



ACT Government Gazette

Gazetted Notices for the week beginning 26 May 2011

EXECUTIVE CONTRACTS

Justice and Community Safety

Contract Cessation

Howard Jones
Superintendent, Custodial Operations (E514) 02.03.2011

VACANCIES

ACT Auditor General's Office

Performance Audits and Corporate Services

Performance Audits

Performance Auditor/Senior Performance Auditor

Audit Band 1 \$50,000 - \$81,800, Canberra (PN: 42808/43819)

Gazetted: 27 May 2011

Closing Date: 10 June 2011

Performance Auditors and Senior Performance Auditors are responsible for a range of functions including planning, managing, conducting, and reporting performance audits and reviews of the operations of ACT public sector entities and client relationship management. They will possess analytical, research and investigatory skills and strong communication skills. The Senior Performance Auditor will usually have responsibility for supervising staff. Successful applicants will be appointed at a salary that recognises experience, knowledge, skills and qualifications.

Eligibility/Other Requirements: Security assessed position at the Highly Protected clearance level.

Contact Officer: Mr Russell Hearne 6205 2442 russell.hearne@act.gov.au Applications can be forwarded to: ACT Auditor-General's Office PO BOX 275 CIVIC SQUARE ACT 2601 EMAIL: actauditorgeneral@act.gov.au

Canberra Institute of Technology

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

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

Centres

CIT Vocational College

ESL Teachers

Teacher Band 1 \$58,254-\$78,380, Canberra (PN: 17444, several)

Gazetted: 30 May 2011

Closing Date: 14 June 2011

The CIT Vocational College is seeking individuals who have demonstrated professional knowledge and practical skills appropriate to teaching ESL to adults, including the ability to: develop appropriate teaching resources using a range of technologies; develop, conduct and mark suitable assessment tasks and implement assessment procedures according to CIT policies and external contract requirements; and counsel and advise students on their programs of study, goals, learning pathways and other issues relevant to their effective participation in courses offered.

Eligibility/Other Requirements: Appropriate tertiary qualifications for teaching English as a Second Language. Possess, or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five (5) years of relevant vocational/industrial professional experience OR possess such other qualifications and/or experience acceptable for the position. Certificate IV Training and Education (TAE) or equivalent is desirable. There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Note: These positions are part-time 0.6 or 0.8 of a full load and are for temporary employment for a period of two years with possibility of extension up to five years. Engagement resulting from this advertisement may lead to Appointment under clause 21 of the Canberra Institute of Technology Teachers' Enterprise Agreement 2009-2011.

Contact Officer: Gemo Virobo (02 6207 4800 gemo.virobo@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.

Chief Minister and Cabinet

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

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

Governance

Office of Industrial Relations

Workers' Compensation Policy

Policy Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 10324, several)

Gazetted: 31 May 2011

Closing Date: 14 June 2011

We are looking for a talented individuals interested in improving the performance and operations of the ACT Private Sector workers' compensation scheme. Working as part of a team you will develop policy and legislation regarding workers' compensation, gain insight into Canberra's diverse working environment, develop close ties with significant community organisations and provide practical solutions to complex problems facing the workforce. Join our team and help make Canberra a great place to work.

Note: These are temporary positions available until 30 June 2012, with the possibility of permanency from this process.

Contact Officer: Carolyn O'Neill (02) 6207 6842 carolyn.o'neill@act.gov.au

Community Services

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

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

Office for Children Youth and Family Support

Care and Protection Services

Care and Protection Worker

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 16541, several)

Gazetted: 26 May 2011

Closing Date: 14 June 2011

The position entails the delivery of quality services to children and families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. You will be responsible for the provision of culturally appropriate casework, intervention and referral services to children and families using a range of techniques and maintain accurate case records consistent with case management requirements.

Eligibility/Other Requirements: Relevant tertiary qualifications in eg. In Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will need to have at least two years experience working with children, youth and/or families in a social work/case management role. Proficiency with Microsoft programs and client database applications is highly desirable. A current driver's licence is essential.

Note: Please note these positions have also been advertised overseas and different panels will conduct interviews for applicants for both locations.

Contact Officer: Nicole Eldridge (02) 6205 6002 nicole.eldridge@act.gov.au

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Senior Policy Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 00577, several)

Gazetted: 01 June 2011

Closing Date: 21 June 2011

Senior Policy Officers within this section provide advice and support to a range of stakeholders, including Executive and the Government, and work collaboratively with a range of community services to ensure that government's strategic goals on homelessness can be met. Senior Policy Officers need to understand and work within the strategic policy direction of the Government, as well as the capacity to develop productive working relationships with community partners. The occupant of this position will need to work individually as well as closely with other team members. The occupant should have the capacity for innovation within the workplace and be willing to think outside the box. This Senior Policy Officer position will be responsible for a portfolio of service funding agreements, managing organisational and departmental compliance with contractual obligations. The occupant will require demonstrated skills in written and oral communication, negotiation, policy development and funding of human services and will report to the Assistant Manager.

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

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

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Policy Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 27886)

Gazetted: 31 May 2011

Closing Date: 21 June 2011

Policy Officers within this section provide advice and support to a range of stakeholders and work collaboratively with a range of community services to ensure that government's strategic goals on homelessness can be met. The occupant of this position will need to work individually as well as closely with other team members. The occupant should have the capacity for innovation within the workplace and be willing to think outside the box. The occupant will require demonstrated skills in written and oral communication and a broad understanding of policy development and funding of human services.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. Social Science, or experience in a similar environment would be an advantage.

Contact Officer: Tim Arkley-Smith (02) 6205 2463 tim.arkley-smith@act.gov.au

**Office for Children Youth and Family Support
Care and Protection Services
Care and Protection Worker
Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 03347, several)**

Gazetted: 26 May 2011

Closing Date: 14 June 2011

The position entails the delivery of quality services to children and families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. You will be responsible for the provision of culturally appropriate casework, intervention and referral services to children and families using a range of techniques and maintain accurate case records consistent with case management requirements.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will have at least one (1) year's 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.

Note: Please note these positions have also been advertised overseas and different panels will conduct interviews for applicants for both locations.

