Officer Class 4 \$58,870 - \$63,917

Environment and Sustainable Development, Canberra (PN. 10447) (Gazetted 7 August 2012)

Health

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Allied Health

Rohit Batra: 827-36045

From: Health Professional Level 2 \$54,414 - \$75,477

Health

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Health, Canberra (PN. 17699) (Gazetted 28 June 2012)

**The Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services**

Ramesh Kharel: 824-31882

From: Registered Nurse Level 1 \$55,567 - \$75,084

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 21164) (Gazetted 16 August 2012)

**Canberra Hospital and Health Services
Mental Justice Alcohol and Drugs**

Sharon Ryan: 827-17725

From: Registered Nurse Level 1 \$55,567 - \$75,084

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 22466) (Gazetted 16 August 2012)

**Canberra Hospital and Health Services
Critical Care and Imaging
Demand Management**

Nadine Tape: 741-15687

From: Administrative Services Officer Class 2 \$46,372 - \$51,422

Health

To: Administrative Services Officer Class 4 \$58,870 - \$63,917

Health, Canberra (PN. 31026) (Gazetted 6 September 2012)

**Canberra Hospital and Health Services
Critical Care and Diagnostics**

Emergency

Megan Wall: 762-81283

From: Registered Nurse Level 3.2 \$101,556

Health

To: †Registered Nurse Level 4.3 \$115,948

Health, Canberra (PN. 14192) (Gazetted 23 August 2012)

Territory and Municipal Services

Directorate Services

Corporate

Finance

Xiaoyu Liu: 792-43821

From: Administrative Services Officer Class 6 \$70,913 - \$81,460

Treasury

To: †Senior Officer Grade C \$89,786 - \$96,809

Territory and Municipal Services, Canberra (PN. 00648) (Gazetted 9 August 2012)