



ACT Government Gazette

Gazetted Notices for the week beginning 02 February 2012

Justice and Community Safety

Engagements

Alison Playford – Deputy Chief Executive, Justice (E479) Section 72 of the Public Sector Management Act 1994

Andrew Baker – Executive Director, Emergency Services Agency (E577) Section 72 of the Public Sector Management Act 1994

David Foot – Chief Officer, Emergency Services Agency (E349) Section 72 of the Public Sector Management Act 1994

Julie Field – Executive Director, Office of Regulatory Services (E629) Section 72 of the Public Sector Management Act 1994

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

Contract Cessation

Moir Crowhurst – Executive Director, Strategic Finance (E487) – 31 January 2012

Note: The following Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Education and Training

Variation – Assignment

Michael Bateman – Director, Special Projects (E196) Section 80A(1)(b) of the Public Sector Management Act 1994

Economic Development

Variation – Assignment

Hamish McNulty - Executive Director, Infrastructure and Capital Works (E668) Section 80A(1)(b) of the Public Sector Management Act 1994

Environment and Sustainable Development

Variation – Assignment

Geoffrey Rutledge - Director, Corporate, (E562) Section 80A(1)(b) of the Public Sector Management Act 1994

VACANCIES

Canberra Institute of Technology

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

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

Centres

Tourism and Hotel Management Centre

Employment Register

General Service Officer Level 2 \$36,052 - \$37,436, Canberra (PN: CITReg2012)

Gazetted: 02 February 2012

Closing Date: 17 February 2012

The Tourism and Hotel Management Centre at the Reid Campus of the Canberra Institute of Technology, is seeking food and beverage attendants, cooks and kitchen hands to apply for the 2012 Temporary/Casual Employment Register. Casual staff will support restaurant, function, conference, retail, and event service.

Eligibility/Other Requirements: Food and beverage attendants require a current Responsible Service of Alcohol (RSA) Certificate and experience in the provision of quality customer service. Kitchen hand roles do not need previous experience. Cooks will require either their Certificate II or III in Hospitality (Commercial Cookery). Retail assistants would

provide customer service and food sales through Regional@CIT, previous experience in the retail environment would be advantageous. A demonstrated understanding of Food Safety and OHS principles is essential for all positions.

Note: Application forms for the Temporary/Casual Employment Register are available at <http://cit.edu.au/about/employment/>

Contact Officer: Nick Mitchell (02) 62051935 nicholas.mitchell@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

Economic, Regional and Planning

Director, Economic, Regional Planning

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E382)

Gazetted: 07 February 2012

Closing Date: 21 February 2012

The Chief Minister and Cabinet Directorate (CMCD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, the Minister for Industrial Relations, and the Cabinet on policy development, service delivery and whole of government issues, facilitates the implementation of government priorities and provides high level executive support and policy advice. CMCD would like to appoint an outstanding senior executive to across government leadership role within the Directorate's Policy and Cabinet Division. The position involves responsibility for whole of government strategy and policy coordination in the ACT Government's central policy agency. To support this, demonstrated leadership and strategic policy capacity are required. Tertiary qualifications in a relevant field will be highly regarded.

Remuneration: This position attracts a remuneration package ranging from \$195,141–\$206,068, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$156,093 pa.

Contract: The successful applicant will be engaged under executive contracts for up to five years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contact Officer: Pam Davoren (02) 6207 6136 pam.davoren@act.gov.au

Policy and Cabinet

Social Policy and Implementation

Director, Social Policy and Implementation

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E398)

Gazetted: 07 February 2012

Closing Date: 21 February 2012

The Chief Minister and Cabinet Directorate (CMCD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, the Minister for Industrial Relations, and the Cabinet on policy development, service delivery and whole of government issues, facilitates the implementation of government priorities and provides high level executive support and policy advice. CMCD would like to appoint an outstanding senior executive to across government leadership role within the Directorate's Policy and Cabinet Division. This position involves responsibility for whole of government strategy and policy coordination in the ACT Government's central policy agency. To support this, demonstrated leadership and strategic policy capacity are required. Tertiary qualifications in a relevant field will be highly regarded.

Remuneration: These positions attract a remuneration package ranging from \$195,141–\$206,068, depending on the current superannuation arrangements of successful applicants. This includes a cash component of \$156,093 pa.

Contract: The successful applicants will be engaged under executive contracts for up to five years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contact Officer: Pam Davoren (02) 6207 6316 pam.davoren@act.gov.au

Policy and Cabinet

Cabinet and Intergovernmental Relations

Assembly Liaison

Manager, Assembly Liaison

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 26492)

Gazetted: 03 February 2012

Closing Date: 10 February 2012

As Manager, Assembly Liaison, The successful applicant will be required to undertake complex projects and tasks in relation to the management of Government business in the Legislative Assembly. Liaise across the ACT Public Service, Legislative Assembly and Ministerial offices to support the development and monitoring of the Assembly Legislative Program. In addition, providing procedural advice on the conduct of Government Business and the machinery of Government issues, as well as conduct training and presentations on these matters.