Contact Officer: Nicole Eldridge (02) 6205 6002 nicole.eldridge@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

**Sport and Recreation Services
ACT Academy of Sport (ACTAS)
Manager, ACTAS**

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 13850)

Gazetted: 30 May 2011

Closing Date: 13 June 2011

The occupant of the position will be required to manage all aspects of the ACT Academy of Sport (ACTAS), including efficient use of its human and financial resources and formulation and development of strategy and programs relating to high performance sport in the ACT. The ACTAS Manager is also responsible for establishing, maintaining and managing quality strategic alliances with local and national sporting organisations, local corporate partners and other external agencies.

Eligibility/Other Requirements: Relevant tertiary qualifications suitable for the role which may include business, sport administration or science are desirable, however sound practical experience would be an appropriate substitute.

Contact Officer: Shane O'Leary (02) 6207 2070 shane.oleary@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.

**Sport and Recreation Services
ACT Academy of Sport
Manager Performance Services
Senior Professional Officer Grade C \$83,816 - \$90,372, Canberra (PN: 24053)**

Gazetted: 30 May 2011

Closing Date: 13 June 2011

Duties for this position include responsibility for project management and policy compliance across business areas including Occupational Health and Safety, risk management, anti-doping and member protection. Working with the Manager to maintain sponsorship and partnership agreements and coordination of IT requirements; liaison with professional staff, coaches, athletes, sporting organisations and departmental personnel are also key responsibilities. Some of the skills required for the position include demonstrated understanding of and commitment to programs that support elite athlete development, including relevant experience in sports administration (high performance environment desirable); understanding of the needs of high performance coaches, athletes and service personnel; IT familiarity and strong communication skills with particular reference to liaison, negotiation and representation.

Eligibility/Other Requirements: A degree or a comparable qualification which is appropriate to the duties of the role is a requirement for the position.

Note: Selection for this position may be based on written application and referee reports only.

Contact Officer: Gerard Corradini (02) 6207 4410 gerard.corradini@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.

**Sport and Recreation Services
Sport and Recreation Development
Senior Project Officer
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 13648)**

Gazetted: 30 May 2011

Closing Date: 14 June 2011

Duties of this position include the development, management and evaluation of projects and strategies that target physical activity and healthy nutrition within the sport and recreation sector. In particular, there will be a focus on the development of the Healthy Sporting Canteens program. The successful applicant will have relevant experience in project management; high level written and oral communication and negotiation skills; the ability to develop and manage strategic partnerships; and the capacity to work independently.

Note: This position is temporary available ASAP to 30 June 2014. Selection for this position may be based on written application and referee reports only.

Contact Officer: Simon Dolejsi (02) 6205 8608 simon.dolejsi@act.gov.au

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

Territory Venues and Events

Canberra Stadium

Facilities Technician

Technical Officer Level 4 \$66,198 - \$76,043, Canberra (PN: 24031)

Gazetted: 30 May 2011

Closing Date: 14 June 2011

A position exists for an experienced and enthusiastic person to join the dynamic Territory Venues and Events (TVE) team in the role of Facilities Technician. TVE manages Canberra Stadium, Manuka Oval and Stromlo Forest Park. As the Venue Technician you will be responsible for all Heating Ventilation and Air Conditioning (HVAC) and supervision of other Maintenance repairs. Event day duties will also be required to ensure TVE facilities operate to a high standard during all events, as well as managing all records maintenance activities across all three venues.

Eligibility/Other Requirements: Air Conditioning and Refrigerator Technician license and at least 5 years trade (post-apprentice) experience in maintaining air conditioning and refrigeration plant. C Class driver's licence. Experience in contract and or staff management. Knowledge of the event industry and or event industry experience and proven experience in maintaining a large facility desirable. You will possess a strong work ethic and display high customer service skills.

Note: Weekend and after-hours duties are required with this position.

Contact Officer: Chris Brooker (02) 6256 6700 c.brooker@canberrastadium.com

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.

Education and Training

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

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

School Improvement

North/Gungahlin Network

Gold Creek School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 23497)

Gazetted: 27 May 2011

Closing Date: 13 June 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Sue Jose (02) 6205 1814 sue.jose@ed.act.edu.au

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

School Improvement

North/Gungahlin Network

Ngunnawal Primary School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 04041)

Gazetted: 27 May 2011

Closing Date: 13 June 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Leanne Wright (02) 6205 8182 leanne.wright@ed.act.edu.au

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

School Improvement

**Aboriginal and Torres Strait Islander Education and Student Support
Student Wellbeing and Behaviour Support- Murrumbidgee Education and Training Centre
Deputy Principal**

School Leader B \$98,077, Canberra (PN: 33760)

Gazetted: 30 May 2011

Closing Date: 13 June 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: David Bromhead (02) 6205 7170 david.bromhead@act.gov.au

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

**School Improvement
South/Weston Network
Chapman Primary School
Executive Teacher**

School Leader C \$91,769, Canberra (PN: 02223)

Gazetted: 30 May 2011

Closing Date: 13 June 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Anne Simpson (02) 6205 7300 anne.simpson@ed.act.edu.au

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

**School Improvement
South/ Weston Network
Canberra College
Executive Teacher, Mathematics**

School Leader C \$91,769, Canberra (PN: 02727)

Gazetted: 30 May 2011

Closing Date: 13 June 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Simon Vaughan (02) 6205 5777 simon.vaughan@ed.act.edu.au

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

**School Improvement
Tuggeranong Network
Caroline Chisholm School
Executive Teacher - English/SOSE**

School Leader C \$91,769, Canberra (PN: 02860)

Gazetted: 27 May 2011

Closing Date: 13 June 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Wendy Wurfel (02) 6205 7277 wendy.wurfel@ed.act.edu.au

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

**School Improvement
South/Weston Network
Stromlo High School
Executive Teacher English
School Leader C \$91,769, Canberra (PN: 02263)**

Gazetted: 30 May 2011

Closing Date: 13 June 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan specifically in the English learning area and school events and promotions. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students. Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification
Contact Officer: Cecily Blake (02) 6205 6166 cecily.blake@ed.act.edu.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**School Improvement
North Canberra/Gungahlin
Charnwood-Dunlop School
Executive Teacher
School Leader C \$91,769, Canberra (PN: 17253)**

Gazetted: 27 May 2011

Closing Date: 13 June 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Frances Dowling (02) 6205 7322 frances.dowling@ed.act.edu.au

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

**School Improvement
South/Weston Network
Garran Primary School
Team Leader SLC
School Leader C \$91,769, Canberra (PN: 03624)**

Gazetted: 27 May 2011

Closing Date: 13 June 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Wayne Prowse (02) 6205 5844 wayne.prowse@ed.act.edu.au

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

**Executive Director School Improvement
South and Weston Network
Narrabundah Early Childhood School
General Assistant
School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 17720)**

Gazetted: 26 May 2011

Closing Date: 9 June 2011

Narrabundah Early Childhood School is seeking a highly motivated person to work as a valued team member to provide support to staff in a variety of areas throughout the school.

