



ACT Government Gazette

Gazetted Notices for the week beginning 24 January 2013

EXECUTIVE NOTICES

Education and Training

Variation – Transfer

Michael Bateman – Director, Office of Schools (E196) Section 80A(1)(a) of the Public Sector Management Act 1994

Variation – Transfer

Jayne Johnston – Executive Director, Tertiary and International Education (E606) Section 80A(1)(a) of the Public Sector Management Act 1994

Justice and Community Safety

Engagement

Dominic Lane – Commissioner, Emergency Services Agency (E481) Section 72 of the Public Sector Management Act 1994

Retirements and Dismissals

Environment and Sustainable Development

Section 143 Public Sector Management Act 1994 – Keith Burnham AGS 786-59841

Section 143 Public Sector Management Act 1994 – Garrick Calnan AGS 259-01526

Section 143 Public Sector Management Act 1994 – Rosetta Goodrich AGS 545-64821

Section 143 Public Sector Management Act 1994 – Christopher Murray AGS 821-06684

Community Services

Section 143 Public Sector Management Act 1994 – Phillip Pizzano AGS 261-25581

Termination

Territory and Municipal Services

Section 122 Public Sector Management Act 1994 – Peter Van Kleef, ACTION 30 January 2013

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

CIT Executive Team

Operations

Chief Operating Officer

Executive Level 1.2 \$186,074 to \$196,418 depending on current superannuation arrangements, Canberra (PN: E523)

Gazetted: 25 January 2013

Closing Date: 14 February 2013

Details: Canberra Institute of Technology (CIT) is the ACT and region's leading Vocational Education and Training (VET) organisation offering a diverse range of programs including qualifications at Certificate through to Degree. The Chief Operating Officer reports to the Chief Executive and provides strategic leadership on whole of Institute operational matters. This position is responsible for:

Recommending to the Chief Executive and/or the Board of Management strategic priorities, operational priorities and business cases for the development and improvement of CIT Information and Communication Technology services and resources;

Develop and continuously improve the CIT Asset and Infrastructure services and resources including the CIT Strategic Asset

Management Plan and advise on key submissions relating to CIT asset development proposals to Government;

Provide leadership and oversee the performance targets for the Institute including finance and resource targets;

Manage the monitoring of whole of Institute key performance finance and resource targets;

Perform the duties of CIT's Senior Executive Responsible for Business Integrity and Risk (SERBIR) and be the primary CIT contact for Public Interest Disclosures (PID)

Provide leadership and management of CIT's procurement process and systems and operational legal matters;
Provide leadership and manage direct reports;
Lead and manage the Institute industrial relations function and manage and coordinate the strategic relationship with ACT Government Shared Services;
Provide leadership for the submission of CIT budget bids to ACT Government;
Oversee and where relevant, apply policies and principles in relation to CIT's statutory and legal obligations;
Deputise for the Chief Executive and represent the Institute as required.
The Deputy Chief Executive also has a collective strategic responsibility as part of the Executive of the Institute; for the overall success of the Institute.
Note: This position is offered as a performance based Executive contract for a period of 5 years, commencing immediately. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.
Contact Officer: Adrian Marron (02) 6207 3107 adrian.marron@cit.edu.au

Centres

Building and Environment

Horticulture

Technical Officer

Technical Officer Level 1/2 \$47,953 - \$59,939, Canberra (PN: 54651)

Gazetted: 29 January 2013

Closing Date: 12 February 2013

Details: As a member of a team or individually, undertake a range of technical duties including: collect, catalogue and maintain materials within the Centre. Prepare for and service classes in the Department, assist with classroom exercises and issue or receive material as required. Clean, maintain and set up equipment and materials used in the Centre, assist with the purchasing of equipment and consumables, assist in regular collections of specimens and materials used in the Centre. Maintain records in designated areas. Maintain living plant collections ensuring proper watering and other growing conditions.
Eligibility/Other Requirements: Technical Officer Level 1, qualifications and/or experience appropriate to the duties of the position. Technical Officer Level 2, completion of an appropriate Diploma/Associate Diploma, or equivalent, and/or relevant experience appropriate to the duties of the position.

Notes: This temporary position is available initially for six months with a possibility of extension or permanent appointment.

Contact Officer: Jane Cottee (02) 6207 8744 jane.cottee@cit.edu.au

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

Policy and Cabinet

Government Information Office

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31711)

Gazetted: 29 January 2013

Closing Date: 12 February 2013

Details: The ACT Government Information Office (GIO) is responsible for strategic whole of Government Information and ICT Policy for the ACT Government. Comprising an Executive Director with a small specialist staff, the GIO promotes the use of ICT towards citizen-centric e-services, Open Government and Strategic Design. The Senior Policy Officer role, as an integral part of a fast moving team in a complex and diverse environment, will contribute administrative and policy support for the GIO program.

Contact Officer: Mick Chisnall (02) 6207 0612 michael.chisnall@act.gov.au

Commerce and Works

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

Project Officer

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 05428, expected vacancy)

Gazetted: 29 January 2013

Closing Date: 12 February 2013

Details: A suitable person is sought to assist the Senior Projects Officer in the delivery of projects for Shared Services ICT within the Canberra Institute of Technology. The successful candidate would provide operational, management and administrative support for ICT project related functions coordinated within the embedded Shared Services ICT - CIT Infrastructure Support and Projects section.

Contact Officer: Chris Ginman (02) 6207 3253 chris.ginman@cit.edu.au

Shared Services

Shared Services ICT

Customer Relations

ICT Packaging/Novell Systems Officer

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 00871)

Gazetted: 25 January 2013

Closing Date: 12 February 2013

Details: A suitable person is sought to assist the Packaging Team Leader in the provision of Shared Services ICT services within the Canberra Institute of Technology, including management, deployment, support and maintenance of desktop SOE's and application deployment within Novell, Linux and Windows ICT environments.