Eligibility/Other Requirements: Relevant tertiary qualifications along with demonstrated experience in ACT Government and Parliamentary procedures and practices is desirable.

Note: The selection may be based on application and referee reports addressing the selection criteria with application.

Contact Officer: Dave Pepper (02) 6205 0230 dave.pepper@act.gov.au

Communications and Culture

Communications, Special Events and Executive Support

Centenary of Canberra

Executive Assistant

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 28151)

Gazetted: 06 February 2012

Closing Date: 9 February 2012

Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. Reporting to the Senior Finance and Governance Manager, the primary objective of the Executive Assistant is to provide high level support to the Creative Director and Director, and assist with a range of administrative functions for the Centenary of Canberra team. This position is part of the Governance area that works with limited supervision to support both the Program and Marketing teams.

Note: This is a temporary position available from 27 February 2012 until 20 December 2013.

Contact Officer: Amy Kingham (02) 6207 0648 amy.kingham@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

Disability ACT

Strategic Policy and Community Development

Policy

Project Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 24204)

Gazetted: 07 February 2012

Closing Date: 14 February 2012

Disability ACT is seeking an expression of interest from people interested in a short term project, working with community agencies in establishing new services for people with disability. The purpose of the role is to represent the ACT Government's commitment to high quality response to people with high needs. To support the operational establishment of four separate after school and vacation programs for children and teenagers with high support needs related to disability. Liaise with the providers identified through an open tender process to ensure the timely establishment of safe and effective programs in accordance with the models in their successful submissions. To support the transition of services from an existing accommodation support provider to a new provider to be identified via an open tender process shortly to occur.

Eligibility/Other Requirements: Desired skill set, high level commitment to, and understanding of, the operational management of person centred services, high level strong communication and liaison skills, understanding of the ACT human service sector and disability issues generally, ability to represent the Directorate with minimal supervision and project management experience.

Note: This position is temporary for a period of six months with a possibility of an extension, commencing asap. To apply, please submit an expression of interest addressing how you fulfil the desired skill set and what experience you can bring to the role.

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

Therapy ACT

Holder

Early Childhood

Social Worker

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 24607)

Gazetted: 07 February 2012

Closing Date: 21 February 2012

Therapy ACT is seeking a Social Worker to be part of a multidisciplinary team providing services for people with delays in development and developmental disabilities aged from birth to 65 years. Therapy ACT has a family/person focussed philosophy and a community based approach to the provision of professional services. Services are provided through age based teams in a range of settings.

Eligibility/Other Requirements: Tertiary qualifications or equivalent and eligibility for full membership of the Australian Association of Social Workers. Experience in the provision of social work services for people with delays in development and developmental disabilities and a current driver's licence is desirable.

Note: This is a permanent position however part-time hours at 18:22 hours may be considered. This position was previously advertised 12 December 2011 and all previous applicants need not reapply as they will be considered in the selection process.

Contact Officer: Lyndall Ellis (02) 6207 1361 lyndall.ellis@act.gov.au

Policy and Organisational Services

Finance and Budgets

Contracts and Grants Unit

Contracts Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 33229)

Gazetted: 06 February 2012

Closing Date: 21 February 2012

The Contracts and Grants Unit is responsible for the contract management aspects of community grants and service agreements for the Community Services Directorate. This position has a range of responsibilities including the development of contracts with non-government organisations, the preparation of reports and complex briefings and contributing to the development and maintenance of contract reporting and compliance across a range of human services. Eligibility/Other Requirements: Experience in government procurement processes desirable. Experience in operating a range of computer programs including databases, Excel, and other reporting systems highly desirable.

Contact Officer: Cornelius Weber (02) 6205 1308 cornelius.weber@act.gov.au

Cultural Facilities Corporation

ACT Museums and Galleries

Visitor Services, Education and Community Programs

Education and Community Programs Officer

PO1 \$53,214 - \$64,994, Canberra (PN: 43541)

Gazetted: 08 February 2012

Closing Date: 22 February 2012

ACT Museums and Galleries comprises four sites - Canberra Museum and Gallery (CMAG), Lanyon Homestead, Calthorpes' House and Mugga-Mugga. The Visitor Services, Education and Community Programs team is responsible for delivering programs and services to a range of audiences across these sites. ACT Museums and Galleries is seeking an Education and Community Programs Officer to work as part of this team developing and delivering programs inspired by the CMAG collection and exhibitions. The successful applicant will have demonstrated experience in providing learning experiences to a range of school groups and experience in the delivery of community programs within a museum/gallery context, and a particular interest in facilitating learning experiences for preschool-aged audiences, who form the bulk of CMAG's education visitors. A demonstrated ability to manage competing tasks and work to deadlines is essential.