Eligibility/Other Requirements: First Aid and Epi-pen qualifications or willingness to undertake training are desirable.

Note: Please note that this position is part-time at 25 hours per week.

Contact Officer: Sandra Trayling (02) 6207 4693 sandra.trayling@ed.act.edu.au

Environment and Sustainable Development

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

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

**Planning Services Branch
Design Policy
Senior Urban Planner
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 19398)**

Gazetted: 26 May 2011

Closing Date: 14 June 2011

This position offers a challenging opportunity to assist in the delivery of major urban design and sustainability outcomes. Applicants must demonstrate a keen interest and knowledge in urban design, master planning and community consultation. Good project management and communication skills, as well as the initiative to work well within a small team are essential.

Eligibility/Other Requirements: Qualifications and experience in town planning, architecture, urban design or landscape architecture is essential. To be a Certified Practising Planner is also highly desirable.
Contact Officer: Gay Williamson (02) 6207 1770 gay.williamson@act.gov.au

Development Services
Development Services Branch
Estates and Impact Assessment
Senior Assessment Officer
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 17696)

Gazetted: 26 May 2011

Closing Date: 14 June 2011

This position is within the Development Services Team of the Economic and Sustainable Development Directorate. Under the direction of the Section Manager and Technical Coordinator this position is responsible for the preparation of scoping documents for environmental impact statements, the assessment of environmental impact statements, estates development planning and complex development applications. The position is required to provide specialist technical expertise relating to all facets of environmental and estate assessment and development applications including both decision making and policy formulation. A high level of communication will assist to prepare reports and related correspondence for various bodies, including other areas of government, administrative tribunals, industry and the general community on environmental and estate development as well as complex merit and impact track development applications.

Eligibility/Other Requirements: Qualifications in environmental engineering, environmental planning, environmental sciences, town planning, geography or related fields is highly desirable.

Contact Officer: Michaela Watts (02) 6207 1831 michaela.watts@act.gov.au

Health

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

Deputy Chief Executive Strategy and Corporate
Human Resource Management
Staff Development
Enrolled Nurse Graduate Program Coordinator
Registered Nurse Level 3.2 \$94,804, Canberra (PN: 24018)

Gazetted: 02 June 2011

Closing Date: 9 June 2011

The Enrolled Nurse Graduate Program Coordinator facilitates ACT Health Enrolled Nurse Graduate program and is an exciting and challenging position. As the successful applicant you will have an effective leadership style to manage the many challenges in this role. This role requires you to be results orientated and accountable and be able to manage risk, as well as lead and develop a team. You will have to use a range of processes to make timely decisions using good judgement and involving others appropriately. You will have excellent educational skills and support the learning of graduate nurses and staff. You will also need excellent management and project management skills with the ability to develop plans quickly in response to changing organisational needs. You will have excellent communication skills, be able to build partnerships and identify and develop positive working relationships.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the Nursing and Midwifery Board of Australia.

Contact Officer: Elizabeth Renton (02) 6244 3429

Deputy Chief Executive Strategy and Corporate
Service and Capital Planning
Capital Asset Development Planning
Procurement and FFE Coordinator
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 17511)

Gazetted: 02 June 2011

Closing Date: 16 June 2011

The Procurement and FFE Coordinator works with the Project Director, architects and construction project managers on the planning and management of the Furniture, Fittings and Equipment (FFE) requirements for hospitals and community health facilities built and renovated under the ACT Health Capital Asset Development Program (CADP). This position liaises with health service staff to determine furniture and equipment needs and procures equipment and furniture items in accordance with the building project timeframes and budgets. The Procurement and FFE Coordinator reports to the Director of Redevelopment and works as a member of a small team with a range of stakeholders and provides leadership, guidance and expert advice on the procurement of FFE. To be successful in this position you will have proven experience in government sector procurement, the planning and assessment of user requirements for FFE, be organised, a team player and possess advanced communication and negotiation skills.

Eligibility/Other Requirements: Certificate VI in Government Procurement or working toward same. Knowledge of, or experience in, procurement in the Health sector.

Note: This position is an expected temporary vacancy from 27 June 2011 to 29 June 2012.

Contact Officer: Jacinta George (02) 6205 0525

**Deputy Chief Executive The Canberra Hospital and Health Service
Critical Care and Diagnostics
Demand Management
Discharge Liaison Nurse
Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 17526)**

Gazetted: 02 June 2011

Closing Date: 9 June 2011

Critical Care and Diagnostics Services (CCADS) is a new division with The Canberra Hospital. We are seeking a highly motivated and experienced Registered Nurse Level 2 to fulfil the role of Discharge Liaison Nurse (DLN) for Ward 7B and SAPU. The primary focus for this position will be Ward 7B and SAPU. Although, the successful applicant will be expected to work alongside fellow DLN's in the Emergency Department when required. The DLN's will work closely with the CNC of the ward areas to facilitate the discharge process early on in the admission. The applicant will be required to demonstrate a willingness to be part of a vibrant, dynamic and committed organisation that represents a set of values to allow for the provision of high quality health care.

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

Note: This position has been readvertised - previous applicants will need to resubmit a new application if they wish to be considered. Selection may be made on application and referee reports only. Please address the selection criteria and provide two written referee reports.

Contact Officer: Clare Gallagher (02) 6244 2275

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine
Haemodialysis Unit
Clinical Development Nurse
Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 29935)**

Gazetted: 02 June 2011

Closing Date: 16 June 2011

Applications are invited from committed, motivated, and enthusiastic Registered Nurses to work within the renal nursing team. It is desirable that applicants possess sound clinical knowledge, haemodialysis experience, and good time management skills. The Clinical Development Nurse (CDN) will be responsible for the education and support of graduate nurses, overseas nurses and new and existing staff. The CDN will provide and promote education, feedback, reflective practice and innovative change to meet the ward demands and professional development of staff. The CDN will be involved in in-services, policy development, quality improvement activities and maintenance of the mandatory training register for the ward.