Contact Officer: Chris Ginman (02) 6207 3253 chris.ginman@cit.edu.au

Shared Services

Shared Services Finance

Financial Reporting

Accountant -Finance Services

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 07289, several)

Gazetted: 25 January 2013

Closing Date: 8 February 2013

Details: Applications are sought from suitably experienced accountants to work in Shared Services Finance. The successful Accountant will be responsible for the provision of a wide range of accounting services to several agencies including: the preparation of monthly and annual financial statements, GST and FBT returns as well as financial analysis. Candidates need to demonstrate a sound understanding of Australian Accounting Standards. The position may involve managing and mentoring of staff. Excellent communication skills and a customer focus in the delivery of accounting services are essential.

Eligibility/Other Requirements: An accounting degree and progress towards a CPA qualification will be highly desirable.

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

Contact Officer: Ahalya Shakespeare (02) 6205 5474 ahalya.shakespeare@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

Policy and Organisational Services

Media and Communications

Senior Media and Communications Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 24305)

Gazetted: 30 January 2013

Closing Date: 13 February 2013

Details: The Senior Officer will provide high-level support to the Senior Manager, Media and Communications, and work on a range of media and communications activities for the Directorate.

Eligibility/Other Requirements: Relevant tertiary qualifications. 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.

Contact Officer: Kanchan Dutt (02) 6205 0282 kanchan.dutt@act.gov.au

Office for Children Youth and Family Support

Care and Protection Services

Youth Support and Transition Team

Senior Youth Advisor

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 26558)

Gazetted: 30 January 2013

Closing Date: 12 February 2013

Details: Delivery of high quality professional therapeutic services to young people aged between 15-25 years under long term care of the Director General. Provision of culturally appropriate support and intervention to young people.

Eligibility/Other Requirements: Relevant qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least two years experience in a case management role to children/youth and/or families. Current drivers licence.

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

Policy and Organisational Services

Organisational Services

Human Resource Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 17873)

Gazetted: 24 January 2013

Closing Date: 31 January 2013

Details: Community Services Directorate has an interesting opportunity for an experienced practitioner to work within the Strategic Human Resource Team. The role encompasses working on the development and ongoing implementation of the Respect, Equity and Diversity Framework (RED) which includes ACT Government's Employment Framework for People with a Disability and the Aboriginal and Torres Strait Islander Employment Strategy.

Eligibility/Other Requirements: Understanding of human resource practices and the ACT Public Service RED Framework.

Notes: The selection process may be based on application and referee reports.

Contact Officer: Maree Mannion (062) 6207 8048 maree.mannion@act.gov.au

Housing and Community Services

Housing ACT

Gateway Services

Gateway Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 26836, several)

Gazetted: 25 January 2013

Closing Date: 12 February 2013

Details: Gateway Officers are responsible for delivering front-line human services. The role includes assessing complex client needs, determining eligibility for housing assistance, matching resources to needs and liaising with community agencies. The successful applicants will need to demonstrate that they have experience in high quality client focussed service delivery, proven analytical and problem solving skills of a high order and well developed oral and written communication skills.

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

Contact Officer: Toni McInnes (02) 6205 3884 toni.mcinnnes@act.gov.au

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

Office of Multicultural, Aboriginal and Torres Strait Islander Affairs

Aboriginal and Torres Strait Islander Affairs

Aboriginal and Torres Strait Islander Elected Body

Administrative Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 12388)

Gazetted: 29 January 2013

Closing Date: 12 February 2013

Details: Administrative Support Officer for the ACT Aboriginal and Torres Strait Islander Elected Body.

Contact Officer: Margaret Beattie (02) 6207 9656 margaret.beattie@act.gov.au

Office for Children Youth and Family Support

Care and Protection Services

Youth Support and Transition Team

Senior Youth Advisor

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 26574, several)

Gazetted: 25 January 2013

Closing Date: 12 February 2013

Details: Delivery of high quality professional therapeutic services to young people aged between 15-25 years under long term care of the Director General. Provision of culturally appropriate support and intervention to young people.

Eligibility/Other Requirements: Relevant qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least one years experience in a case management role to children/youth and/or families.

Note: Current driver's licence.

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

Land Strategy and Finance

Finance Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 18811)

Gazetted: 30 January 2013

Closing Date: 6 February 2013

Details: The Finance Manager is a key leadership role within the Strategic Finance Branch (SFB). The Branch is accountable for the delivery of value-add tactical and strategic financial services, support, analysis and advice to key stakeholders including: the Minister, LDA Board, CEO/Director-General, the Executive, Treasury and the business units within EDD and the LDA.

Eligibility/Other Requirements: Tertiary qualifications in accounting, finance or commerce. Membership or progress towards membership of a professional body (eg. CPA Australia, ICAA) would be highly regarded.

Contact Officer: Richard Hutch (02) 6207 9956 richard.hutch@act.gov.au

Tourism, Events and Sport

Sport and Recreation Services

Sportsgrounds Maintenance and Improvements

Sportsground Ranger

Ranger 1 \$46,372 - \$51,420, Canberra (PN: 31287)

Gazetted: 24 January 2013

Closing Date: 31 January 2013

Details: Sport and Recreation Services is seeking an enthusiastic and resourceful person to join its group of sportsgrounds rangers. The position involves overseeing and monitoring the use of ACT Government sportsgrounds and related facilities; liaison with user groups, field maintenance and management of staff; and reporting on issues surrounding the maintenance of the facilities. The person will need to be highly motivated and reliable in working with minimal supervision.

Eligibility/Other Requirements: Qualifications in areas such as Horticulture, Turf Management, Recreation Management or Social Sciences is desirable. A current driver's licence is mandatory, with a vehicle provided. The position requires that a uniform be worn at all times.

Note: This position was previously advertised in the Gazette of 26 October 2012 as Park Ranger Grade 1 P13421, and previous applicants will be considered and need not re-apply. The position involves rotating shift work, working every weekend, with rest days during the week. Various allowances apply along with five weeks annual leave.

Contact Officer: Jason Gabriel (02) 6207 5142 jason.gabriel@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.

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

Learning, Teaching and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Engagement

Transitions and Careers

Program Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 09480)

Gazetted: 30 January 2013

Closing Date: 13 February 2013

Details: An opportunity exists in the Transitions and Careers section, Learning, Teaching and Student Engagement in the ACT Education and Training Directorate. The position will involve researching, analysing and providing advice to senior management on the development of policy and guidelines regarding transitions and career education in schools, including career development across the lifespan. The position will also involve coordinating the development and implementation of the ACT Career and Transition Framework (website) and aligning career education provision in schools and tertiary institutions. The successful candidate will have the ability to work under pressure to set priorities and meet deadlines both independently and as a member of a team, and proven capacity to liaise effectively with stakeholders.

Eligibility/Other Requirements: Desirable: Experience in education and a qualification in career development.

Contact Officer: Pene Butt (02) 6205 7873 penelope.butt@act.gov.au

Corporate Services

Financial and Corporate Support

Financial Services

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17491)

Gazetted: 25 January 2013

Closing Date: 1 February 2013

Details: The School Finance Team is looking for a self motivated person to be part of their unique team. The successful candidate will be required to provide high quality financial advice, written and verbal to ACT Government Schools as well as the wider directorate; develop and provide an extensive training model in financial management for schools, using the MAZE system. Maintain the School Based Management (SBM) payment model.

Eligibility/Other Requirements: Desirable: High level knowledge of the practices and processes of the MAZE finance system, School Management Manual and GST.

Contact Officer: Sheila Cassie (02) 6205 9109 sheila.cassie@act.gov.au

Learning, Teaching and Student Engagement

Learning and Teaching

Director's Office

Executive Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 00161)

Gazetted: 24 January 2013

Closing Date: 7 February 2013

Details: The Learning and Teaching Branch is seeking a motivated Executive Officer to manage and co-ordinate current and emerging issues and projects for the Director. The successful candidate will require understanding of government processes; high level organisational, negotiation and communication skills; ability in project research and management; and demonstrated leadership in quality customer service principles.

Contact Officer: Leanne Wright (02) 6205 9205 leanne.wright@act.gov.au

Corporate Services

Financial and Corporate Support

Financial Services

Senior Finance Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 17490)

Gazetted: 25 January 2013

Closing Date: 1 February 2013

Details: The School Finance Team is looking for a self motivated person to be part of their unique team. This is a specialist position requiring the officer to have a detailed knowledge of the school finance package (MAZE) in order to be able to provide a financial help desk service to schools.

Eligibility/Other Requirements: High level knowledge of the practices and processes of the MAZE finance system, School Management Manual and GST is desirable.

Notes: This is a re-advertisement and previous applicants need to apply.

Contact Officer: Sheila Cassie (02) 6205 9109 sheila.cassie@act.gov.au

**Learning, Teaching and Student Engagement
Aboriginal and Torres Strait Islander Education and Student Engagement
Transitions and Careers**

Work Experience Administrator

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 07203)

Gazetted: 30 January 2013

Closing Date: 13 February 2013

Details: The Transitions and Careers section is seeking a highly motivated and experienced officer to administer the Work Experience Program for ACT public schools. Duties include: ensuring compliance with legislation; providing support to schools, teachers, employers, parents and the wider community in relation to the Work Experience Program Guidelines - 'Experience Counts'; training new Work Experience Coordinators in schools and office relief staff in work experience procedures and system requirements and providing support for them. The position also involves maintaining the Work Experience database and producing statistical reports, meeting the requirements of Work Experience Policy and Guidelines for unions, schools and employers, record keeping and updating existing records. Experience with the Work Experience database is preferred.

Eligibility/Other Requirements: Desirable: Knowledge of workplace safety, health and welfare legislation and 'The Children and Young People Act 2008'.

Contact Officer: Pene Butt (02) 6205 7873 penelope.butt@act.gov.au

**Corporate Services
Schools Capital Works
Repairs and Maintenance
Administration Officer**

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30840)

Gazetted: 30 January 2013

Closing Date: 13 February 2013

Details: A position exists for an enthusiastic person to become part of the Repairs and Maintenance Unit. The role involves working as part of a team to assist in managing property management projects and services related to school and preschool facilities.

Eligibility/Other Requirements: In possession of a "White Card" or the willingness to obtain. Experience in a construction or facility management environment is desirable.

Contact Officer: Rodney Bray (02) 6205 3713 rodney.bray@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

Policy

Nature Conservation Policy

Natural Environment

Regional Landcare Facilitator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 17228)

Gazetted: 25 January 2013

Closing Date: 8 February 2013

Details: The Natural Environment Section is seeking an energetic person to fill the role of the Regional Landcare Facilitator position. The Regional Landcare Facilitator works to increase community awareness, knowledge and capacity to implement sustainable land management and conservation practices in the ACT region.

Notes: This is a temporary position available from March 2013 to June 2013 with the possibility of extension.

Contact Officer: Anna van Dugteren (02) 6205 2914 anna.vandugteren@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>

Director General Reports

Office of Director General

ACT Bone Bank

ACT Bone Bank Coordinator

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 20609)

Gazetted: 31 January 2013

Closing Date: 7 February 2013

Details: A permanent vacancy is available for an energetic and dynamic registered nurse to fill the position of ACT Bone Bank (ACTBB) Coordinator. The ACTBB Coordinator is responsible for the daily coordination and management of the ACTBB.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Relevant post graduate qualifications or equivalent experience. Current driver's licence.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on written application and referee reports only.
Contact Officer: Kylie Downes (02) 6174 5624 kylie.downes@act.gov.au

**Canberra Hospital and Health Services
Capital Region Cancer Services
Cancer Nursing
Nurse Care Coordinator
Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 03645)**

Gazetted: 31 January 2013

Closing Date: 7 February 2013

Details: Capital Region Cancer Service (CRCS) are seeking a dynamic registered nurse who has highly developed interpersonal skills and demonstrated Oncology/Radiation Oncology knowledge and practice to undertake the role of Care Coordinator for Lung and Mesothelioma within CRCS. Applicants will be required to demonstrate experience in Cancer Nursing including the ability to assist patients and their families understand their diagnosis and treatment plan, and to provide tailored support to patients throughout their trajectory.