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

Note: The Haemodialysis Unit operates Monday to Saturday working both morning and evening shifts. The successful applicant may be required to participate in the on call roster, depending on experience.

Contact Officer: Chari Mercado (02) 6244 3633

**Deputy Chief Executive The Canberra Hospital and Health Services
Women, Youth and Children
Women and Babies
Midwife
Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 22289)**

Gazetted: 02 June 2011

Closing Date: 16 June 2011

Canberra Midwifery Program, based in the Birth Centre at Canberra Hospital, currently have a permanent fulltime vacancy for a level 2 registered midwife. This position would suit an enthusiastic and experienced midwife who would like to provide woman-centred care through a caseload model of midwifery care.

Eligibility/Other Requirements: Registered or eligible for registration as a midwife with the Australian Health Professionals Registration Authority, and a current unconditional driver's licence.

Note: This position is full-time but part-time employment (minimum of 0.74FTE) may be negotiated. Salary complimented with 35% loading plus car allowance.

Contact Officer: Melissa Pearce (02) 6244 3505

**Deputy Chief Executive Canberra Hospital and Health Service
Critical Care and Diagnostics
Demand Management
Surgical Nurse
Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 19485, several)**

Gazetted: 02 June 2011

Closing Date: 9 June 2011

Surgical Assessment and Planning Unit (SAPU) Nursing Positions. Applications are invited from Registered Nurses to fill several permanent positions for SAPU. SAPU is a new ward area where the primary focus is the multidisciplinary assessment, diagnosis and planning for patients who present with a provisional surgical condition.

Eligibility/Other Requirements: Registered or eligible for registration as a General Nurse with APHRA.

Note: Selection may be based on written application and referee reports only. Applicants are required to submit a written response addressing the selection criteria, a current CV and two written referee reports. There are full-time and part-time positions available.

Contact Officer: Sarah Majeed (02) 6244 5734 sarah.majeed@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Critical Care and Diagnostics
Intensive Care Unit**

Critical Care Nurse

Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 21183, several)

Gazetted: 02 June 2011

Closing Date: 16 June 2011

The opportunity exists for dynamic, motivated persons to fill a number of positions within the Canberra Hospital's Medical Emergency Team incorporating Intensive Care Outreach. The successful applicants must have demonstrated abilities, knowledge and skill in Critical Care nursing, be a resource for less experienced staff and demonstrate commitment to ACT Health values. These are clinical leadership roles that support the Resuscitation Coordinator in ensuring excellent care, professional development and education delivery to a wide variety of staff and quality improvement activities.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board of Australia. Current basic and advanced life support certification. Current COMPASS certification. Minimum of three years full-time employment as a Registered Nurse Level 2 or equivalent in acute/critical care nursing is highly desirable. Holds or is working toward post graduate qualifications in critical care nursing is high desirable.

Note: Staff will be required to work a full rotating roster to cover all shifts.

Contact Officer: Nicole Slater (02) 6244 3783 nicole.slater@act.gov.au

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

Rehabilitation

Senior Occupational Therapist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 62850, several)

Gazetted: 02 June 2011

Closing Date: 16 June 2011

There is an exciting opportunity for a suitably qualified, motivated Occupational Therapist to join the RACC Occupational Therapy team. Services include Community rehabilitation team, Inpatient rehabilitation, Vocational Assessment and Rehabilitation Service (VARS) and Driving Assessment and Rehabilitation Service (DARS).

Eligibility/Other Requirements: Degree or Diploma in Occupational Therapy or equivalent qualifications and eligibility for membership of the Australian Association of Occupational Therapists ACT Incorporated. Current driver's licence.

Note: There is one permanent part-time vacancy and several temporary part-time and full-time vacancies across a range of services. Applications should include a written response to selection criteria and at least two written referee reports.

This position(s) may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Tegan Hinchcliffe (02) 6244 3286

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

Dental Region South

Dental Therapist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 26610, several)

Gazetted: 02 June 2011

Closing Date: 9 June 2011

ACT Health is seeking a qualified dental therapist to provide dental services to eligible children and youth of the ACT. The successful applicants will also undertake health promotion activities, quality activities and supervision of undergraduate students, Health Professional 1, Health Professional 2 and support staff.

Eligibility/Other Requirements: An appropriate tertiary qualification in Dental Therapy or equivalent and must possess unconditional registration as a Dental Therapist by Dental Board of Australia. Applicants must have a minimum of three years paid experience as a Dental Therapist in the public dental sector.

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

Contact Officer: Patricia Mason or Amanda Blyton (02) 6205 1541 or (02) 6205 2768

Office of the Chief Executive

Financial Management

Financial Operations Support

Manager, Financial Processing

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 01771)

Gazetted: 02 June 2011

Closing Date: 9 June 2011

Applications are invited from suitably experienced candidates for the position of Manager, Financial Processing. This position is responsible for managing a small team that provides processing and administrative support services to the clinical operational areas of Health. This role prepares essential end of month journals, raises invoices, collects and analyses all relocation reimbursements for the annual FBT return and supports finance officers with various ad-hoc tasks. The successful applicant will be self motivated with good time management skills and have a keen desire to streamline and improve service delivery. They will also possess highly developed written and verbal communication skills and strong liaison skills.

Eligibility/ Other Requirements: Relevant experience in an accrual accounting environment and experience in a large complex organisation would be a distinct advantage.

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

Contact Officer: Gowri Jeyamanoharan (02) 6244 2992

Deputy Chief Executive The Canberra Hospital and Health Service

Critical Care and Diagnostics

Emergency

Registered Nurse

Registered Nurse Level 1 \$51,872-\$70,092, Canberra (PN: 24658, several)

Gazetted: 02 June 2011

Closing Date: 9 June 2011

The Emergency Department at The Canberra Hospital currently has Level 1 Registered Nurse vacancies. We are seeking Registered Nurses with current Emergency Nursing experience or prepared to work towards same. The Canberra Hospital Emergency Department is a Level 1 trauma centre and our patients include major trauma, paediatric, aged care and mental health.