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

Note: This is a temporary position for a period of 12 months. 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: Denise Breust (02) 6244 2881

**Canberra Hospital and Health Services
Women, Youth and Children
Women and Babies
Outpatients Clinic Midwife
Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 26910)**

Gazetted: 31 January 2013

Closing Date: 7 February 2013

Details: Maternity Outpatients are looking for a motivated full time registered midwife with an interest in co-ordinating and delivering care to women during pregnancy. The position involves working weekdays in the antenatal clinic. This vacancy is ideal for a midwife interested in joining a dynamic team. The role incorporates triage of referrals, direct client care and co-ordination of outpatient clinics. The team leader supports the development and orientation of new staff and students and acts as a role model to promote evidence based practise.

Eligibility/Other Requirements: Registered or eligible for registration as a midwife with the Australian Health Practitioner Regulation Authority.

Note: The position is permanent full-time. The clinic operates during business hours.

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: Genny Herbert (02) 6174 7368

**Canberra Hospital and Health Services
Surgery and Oral Health
Surgical Administration
Nurse Surgical
Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 11211)**

Gazetted: 31 January 2013

Closing Date: 7 February 2013

Details: Applications are being sought from motivated and experienced Registered Nurses to work in the Preadmission Clinic. A minimum of three years experience in surgical nursing is essential. This is a permanent full-time position.

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.

Contact Officer: Cathy Burns (02) 6244 2601

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Allied Health
Physiotherapist
Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 29722, expected vacancy)**

Gazetted: 31 January 2013

Closing Date: 14 February 2013

Details: There is an exciting opportunity for a suitably qualified and experienced Physiotherapist to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team. The successful applicant will work from community health centres and also may treat patients in their homes. You will be required to assess and treat a diverse range of musculoskeletal conditions to the general public including the frail elderly and people with disabilities and chronic conditions. We are a friendly team with strong supportive links across the Directorate. We are seeking a team member who likes to share their knowledge and strives for continual quality improvement and excellent patient outcomes. Our physiotherapists work alongside other health professionals to deliver multidisciplinary, patient centred care. This is a very exciting time to be working in the Health Directorate with the Health Infrastructure Plan (HIP) well underway providing new health centre facilities to meet the needs of the growing ACT population.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy. Current registration with the Physiotherapy Board of Australia. Current driver's licence is essential.

Note: This position may be required to participate in overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Applications should include a CV and at least two written referee reports are to be included with applications. This recruitment round may be used to fill future full-time and part-time physiotherapy expected vacancies at this level across the Division of Rehabilitation, Aged and Community Care.

Contact Officer: Dominic Furphy (02) 6205 3808 dominic.furphy@act.gov.au

Director General Reports

Population Health

Health Protection Service

Forensic Chemist/Toxicologist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 31751)

Gazetted: 31 January 2013

Closing Date: 14 February 2013

Details: The Toxicology and Forensic Chemistry Unit of the Health Protection Service carries out toxicological and chemical investigations to support ACT legislation. The unit has NATA forensic accreditation. The successful applicant will need to be highly motivated with an interest in the conduct of forensic investigations into drugs and poisons. The successful applicant will need a strong chemistry education (honours or postgraduate degree will be an advantage).

Eligibility/Other Requirements: Bachelor degree in Science, with a major in Chemistry, or other approved qualification. Strong chemistry education, honours or postgraduate degree will be an advantage.

Note: Please include degree transcript with application. To complete your application you must prepare response to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Lachlan Kite/Daniel Andres (02) 6205 8723/(02) 6205 8733

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Senior Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21490)

Gazetted: 31 January 2013

Closing Date: 14 February 2013

Details: An exciting opportunity has arisen for a suitably qualified senior Physiotherapist to join Rehabilitation, Aged and Community Care (RACC), a division within the ACT Government's Health Directorate. RACC is the main provider of aged care and rehabilitation services for the ACT. We offer services to clients aged 18 and over, who present with a range of neurological, vascular and orthopaedic impairments. The successful applicant will have the opportunity to provide physiotherapy services to the patients of our acute inpatient rehabilitation unit, our acute care of the elderly ward, our rehabilitation clients attending the Rehabilitation Independent Living Unit (RILU) and our Community Rehabilitation Team (CRT). We offer excellent supervision and support from our dedicated team clinical educator. Opportunities for student, new graduate and assistant supervision are plentiful. Regular team meetings and education sessions keep team members connected and current in their evidence based practice. If you are interested please call the contact officer who is the acting manager of the RACC rehabilitation physiotherapy services:

Eligibility/Other Requirements: An appropriate Degree or Diploma in physiotherapy or recognised equivalent qualification.

Registered with the Physiotherapy Board of Australia. A current driver's licence.

Note: More than one HP3 position may be appointed using this recruitment round. This position(s) may be required to participate in an overtime, on call, and/or rotation roster.

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: Megan Perry (02) 6174 5662

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23680)

Gazetted: 31 January 2013

Closing Date: 7 February 2013

Details: There is an exciting opportunity for a suitably qualified and experienced physiotherapist to temporarily join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team. The successful applicant will work from community health centres and may also treat patients in their homes. You will be required to assess and treat a diverse range of musculoskeletal conditions to the general public including the frail elderly and people with disabilities and chronic conditions. We are a friendly team with strong supportive links across the directorate. We are seeking a team member who likes to share their knowledge and strives for continual quality improvement and excellent patient outcomes. Our physiotherapists work alongside other health professionals to deliver multidisciplinary, patient centred care. This is a very exciting time to be working in the Health Directorate with the Health Infrastructure Plan (HIP) well underway providing new health centre facilities to meet the needs of the growing ACT population.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy. Current registration with the Physiotherapy Board of Australia. Driver's licence is essential.

Note: This is a temporary three month expected full-time vacancy, part-time hours will also be considered. This recruitment round may be used to fill future full-time and part-time physiotherapy vacancies at this level across the RACC. These positions

may be required to participate in overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria and attach a CV with at least two written referee reports.
Contact Officer: Dominic Furphy (02) 6205 3808

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Child and Adolescent Mental Health
Clinical Manager**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 25990)

Gazetted: 31 January 2013

Closing Date: 12 February 2013

Details: The Child and Adolescent Mental Health Service (CAMHS) has a vacancy for a permanent full-time Health Professional Level 3 at the Cottage Adolescent Day Program. The Cottage comprises a multidisciplinary team of mental health professionals who provide intensive individual and group therapeutic services for young people with mental health issues. The Cottage has a recovery focus and the aim of the program is to reduce the severity of mental health symptoms and to achieve functional gain in the areas of schooling, social functioning and fostering life skills. The successful applicant must have a strong consumer focus and a high standard of assessment and intervention skills, as well as excellent written and verbal communication skills.

Eligibility/Other requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy. Registered with the Australian Health Practitioner Regulation Agency or eligibility for membership of the appropriate professional body is required. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service.

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: Elloise Barry (02) 6205 1128

**Canberra Hospital and Health Services
Operational Support
Ward Services**

Operations Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30827)

Gazetted: 31 January 2013

Closing Date: 7 February 2013

Details: Are you looking for an exciting and rewarding management opportunity to lead support staff in a Health Care setting? Ward Services is a diverse and multi skilled group of dedicated staff comprising of the Central Equipment Service, Hospital Assistants, Ward Clerks and Wardspersons who deliver invaluable Operational Support Services to clinical areas of The Canberra Hospital. An opportunity exists for a self-motivated person looking for a challenging and rewarding role to become our Central Equipment Service Operations Manager. The Central Equipment Service Operations Manager is responsible for managing the day to day operation of the Central Equipment Service as part of the Ward Services and ensures equipment services meet the patient and organisational needs.

Note: Selection may be based on application addressing the selection criteria and referee reports only (which should be submitted at time of application). Interviews may not be conducted. 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: Melanie Marshall (02) 6244 2980

**Strategy and Corporate
Service and Capital Planning
Service and Capital Planning Executive
Administrative Support Officer**

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 31532)

Gazetted: 31 January 2013

Closing Date: 7 February 2013

Details: Service and Capital Planning is looking for a highly motivated and enthusiastic person to support the Executive Office of Service and Capital Planning. The successful candidate will need to have excellent communication skills, strong organisation skills and will be required to support the Executive Office as directed.

Note: This is a part-time position available at two days a week. 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: David Robertson or Robyn Cross (02) 6205 0795

**Canberra Hospital and Health Services
Medicine**

Infectious Diseases

Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30688)

Gazetted: 31 January 2013

Closing Date: 7 February 2013

Details: An exciting opportunity exists for the position as Personal Assistant to the Unit Director of the Canberra Sexual Health Clinic within the Division of Medicine, Canberra Hospital and Health Services. The successful applicant will be enthusiastic, will possess excellent diary management skills, excellent interpersonal skills, enjoy working as part of a small team and have highly developed organisational skills with the ability to prioritise workloads and meet deadlines.

Eligibility/Other Requirements: Holds or is working towards a medical terminology certificate 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. Please note that applications may be considered on selection criteria, resume and referee reports only.

Contact Officer: Daniel Ingram (02) 6244 2063 daniel.ingram@act.gov.au

Director General Reports

Population Health

Health Protection Services

Forensic Chemist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 31755)

Gazetted: 31 January 2013

Closing Date: 14 February 2013

Details: The Toxicology and Forensic Chemistry Unit of the Health Protection Service carries out toxicological and chemical investigations to support ACT legislation. The unit has NATA forensic accreditation. The successful applicant will need to be highly motivated with an interest in the conduct of forensic investigations into drugs and poisons. They will need a strong chemistry education (honours or postgraduate degree will be an advantage).

Eligibility/Other Requirements: Bachelor degree in Science, with a major in Chemistry, or other approved qualification with 12 months relevant experience.

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

Contact Officer: Lachlan Kite/Daniel Andres (02) 6205 8723 / (02) 6205 8733

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Health Professional

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 25563, several)

Gazetted: 31 January 2013

Closing Date: 14 February 2013

Details: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

Note: There is an on-call roster for the Alexander Maconochie Centre and Bimberi Youth Justice Centre (public holidays only). The clinician will also rotate within the various sub-teams of Forensic Services. 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: Ahu Kocak (02) 6205 1551

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Access and Acute Mental Health

Social Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 31734)

Gazetted: 31 January 2013

Closing Date: 14 February 2013

Details: The Adult Mental Health Unit (AMHU) is a contemporary evidence based service providing high quality professional mental health care that is guided by principles of recovery. The service aims to provide collaborative, consumer and family centred care, and other key Government and non Government community services. The successful applicant will join a dynamic, professional, creative, innovative and supportive multidisciplinary team providing therapeutic services to individuals, groups and families.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Social Work, eligibility for membership of the appropriate professional organisation is desirable. Applicant must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current passenger vehicles driver's licence.

Note: This position will involve some shift work and will be offered 38 hours per week with a 40 hour roster allowing for an RDO each month. 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: Christine Waller (02) 6205 9987

Director General Reports

Population Health

Scientific Services Management

Microbiologist

Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: 26173)

Gazetted: 31 January 2013

Closing Date: 7 February 2013

Details: The Health Protection Service is looking for an appropriately skilled officer to fulfil the role of a Public Health microbiologist, to work in a small team responsible for the testing of food and environmental water samples in the ACT. We are seeking a highly motivated person to perform routine and investigative microbiological examinations of waters, food samples and in the broader field of microbiology. You will also be required to prepare, sterilise and or standardise chemicals, solutions and media. The successful applicant will need to have demonstrated conceptual and analytical skills particularly in microbiology.

Eligibility/Other Requirements: Relevant tertiary qualifications in science are necessary.

Bachelor Degree or equivalent qualification, with postgraduate experience in Microbiology in a public health environment.

Note: This is a temporary position available from 12 March 2013 to 12 November 2013, with the possibility of extension.

Selection will be based on application and referees reports only. This position will be filled at either the Health Professional Level 1 or 2, dependent on skill and experience of the successful applicant. 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: Radomir Krsteski (02) 6205 8707

Director General Reports

Population Health

Health Protection Services

Forensic Chemist

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 31754)

Gazetted: 31 January 2013

Closing Date: 14 February 2013

Details: The Toxicology and Forensic Chemistry Unit of the Health Protection Service carries out toxicological and chemical investigations to support ACT legislation. The unit has NATA forensic accreditation. The successful applicant will need to be highly motivated with an interest in the conduct of forensic investigations into drugs and poisons. They will need a strong chemistry education (honours or postgraduate degree will be an advantage).