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

Note: There are both part-time and full-time positions currently available within the Emergency Department.

Contact Officer: Megan Wall (02) 6244 3753

Deputy Chief Executive The Canberra Hospital and Health Service

Rehabilitation, Aged and Community Care

Rehabilitation

Exercise Physiologist

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 03689)

Gazetted: 02 June 2011

Closing Date: 10 June 2011

An exciting opportunity exists for a suitably qualified and motivated person to become part of the Exercise Physiology Department. This is a role that incorporates clinical exercise prescription and health promotion.

Eligibility/Other requirements: Appropriate degree Exercise Science or the equivalent from a recognised tertiary institution.

Eligibility for accreditation with national association Exercise and Sports Science Australia (ESSA). A current driver's licence.

Note: This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Sarah Howard (02) 6244 3616

Deputy Chief Executive Canberra Hospital and Health Service

Medicine

Ambulatory Services

Endorsed Enrolled Nurse - EN1

Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 27307)

Gazetted: 02 June 2011

Closing Date: 9 June 2011

The Canberra Community Dialysis Centre (CCDC) is seeking an Enrolled Nurse colleague to join our team. The unit is a satellite haemodialysis unit which offers dialysis to clients in Canberra and surrounding areas. The unit is open from Monday to Saturday and offers dialysis to clients over three shifts. The unit is closed on Sundays. CCDC aims to provide maintenance dialysis for our clients in a friendly and welcoming environment. We pride ourselves on building lasting partnerships with our clients to achieve the best possible outcomes for a diverse group of people. We are seeking a motivated and enthusiastic colleague who will bring their special talents to our team.

Eligibility/Other Requirements: Registered or eligible for registration as an enrolled nurse with AHPRA.

Note: The position is permanent.

Contact Officer: Anne Maguire (02) 6244 4398

Office of the Chief Executive

Population Health

Health Promotion Service

Administration Officer

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 21871, several)

Gazetted: 02 June 2011

Closing Date: 9 June 2011

Communicable Disease Control is seeking a person to join our Vaccine Management Unit. The successful applicant will be required to work effectively on their own as well as within a close knit but diverse team. The position will assist in the receiving, storage, delivery and monitoring of vaccines for the entire ACT. The applicant must possess experience in data entry with an eye for detail and have well developed communication skills. This is particularly important as you will be required to liaise with both internal and external stakeholders and the public.

Eligibility/Other Requirements: Knowledge of vaccines within the National Immunisation Program would be an advantage.

A current manual drivers' licence is essential.

Contact Officer: Susan Vousden (02) 6207 0897

Justice and Community Safety

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au**

**Emergency Services Agency
ACT Ambulance Service
Operations**

**General Manager - Quality, Safety and Risk Management
Senior Officer Grade A \$115,016, Canberra (PN: 24024)**

Gazetted: 30 May 2011

Closing Date: 14 June 2011

The General Manager - Quality, Safety and Risk Management will lead and manage a new business unit of the ACT Ambulance Service focused on clinical governance, staff and patient safety, consumer engagement, research and risk management. The successful applicant will be able to demonstrate strategic planning ability, high level conceptual and analytical skills and a proven record of achievement in successful change management targeted at building and maintaining organisational capacity.

Eligibility/Other Requirements: Current ACT C driver's licence or interstate equivalent; current experience as a senior manager in an agency engaged in the delivery of emergency ambulance (pre-hospital) and/or health related services to the community with a particular focus on clinical governance, risk management, staff and patient safety highly desirable. Tertiary qualifications in management, nursing or other health related fields would be considered favourably.

Note: This position is entitled to salary packaging with fringe benefits tax-free threshold up to \$9,059.00.

Contact Officer: David Foot (02) 6207 8474 david.foot@act.gov.au

**Emergency Services Agency
ACT Ambulance Service
Operations**

Operations Manager

Ambulance Manager Level 2 \$101,302-\$106,694 (+ associated shift penalties), Canberra (PN: 24116, several)

Gazetted: 30 May 2011

Closing Date: 14 June 2011

The Operations Manager is a senior member of the Operations team reporting to the General Manager (Operations). Applicants will be selected on their demonstrated abilities to lead and manage human, material and financial resources in key portfolio areas including Emergency and Non-emergency ambulance operations, Events and Planning, Special Operations and Communications. To succeed in this role you will require a demonstrated ability to make sound decisions under pressure, lead and manage a team in a changing and challenging work environment and develop positive working relationships with a range of stakeholders. The position will require on call duties.

Eligibility/Other Requirements: Mandatory requirements include; current ACT C driver's licence or interstate equivalent; Diploma of Paramedical Science (Ambulance), or equivalent; current Authority to Practice at Paramedic level with a minimum of five years experience practicing at Paramedic level or above. Certificate IV in Frontline Management (or equivalent qualification) is desirable.

Note: Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory. The position is entitled to salary packaging with a fringe benefits tax-free threshold up to \$9,095.00.

Contact Officer: Barbara Stephens (02) 6205 0388 ESAAmbulance_WorkforcePlanning@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.

**Emergency Services Agency
ACT Ambulance Service
Operations**

Education Officer (Clinical)

Ambulance Manager Level 2 \$101,302-\$106,694 (+ associated shift penalties), Canberra (PN: 23862, several)

Gazetted: 30 May 2011

Closing Date: 14 June 2011

The Education Officer (Clinical) will be an experienced Intensive Care Paramedic tasked with delivery and coordination of all aspects of clinical and practical training and development for ACT Ambulance Service (ACTAS) members. This position, reporting to the General Manager (Education) plays a pivotal role in ensuring the maintenance of high quality educational services to staff contributing to quality clinical care outcomes for our patients. Continuous advances in technology, health care and clinical procedures will require the position to maintain currency in understanding changes and implementing effective change management within education and training for ACTAS paramedics.

Eligibility/Other Requirements: Mandatory requirements include; current ACT C driver's licence or interstate equivalent; Diploma of Paramedical Science (Ambulance), or equivalent; current Authority to Practice at Intensive Care Paramedic level with a minimum of three years (five years preferred) or recent experience practising at Intensive Care Paramedic level (recent experience means within 12 calendar months from date of this advertisement). Relevant tertiary or VET sector qualification and experience in Education, computer literacy with experience in the use of Windows based computer applications is desirable.