Eligibility/Other Requirements: Bachelor degree in Science, with a major in Chemistry, or other approved qualification.

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

Contact Officer: Lachlan Kite/Daniel Andres (02) 6205 8723 / (02) 6205 8733

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Justice Health

Enrolled Nurse

Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 31801, several)

Gazetted: 31 January 2013

Closing Date: 7 February 2013

Details: It is expected that in this position you will provide under the guidance of registered nursing staff, clinical support within the multidisciplinary team to assist young persons with their health care needs at the Bimberi Youth Justice Centre. You will be required to undertake professional development and under supervision participate in quality initiatives and contribute to multidisciplinary team processes within the Enrolled Nurse's scope of practice.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Completion of an Australian Nursing and Midwifery Board approved qualification in the administration of therapeutic medicines. Current driver's licence.

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: Margaret Huff (02) 6207 2841

Canberra Hospital and Health Services

Operational Support

Acute Care

Speech Pathology Assistant

Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 27163)

Gazetted: 31 January 2013

Closing Date: 7 February 2013

Details: An exciting opportunity is now available in the Acute Support Speech Pathology team for an enthusiastic person to provide Speech Pathology assistance for clients under the care of a Speech Pathologist. Under the direction of a Speech Pathologist, the Speech Pathology Assistant will participate in the delivery of direct and indirect treatment programs designed to improve an individual's communication and swallowing ability. The Speech Pathology team delivers services to inpatients and outpatients in the hospital setting. The successful applicant will be based at the Canberra Hospital and have skills in a range of areas that support the Speech Pathology service and which ensure clients receive speech pathology assistance in accordance with established guidelines. The Speech Pathology Assistant will be required to work under the direction of the service's Speech Pathologists.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance and a current driver's licence.

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: Felicity Martin (02) 6244 2230

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

**Podiatry Assistant - Traineeship
Health Care Assistant 1 \$33,247, Canberra (PN: 19246)**

Gazetted: 31 January 2013

Closing Date: 14 February 2013

Details: An exciting opportunity is available for an enthusiastic person interested in undertaking a traineeship in Podiatry Assistance. The traineeship will consist of on the job training combined with formal study through the Canberra Institute of Technology's Certificate IV in Allied Health Assistance course. The successful applicant will be required to successfully complete the course and be able to demonstrate work performance and attendance over the duration of the traineeship. This is a temporary full-time position for 12 months and a permanent part-time position may be available upon completion and further recruitment process. Applicants must have sound writing and arithmetic skills, be a self-starter and able to demonstrate interest in learning new skills and tasks, with a responsible and mature attitude and ability to work in a team environment. The successful applicant will enjoy providing direct and indirect clinical care to people with various health conditions and from a range of backgrounds under the direction of supervising allied health professionals, while being supported to complete Certificate IV in Allied Health Assistance at the Canberra Institute of Technology. Tasks performed by the Podiatry Assistant include activities such as providing basic foot hygiene to low risk patients, assisting with health promotion activities and groups, as well as assisting podiatrists in nail surgery and with orthotic modifications.

Eligibility/Other Requirements: Applicants must be eligible to enter a Training Contract with an Australian Apprenticeship Centre in the ACT, and be enrolled or eligible to enrol in Certificate IV Allied Health Assistance at the Canberra Institute of Technology and possess a current driver's licence.

Note: All applicants must discuss the details of this position with the Contact Officer prior to application. This is a temporary full-time position for 12 months and a permanent part-time position may be available upon completion and further recruitment process. 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: Kerryn Maher (02) 6205 1496/0407 204 148 kerryn.maher@act.gov.au

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

Victim Support ACT

Victim Support Co-ordinator

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 12014)

Gazetted: 25 January 2013

Closing Date: 8 February 2013

Details: Victim Support ACT seeks a motivated Senior Policy Officer at the Senior Officer Grade C level for 12 months. The position has a key role in participating in and coordinating the development of policies relevant to victims of crime, contributing to whole-of-Government and community strategies to responding to victims of crime. Important functions of the position include developing and promoting positive relationships with key stakeholders and assisting the Commissioner to meet his functions under the *Victims of Crime Act 1994*.

Eligibility/Other Requirements: Experience in developing and implementing policy and change in human or justice services at an agency or inter-disciplinary level is highly desirable.

Note: This is a temporary position available for 12 months. The duty statement of this position is under review. The focus of the position over the next 12 months will be to develop and implement policies and procedures to support victims of crime generally and to contribute to the development of responses to local and national issues affecting victims of crime. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: John Hinchey (02) 6205 0399 john.hinchey@act.gov.au

Legislation and Policy

Justice Planning and Safety Programs

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 42739)

Gazetted: 25 January 2013

Closing Date: 8 February 2013

Details: Legislation and Policy Branch seeks a motivated Senior Policy Officer to join the Justice Planning and Safety Programs team at the Senior Officer Grade C level. The team has a key role in participating in and coordinating the development of criminal justice reforms, including policy relevant to victims of crime and Aboriginal and Torres Strait Islander justice; coordinating crime strategies that invoke a whole-of-government and community approach to identifying and responding to priority crime and safety concerns; and managing the ACT Policing Purchase Agreement. Important functions of the position include developing and promoting positive relationships with key stakeholders, managing service agreements and new projects.

Note: This is a temporary vacancy from 05 March 2013 to 04 March 2014.

Contact Officer: Nova Inkpen (02) 6205 4786 nova.inkpen@act.gov.au

Office of Regulatory Services

Road User Services

Time to Pay Infringement Unit

Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31761)

Gazetted: 25 January 2013

Closing Date: 8 February 2013

Details: Under the general direction of the Manager Road User Services: Provide leadership in delivering high quality service to customers when assessing applications for time to pay, work or development programs and waiver of parking and traffic infringements; establish networks and community linkages to ensure quality and timely outcomes for clients; interpret, apply and contribute to the development of operational procedures in the provision of client services and deciding applications; produce and process correspondence in an accurate and timely manner; enter and retrieve information from databases in an accurate and timely manner; supervise a small team and provide on the job training in processes and procedures, operation of on-line computer systems and office software and; manage the resolution of difficult or complex enquiries and complaints with tact and discretion, and escalate matters as necessary.