Note: Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory. The position is entitled to salary packaging with a fringe benefits tax-free threshold up to \$9,095.00.

Contact Officer: Barbara Stephens (02) 6205 0388 ESAAmbulance_WorkforcePlanning@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.

ACT Office of the Director of Public Prosecutions

Prosecutor

Prosecutor Grade 2 \$90,372 - \$99,932, Canberra (PN: 16855, several)

Gazetted: 27 May 2011

Closing Date: 3 June 2011

The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. There are several Grade 2 positions. The duties of the position include to prosecute more complex summary hearings and committals; appear in mention lists in the Magistrate's Court and Supreme Court; act as instructing solicitor in trials in Supreme Court; prosecute simpler trials, sentencing proceedings and appeals in the Supreme Court; appear in more complex coronial inquests; and mentor junior prosecutors.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Note: This position is being readvertised; previous applicants for this position will be considered and need not reapply.

Contact Officer: Kylie Weston-Scheuber (02) 6207 5399 kylie.westonscheuber@act.gov.au

Office of Regulatory Services

Compliance

Fair Trading - Advice and Complaints

Team Leader

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 42689)

Gazetted: 30 May 2011

Closing Date: 13 June 2011

Assist the Manager, Advice and Complaints to successfully manage the unit to ensure objectives are met and promote team understanding. As a team leader, manage staff including providing assistance to less senior officers in relation to investigations of less complex complaints, rostering and appraisal of written work. Advise consumers of their rights and traders/businesses of their obligations under the legislation administered by the Office with particular emphasis on: Access and equity principles, promoting self help where possible and identifying issues for education, compliance or legislative action. Investigate more complex complaints received by the office and provide advice and guidance to consumers and traders. Where appointed, exercise the functions of an inspector/investigator under a range of legislation administered by Office of Regulatory Services. Prepare correspondence, briefs and reports arising from the investigations of complex complaints including, where necessary, recommendations for further actions. Assist less senior officers with the preparation of correspondence and reports in relation to less complex matters. Provide advice to Senior Management and participate in major investigations/compliance audit as required. Monitor and analyse consumer complaints and identify trends and responses. Give presentations to various community organisations and school groups on consumer issues. Where required, undertake inspections, either individually, or as a team member, under various pieces of legislation administered by the Office. Maintain records in accordance with the *Territory Records Act 2002* other duties as required.

Eligibility/Other Requirements: A current driver's licence is essential. A knowledge of principles of consumer protection, regulatory framework and administrative law would be an advantage.

Contact Officer: Diane Reilly (02) 6205 3791 diane.reilly@act.gov.au

Office of Regulatory Services

Compliance

Parking Review

Team Leader - Parking Review

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 02498)

Gazetted: 01 June 2011

Closing Date: 15 June 2011

Under general direction of the Senior Director, Compliance, the successful candidate will be required to; manage the Parking Review Unit within the Office of Regulatory Services including the supervision of Staff; set and achieve priorities; monitor work flow; manage staffing resources to meet objectives; identify training requirements of staff and assist or organise training for career development; resolve the more complex problems of the unit and assist staff with work matters as required; carry out delegated functions under the *Road Transport (General) Act 1999*; represent the unit at meetings, liaise with representatives of government, industry and members of the public in various contexts; prepare briefs of evidence, certificates and statements in accordance with legislative requirements; give evidence before the ACT Magistrates Court as required; ensure that a high-level of customer service and advice is provided in accordance with the functions and responsibilities of the unit; research and prepare correspondence, including ministerial correspondence, briefs and submissions on various issues; advise on the impact and implementation of proposed policies, strategies, systems and procedures; maintain and ensure procedures are in place to ensure a high level of data integrity and accuracy; and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current Driver's licence required.

Contact Officer: Jon Quiggin (02) 6207 9734 jon.quiggin@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Operations

Graduate Paramedic Intern

Graduate Paramedic Intern \$55,852 - \$68,108 (+ penalties), Canberra (PN: 09274, several)

Gazetted: 02 June 2011

Closing Date: 14 July 2011

The ACT Ambulance Service is seeking applications from university graduates with a Bachelor Degree in Ambulance Studies (or equivalent post graduate qualification). Applicants who are able to provide proof of enrolment in final semester of their studies will also be considered. Bachelor Degree studies must have been undertaken with a tertiary institution accredited by, or provisionally accredited by the Council of Ambulance Authorities. Successful applicants will be offered a three year program as a Graduate Paramedic Intern, graduating as an Intensive Care Paramedic with the ACT Ambulance Service.

Eligibility/Other Requirements: Bachelor Degree in Ambulance Studies (or equivalent post graduate qualification) or proof of enrolment in final semester of studies from a tertiary institution accredited by, or provisionally accredited by the Council of Ambulance Authorities. Current ACT "Class C" driver's licence or interstate equivalent with no more than 50% of demerit points lost in the last two years. NB: not a provisional licence.

Note: These positions are entitled to salary packaging with fringe benefits tax-free threshold up to \$9059.00. The classification of Graduate Paramedic Intern is new and will appear in the 2011 ACT Ambulance Service Collective Agreement.

Contact Officer: Barbara Stephens (02) 6205 0388 barbara.stephens@act.gov.au

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

Land Management and Planning Division

Yarralumla Nursery

Sales and Production

Nursery Workers

General Service Officer Level 2, 3/4, 5/6 \$36,052 - \$47,092, Canberra (PN: Reg0511)

Gazetted: 27 May 2011

Closing Date: 10 June 2011

Yarralumla Nursery is the largest production nursery in the Southern Tablelands that grows and supplies plant materials for the ACT Government and local landscape contractors, and retails locally sourced and grown plants through the Garden Centre. Yarralumla Nursery is seeking applications from motivated people interested in the opportunity to join its temporary employment register which will be used to fill temporary vacancies on a full time, part time and casual basis as they arise over the following five years. Duties also include the propagation of plants, the general maintenance of potted plants, serving customers and the collection and delivery of plants.

Eligibility/Other Requirements: We are seeking Nursery Workers who will work under general supervision in an outdoor environment, performing a variety of manual tasks related to plant growing, maintenance and sales. You will be required to operate equipment relating to nursery activities.