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

**Office of Regulatory Services
Registrations and Fair Trading
Client Services Officer**

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 45224, several)

Gazetted: 24 January 2013

Closing Date: 7 February 2013

Details: Under the general direction of the Manager: Provide high level client service, either at the counter, over the phone, or in writing; Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office; Where delegated, critically examine documents for registration and reconcile relevant cash and trust accounts; Resolve more complex issues for clients and staff; Accept and account for a range of fees by exercising responsibilities as a collector of public monies; Assist with the supervision, management, training and development of other staff within a business unit; Maintain accurate records managed in a variety of databases and manual registers; Contribute to Office of Regulatory Service (ORS) operations and perform other duties as directed; Maintain records in accordance with the *Territory Records Act 2002*; Contribute to efficient work practices and sound corporate governance; Contribute to workplace diversity, participative work practices and promote OH&S principles and; Assist senior staff members with work in the unit to ensure objectives are achieved.

Eligibility/Other Requirements: This position may be required to rotate through other business units within Registrations and Fair Trading. The successful applicant may be required to obtain a Background Screening registration prior to employment.

Contact Officer: Wendi Thompson (02) 6207 0741 wendi.thompson@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.

**Public Trustee for the ACT
Trust Officer**

Trust Officer Level 1 \$58,293 - \$67,050, Canberra (PN: 43739, several)

Gazetted: 29 January 2013

Closing Date: 12 February 2013

Details: The Public Trustee for the ACT is Canberra's largest local professional trustee. We provide various services to the ACT Community, including management of property and financial affairs for people with impaired decision making capacity, will making and administration of deceased estates. We currently have three vacancies, two in the Financial Management Unit and one in the Wills/Estates Administration Unit. Due to the unique duties of the positions training will be provided, however the applicants will need to have a relevant work background that will enable them to readily acquire the skills necessary to undertake the duties of the positions. Applicants should provide their resume together with a statement addressing the selection criteria for the position being applied for.

Eligibility/Other Requirements: A current driver's licence and the ability to use computer applications are considered essential. Completion or partial completion of legal studies, accounting or other recognised trustee industry qualification/experience.

Notes: These positions are temporary available initially for six months with a possibility of extension or permanent appointment.

Applicants who are applying for a position in the Estates and Trust Unit only need to address criteria 1,2,5,6,7,8 and 9.

Applicants who are applying for a position in the Financial Management Services need to address criteria 3,5,6,7,8 and 9.

Contact Officer: Jennifer Woolrych (02) 6207 9819 jennifer.woolrych@act.gov.au

**Public Trustee for the ACT
Administrative Support Officer**

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 43749)

Gazetted: 30 January 2013

Closing Date: 6 February 2013

Details: The Public Trustee is looking for an officer to perform a variety of administrative support tasks within the reception unit. The duties include collect, register and distribute incoming/outgoing mail, attend to daily banking and document lodgements, data base entries, maintain statistics, prepare basic correspondence and examination of accounts for external management matters. Assist trust officers with the processing of Powers of Attorney and management orders of the ACT Civil and Administrative Tribunal (ACAT) and other duties as required.

Eligibility/Other Requirements: Ability to use Microsoft Office Suite and MYOB would be an advantage. A current driver's licence.

Notes: As face to face interviews may not be conducted, it is in the interest of applicants to include two referee reports with their applications.

Contact Officer: Jennifer Woolrych (02) 6207 9819 jennifer.woolrych@act.gov.au

**ACT Government Solicitor
Executive
Accounts Officer**

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 18366)

Gazetted: 25 January 2013

Closing Date: 8 February 2013

Details: The ACT Government Solicitor is seeking the services of an Accounts Officer to undertake the accounts payable functions for the ACT Government Solicitor including coding and processing of accounts into two electronic systems (Oracle and Open Practice). The successful applicant will be responsible for managing the travel and accommodation bookings for the office and the reconciliation of the associated accounts. The Accounts Officer may also be responsible for the reconciliation of monthly credit card statements, petty cash and cab charge accounts.

Eligibility/Other Requirements: Experience in processing accounts payable is essential. Experience in the use of Oracle financial system is highly desirable.

Notes: An order of merit may be established from this recruitment process.

Contact Officer: Gayle Sillis (02) 6207 0631 gayle.sillis@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

Parks and City Services

Libraries ACT

Administration

Digital Library Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 46061)

Gazetted: 29 January 2013

Closing Date: 12 February 2013

Details: Libraries of the future are increasingly moving into the online world of social media. Young people in particular access their services and information via new media. The successful candidate will assist in the development and maintenance of a dynamic and interactive web presence to ensure that Libraries ACT is at the forefront of emerging technologies.

Eligibility/Other Requirements: Proven technical support experience desirable, high knowledge, skills and interest in information and communication technologies and appropriate technical or tertiary qualifications in librarianship or associated information industry desirable.

Notes: Libraries ACT operates across seven days a week and applicants will be required to work on weekends.

Contact Officer: Karen Hansen (02) 6207 5721 karen.hansen@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.

APPOINTMENTS

Canberra Institute of Technology

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

Dinesha Pahalawattage 827-35405, Section 68(1), 29 January 2013

Chief Minister and Cabinet

Senior Officer Grade A \$123,208

Roger Rooney 835-95029, Section 68(1), 22 January 2013

Commerce and Works

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

Christiana Eze 835-87168, Section 68(1), 30 January 2013

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

Maira Johnson 835-81137, Section 68(1), 24 January 2013

Information Technology Officer Class 1 \$57,004 - \$65,178

James Sembel 835-84311, Section 68(1), 25 January 2013

Community Services

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

Michelle Lee McGaurr: 730-33516, Section 68 (1), 04 February 2013

Economic Development

Senior Officer Grade B \$106,086 - \$119,426

David Barker 835-94835, Section 68(1), 28 January 2013

Administrative Services Officer Class 4 \$58,870 - \$63,917
Kaylene Mewburn 821-07089, Section 68(1), 29 January 2013

Education and Training

Administrative Services Officer Class 3 \$52,818 - \$57,004
Michael Patterson 779-18004, Section 68(1), 29 January 2013

Health

Registered Nurse Level 1 \$55,567 - \$75,084
Kirstie Arcus 838-52152, Section 68(1), 29 January 2013

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Meredith Anne Chell 835-94624, Section 68(1), 29 January 2013

Administrative Services Officer Class 2 \$46,372 - \$51,422
Sandra Fisher 834-44159, Section 68(1), 31 January 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Susan-Gay Jackson 835-94499, Section 68(1), 29 January 2013

Health Professional Level 2 \$54,414 - \$75,477
Victoria Marlton 835-94480, Section 68(1), 29 January 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Zivanai Matiyenga 821-58564, Section 68(1), 29 January 2013

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Jasmine Price 838-53091, Section 68(1), 22 January 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Lauree Stuart 820-75451, Section 68(1), 29 January 2013

Administrative Services Officer Class 2 \$46,372 - \$51,422
Bonnie Van Senden 836-56514, Section 68(1), 22 January 2013

Registered Nurse Level 2 \$78,157 - \$82,990
Sharyn Wilkinson 830-81124, Section 68(1), 22 January 2013

Administrative Services Officer Class 4 \$58,870 - \$63,917
Michelle Williams 831-24104, Section 68(1), 22 January 2013

Specialist Level 1–5, \$147,465-\$181,976
Tejasvi Vasant Chaudhari 829-56275, Section 68(1), 22 January 2013

Justice and Community Safety

Correctional Officer Class 1 \$53,417 - \$64,102
Brett Dwyer 835-70550, Section 68(1), 31 January 2013

Senior Officer Grade A \$123,208
Richard Pender 835-93613, Section 68(1), 25 January 2013

Administrative Services Officer Class 6 \$70,913 - \$81,460
Rebecca Travers 835-94659, Section 68(1), 29 January 2013

Administrative Services Officer Class 4 \$58,870 - \$63,917
Roxanne Willkom 835-63078, Section 68(1), 22 January 2013

Territory and Municipal Services

Administrative Services Officer Class 6 \$70,913 - \$81,460
Usman Bhatti 835-94405, Section 68(1), 21 January 2013

Technical Officer Level 4 \$70,913 - \$81,460
Owen George Bolitho 779-78226, Section 68(1), 28 January 2013

Administrative Services Officer Class 2 \$46,372 - \$51,422
Nadia Johnson 835-94907, Section 68(1), 30 January 2013

General Service Officer Level 5/6 \$45,647 - \$50,446

Samuel Morris 820-87153, Section 68(1), 23 January 2013

Technical Officer Level 4 \$70,913 - \$81,460

Leigh Daniel Taafe 835-95467, Section 68(1), 24 January 2013

General Service Officer Level 5/6 \$45,647 - \$50,446

Mitchell David Walton 820-90790, Section 68(1), 24 January 2013

Treasury

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

Jeffrey Hart 835-69875, Section 68(1), 23 January 2013

TRANSFERS

Education and Training

Lorenza Van: 033-17812

From: School Leader C \$100,271

Education and Training

To: School Leader C \$100,271

Education and Training, Canberra (PN. 30930) (Gazetted 14 November 2012)

Health

Claire White: 821-22844

From: Health Professional Level 2 \$54,414

Justice and Community Safety

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

Health, Canberra (PN. 21509) (Gazetted 29 November 2012)

PROMOTIONS

Commerce and Works

Shared Services

Shared Services ICT

Operations/Service Integrity and Compliance

Sami Abs: 799-99602

From: Information Technology Officer Class 1 \$57,004 - \$65,178

Commerce and Works

To: Administrative Services Officer Class 5 \$65,660 - \$69,623

Treasury, Canberra (PN. 01618) (Gazetted 17 February 2012)

Shared Services ICT

Customer Relations

Health ICT

Michael James Cowey: 543-13678

From: Senior Information Technology Officer Grade C \$89,786 - \$96,809

Commerce and Works

To: †Senior Information Technology Officer Grade B \$106,086 - \$119,426

Commerce and Works, Canberra (PN. 31332) (Gazetted 18 December 2012)

Shared Services

Shared Services ICT

Customer Relations/CIT ICT

Baldev Mandhan: 821-06019

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 05456) (Gazetted 25 January 2012)

Community Services

Therapy ACT

Management

Jacinta Evans: 741-05243

From: Senior Officer Grade B \$106,086 - \$119,426

Community Services
To: †Senior Officer Grade A \$123,208
Community Services, Canberra (PN. 08082) (Gazetted 16 November 2012)

Education and Training

Learning, Teaching and Student Engagement

Learning and Teaching

Quality Teaching and Contemporary Practice

Martin Hine: 749-27837

From: School Leader B \$116,751

Education and Training

To: †School Leader A \$0

Education and Training, Canberra (PN. 02598) (Gazetted 4 December 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

Lake Tuggeranong College

Adam Douglass Morehouse: 779-07276

From: Information Technology Officer Class 1 \$57,004 - \$65,178

Education and Training

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

Education and Training, Canberra (PN. 19134) (Gazetted 28 November 2012)

Environment and Sustainable Development

Corporate

Ministerials, Government and Legal Services

Anastasia Hartwig: 791-47389

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 15183) (Gazetted 16 July 2012)

City Planning

Transport Planning

Transport Planning and Projects

Namasivayam Kugathas: 713- 74739

From: Senior Officer Grade B \$106,086 - \$119,426

ESDD

To: †Senior Professional Officer Grade A \$123,208

Environment and Sustainable Development, Canberra (PN. 19541) (Gazetted 14 November 2012)

Territory and Municipal Services

Business Enterprises

Canberra Cemeteries

Peter Leslie Lees: 817-50478

From: Technical Officer Level 3 \$61,148 - \$69,377

Territory and Municipal Services

To: †Technical Officer Level 4 \$70,913 - \$81,460

Territory and Municipal Services, Canberra (PN. 26523) (Gazetted 8 November 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.

Parks and City Services

Libraries ACT

Public Libraries

Olivia Meredith: 835-95301

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 03681) (Gazetted 2 November 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.