Note: Selection documentation for all three position levels GSO2, GSO3/4, GSO5/6 have been combined into one document. Applicants may apply for more than one level. Applicants need to ensure that they address the correct selection criteria for each level they apply for.

Contact Officer: Maria Ng (02) 6207 2445 maria.ng@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

Health ICT-Health Projects

Senior Project Program Manager

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

Gazetted: 27 May 2011

Closing Date: 14 June 2011

Plan, direct and coordinate activities to manage and implement interrelated ICT projects and programs within Shared Services ICT on behalf of ACT Health, it provides strategic leadership, management, coordination and direction to operational teams and ICT activities within the Health ICT portfolio.

Eligibility/Other Requirements: May be required to manage multiple and complex projects/programs directly, depending on the workload within the Health portfolio. Relevant tertiary qualifications in ICT, Management or Healthcare would be advantageous. Knowledge of MSP, PRINCE2, and ITIL frameworks, and knowledge of/or experience in the Health environment would be advantageous.

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

Shared Services

Shared Services ICT, Customer Relations

Account Manager

Senior Officer Grade A \$115,016, Canberra (PN: 23923, several)

Gazetted: 30 May 2011

Closing Date: 14 June 2011

Shared Services Information and Communication Technology (ICT) provides a comprehensive range of ICT and allied services to the ACT Government including ICT infrastructure, business systems development and support, ICT policy, ICT project services, and publishing. A highly motivated and professional Account Manager, is required to manage the strategic relationship between Shared Services ICT and the customer directorate or directorates and act as an escalation point for significant customer concerns about the delivery of existing ICT services.

Eligibility/Other Requirements: Professional and/or tertiary qualifications in a relevant ICT field. Knowledge of the ITIL framework would be highly advantageous.

Note: This position does not manage the ongoing or day-to-day delivery of ICT services to the customer directorate/s.

Responsibility for day-to-day delivery of ICT services is the responsibility of the relevant ICT Manager.

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

Shared Services

Shared Services ICT

Education and Training ICT- Schools ICT Projects

Schools Capital Works Senior Project Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 24050)

Gazetted: 31 May 2011

Closing Date: 14 June 2011

The Project Manager will be responsible for overseeing the ICT component of Schools Capital Works projects for Education and Training including new facilities.

Eligibility/Other Requirements: Qualifications and experience in Prince 2 would be an advantage.

Note: This position is temporary commencing asap until 30 June 2013.

Contact Officer: Lorraine Nicol (02) 6207 2335 lorraine.nicol@act.gov.au

Shared Services

Shared Services ICT

Education and Training ICT- Schools ICT Projects

Schools Capital Works Administration Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 24049)

Gazetted: 31 May 2011

Closing Date: 14 June 2011

This position provides administrative support to the team overseeing the ICT component of projects for the Department of Education and Training's Schools Capital Works projects.

Eligibility/Other Requirements: A white card for accessing a construction site is essential.

Note: This position is available on a fixed term temporary employment contract available asap to 30 June 2013.

Contact Officer: Lorraine Nicol (02) 6207 2335 lorraine.nicol@act.gov.au

APPOINTMENTS

Community Services

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

David Brent Fitzsimons 820-99250, Section 68(1), 26 May 2011

Economic Development

Technical Officer Level 2 \$48,615 - \$55,954

Mark Graham 261-31164, Section 68(1), 31 May 2011

Technical Officer Level 2 \$48,615 - \$55,954

Michael Roberts 827-41629, Section 68(1), 31 May 2011

Education and Training

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

Paul Robert Landrigan 827-40044, Section 68(1), 2 May 2011

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

Karen Jo-Ann Low 827-07914, Section 68(1), 30 May 2011

Information Technology Officer Class 1 \$53,214 - \$60,844

Daniel McGee 827-33928, Section 68(1), 24 May 2011

Environment and Sustainable Development

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

Alan Noel Holmes 827-38657, Section 68(1), 30 May 2011

Health

Administrative Services Officer Class 3 \$49,306 - \$53,214
Donna Azzopardi 828-66747, Section 68(1), 30 May 2011

Senior Officer Grade C \$83,816 - \$90,372
Paul Bibo 259-28104, Section 68(1), 26 May 2011

Senior Officer Grade C \$83,816 - \$90,372
Lindy Fritsche 827-40810, Section 68(1), 1 June 2011

Health Professional Level 1 \$47,515 - \$61,074
Louise Herlihy 829-69682, Section 68(1), 17 May 2011

Registered Nurse Level 1 \$51,872-\$70,092
Jacob Karikkottu 821-59065, Section 68(1), 14 April 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214
Jessica McDonnell 828-66157, Section 68(1), 27 May 2011

Administrative Services Officer Class 2/3 \$43,289 - \$53,214
Marrissa Prieto 829-68559, Section 68(1), 1 June 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214
Michelle Scicluna 825-48589, Section 68(1), 27 May 2011

Senior Specialist, \$185,984
Anthony John Nicholls: 829-55686, Section 68(1), 1 June 2011

Justice and Community Safety

Student Paramedic \$51,361-\$56,935
Susith Adakari 827-30567, Section 68(1), 30 May 2011

Student Paramedic \$51,361-\$56,935
Toby Banfield-Gamkrelidze 827-30604, Section 68(1), 30 May 2011

Student Paramedic \$51,361-\$56,935
Ben Claughton 827-30591, Section 68(1), 30 May 2011

Student Paramedic \$51,361-\$56,935
Andrew Clifford 827-30620, Section 68(1), 30 May 2011

Student Paramedic \$51,361-\$56,935
Craig Crossan 827-30559, Section 68(1), 30 May 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214
Michelle Amanda Dillon 827-34744, Section 68(1), 18 May 2011

Student Paramedic \$51,361-\$56,935
Simon Gallagher 827-30639, Section 68(1), 30 May 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214
Anita Saverina Lobo 827-41493, Section 68(1), 30 May 2011

Student Paramedic \$51,361-\$56,935
Greg Tompos 827-30612, Section 68(1), 30 May 2011

Territory and Municipal Services

EGSO34 \$48,026
Stephen Warren Brown 140-654, Section 68(1), 14 June 2011

EGSO34 \$48,026
Gregory Hardie 140-589, Section 68(1), 30 May 2011

General Service Officer Level 5/6 \$42,612 - \$47,092
Richard Lord 827-31391, Section 68(1), 23 May 2011

EGSO34 \$48,026

Ricardo Suarez 140-655, Section 68(1), 13 June 2011

TRANSFERS

Justice and Community Safety

Richard Henry Evans: 788-76010

From: Australian Public Servant Level 2 \$44,896-\$50,471
Department of Defence VCDF

To: Trainee Ambulance Support Officer \$43863

Justice and Community Safety, Canberra (PN. 21120) (Gazetted 17 June 2010)

PROMOTIONS

Community Services

Therapy ACT

South Aged South

Scott Collins: 821-14385

From: Indigenous Trainee \$38,249 - \$42,272
Community Services

To: Administrative Services Officer Class 2 \$43,289 - \$48,003
Community Services, Canberra (PN. 21323)

Note: This promotion is to a non-advertised vacancy.

Office for Children, Youth and Family Support

Care and Protection Services

Practice Support Unit

Jenna Schoer: 785-55110

From: Health Professional Level 4 \$83,816 - \$90,372
Community Services

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

Community Services, Canberra (PN. 19129) (Gazetted 21 March 2011)

Economic Development

Property and Strategic Projects

ACT Property Group

Property Projects and Services

Craig Anthony Brereton: 775-24152

From: General Service Officer Level 5/6 \$42,612 - \$47,092
Economic Development

To: †General Service Officer Level 7 \$48,615 - \$51,449

Economic Development, Canberra (PN. 22835) (Gazetted 31 March 2011)

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

Property and Strategic Projects

ACT Property Group

Property Projects and Services

Stephen Kenneth Hall: 820-84523

From: General Service Officer Level 5/6 \$42,612 - \$47,092
Economic Development

To: †General Service Officer Level 7 \$48,615 - \$51,449

Economic Development, Canberra (PN. 22836) (Gazetted 31 March 2011)

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

Property and Strategic Projects

ACT Property Group

Property Projects and Services

Dave Hickey: 260-73558

From: General Service Officer Level 5/6 \$42,612 - \$47,092
Economic Development

To: †General Service Officer Level 7 \$48,615 - \$51,449

Economic Development, Canberra (PN. 22837) (Gazetted 31 March 2011)

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

Property and Strategic Projects

ACT Property Group

Property Projects and Services

Phillip Jones: 716-01874

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

Economic Development

To: †General Service Officer Level 7 \$48,615 - \$51,449

Economic Development, Canberra (PN. 22838) (Gazetted 31 March 2011)

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

Property and Strategic Projects

ACT Property Group

Property Projects and Services

Christopher Ashley Murch: 783-24478

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

Economic Development

To: †General Service Officer Level 7 \$48,615 - \$51,449

Economic Development, Canberra (PN. 22834) (Gazetted 31 March 2011)

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

Property and Strategic Projects

ACT Property Group

Property Projects and Services

Chris Saklamaev: 783-24494

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

Economic Development

To: †General Service Officer Level 7 \$48,615 - \$51,449

Economic Development, Canberra (PN. 22840) (Gazetted 31 March 2011)

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

Property and Strategic Projects

ACT Property Group

Property Projects and Services

Neil Williams: 261-12211

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

Economic Development

To: †General Service Officer Level 7 \$48,615 - \$51,449

Economic Development, Canberra (PN. 22839) (Gazetted 31 March 2011)

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

Education and Training

School Improvement

North/Gungahlin Network

Campbell Primary School

Donna Hewitt: 774-70756

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

Education and Training

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

Education and Training, Canberra (PN. 35553) (Gazetted 10 February 2011)

School Improvement

Belconnen Network

University of Canberra Senior Secondary College Lake Ginninderra

Nicole Louise McDonald: 817-32288

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

Education and Training

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

Education and Training, Canberra (PN. 22740) (Gazetted 30 March 2011)

Health

Deputy Chief Executive The Canberra Hospital and Health Service

Capital Region Cancer Service

Catherine Mary Adam: 817-34152

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

To: Administrative Services Officer Class 3 \$49,306 - \$53,214
Health, Canberra (PN. 28973) (Gazetted 24 February 2011)

Deputy Chief Executive The Canberra Hospital and Health Service

Capital Region Cancer Service

Wendy Faulder: 817-33635

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

To: Administrative Services Officer Class 3 \$49,306 - \$53,214
Health, Canberra (PN. 04312) (Gazetted 24 February 2011)

Deputy Chief Executive The Canberra Hospital and Health Service

Capital Region Cancer Service

Deborah Margaret Hilton: 820-90408

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

To: Administrative Services Officer Class 3 \$49,306 - \$53,214
Health, Canberra (PN. 25065) (Gazetted 24 February 2011)

Deputy Chief Executive The Canberra Hospital and Health Service

Capital Region Cancer Service

Jeannie Olive Tait: 817-49338

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

To: Administrative Services Officer Class 3 \$49,306 - \$53,214
Health, Canberra (PN. 23211) (Gazetted 24 February 2011)

Deputy Chief Executive The Canberra Hospital and Health Service

Capital Region Cancer Service

Sarah Elizabeth Vest: 820-96543

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

To: Administrative Services Officer Class 3 \$49,306 - \$53,214
Health, Canberra (PN. 20178) (Gazetted 24 February 2011)

Treasury

Shared Services

Human Resource Services

Human Resource Systems and Information

Lan Thi Ngoc Pham: 783-25075

From: Capital Linen Service Band 1 \$36,110 - \$37,638
Territory and Municipal Services

To: Administrative Services Officer Class 2 \$43,289 - \$48,003
Treasury, Canberra (PN. 16876) (Gazetted 26 October 2010)

Shared Services

Human Resources

Payroll and Personnel

Toni Ulrich: 820-93051

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

To: †Administrative Services Officer Class 4 \$54,956 - \$59,668
Treasury, Canberra (PN. 09462) (Gazetted 21 March 2011)

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

Shared Services

Human Resources

Payroll and Personnel

Megan Vincent: 789-39587

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

To: †Administrative Services Officer Class 6 \$66,198 - \$76,043
Treasury, Canberra (PN. 09371) (Gazetted 18 March 2011)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.