Note: This position involves physical activity, some lifting and occasional out-of-hours work.

Eligibility/Other Requirements: Qualifications in teaching and a degree or diploma specialising in visual arts are essential, as is a current ACT Driver's Licence. This position involves physical activity, some lifting and occasional out-of-hours work.

Note: Applications must address the selection criteria. Interviews may not be conducted for this position, recruitment may be based on applications and referee reports only.

Contact Officer: Sophie Chessell (02) 6207 9130 sophie.chessell@act.gov.au

Applications can be forwarded to: (Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@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

Tourism, Events and Sport

Sport and Recreation Services

Executive

Executive Assistant

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 00400)

Gazetted: 06 February 2012

Closing Date: 21 February 2012

Duties include managing the office of the Director, acting as first point of contact for enquiries for both the Director and the Branch. Providing high level and efficient secretarial support to the Director, including management of the appointment diary, maintenance of various and record registers, arranging travel and accommodation, typing of confidential and general correspondence, filing and photocopying. Managing the Ministerial workflows and monitor all responses to requests made by senior officers and the Minister, on behalf of the Branch. Assisting with the development and implementation of sport and recreation programs and projects with a particular focus on understanding, meeting and promoting stakeholder needs. Providing secretarial support for formal committees, primarily the Sport and Recreation Minister's Advisory Council, including preparation of agenda, minutes and the coordination of papers for members. Undertaking research to provide timely and accurate advice on major issues to the minister and senior staff. Representing the Branch at key Departmental meetings pertaining to operational activities as required.

Contact Officer: Jenny Priest (02) 6207 2070 jenny.priest@act.gov.au

Education and Training

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

**School Improvement
Belconnen Network
Canberra High School
Business Manager**

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 00158)

Gazetted: 03 February 2012

Closing Date: 17 February 2012

Canberra High School is seeking a highly motivated and engaging person with a proven ability to work independently and use initiative to manage and administer all finance, student records and school administrative tasks. This position requires supervision of non teaching staff, liaising with the Building Services Officer, trades people, students, parents and school staff to ensure a high quality customer service.

Eligibility/Other Requirements: First aid qualifications, or willingness to undertake appropriate training.

Note: This position requires a sound working knowledge and proven skills in administering the finances of a school. In 2012 Canberra High school will be an autonomous pilot school.

Contact Officer: Phil Beecher (02) 6207 5000 phil.beecher@ed.act.edu.au

**Tertiary Education and Performance
Training and Tertiary Education
Training and Skills Development
Administrative Officer**

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 02378, several)

Gazetted: 07 February 2012

Closing Date: 21 February 2012

The Training and Skills Development Team is seeking a suitable candidate to join a team providing operational, administrative and technical support to a number of Vocational Education and Training (VET) programs including the daily management of Australian Apprenticeships Training Contracts, VET program payments to Registered Training Organisations, and VET program funding rounds. The successful candidate will be required to perform functions and exercise delegations provided by legislative or administrative appointment. The ability to accurately use a variety of databases including, but not limited to, Access and Excel products, to interpret and/or monitor the application of provisions of VET legislation in the ACT, and to prepare reports and responses to correspondence, is essential.

Note: Available positions may be filled either permanently or on temporary basis.

Contact Officer: Alice Clements (02) 6205 8458 alice.clements@act.gov.au

Environment and Sustainable Development

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

**Regulation and Services
Sustainability Programs
Schools Unit
Programs Support Officer**

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 21583)

Gazetted: 07 February 2012

Closing Date: 14 February 2012

The successful applicant will have experience in delivering, monitoring and reporting on resource use in ACT schools and understands the principles of education for sustainability. The applicant will accredit schools in sustainable management of water, waste, energy and biodiversity and will compile reports for various ACT and Commonwealth government departments.

Eligibility/Other Requirements: Tertiary qualifications in education and experience in an education setting is a requirement for this position.

Note: This is a temporary part-time position available asap until 22 February 2013. Selection may be based on application only.

Contact Officer: Vanessa Whelan (02) 620 75812 vanessa.whelan@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
Population Health
Emergency Service Operations**

Public Health Staff Specialist

Staff Specialist Band 1-5 \$137,660 - \$169,877 Senior Specialist \$185,984 Visiting Medical Officer - Negotiable, Canberra (PN: 29475)

Gazetted: 09 February 2012

Closing Date: 23 February 2012

The Population Health Division is seeking the services of an Enthusiastic Medical Specialist to join the Division. The successful applicant will be an experienced Specialist who will work with Divisional Officers to address a wide range of public health issues within the ACT and via representation on National bodies. These include, but are not limited to, Environmental Health and Food Safety, Regulation of Medicines and Therapeutic Goods, Communicable Disease Control, Epidemiology relating to the Health of the ACT population, Health Promotion, and policy development relating to a wide range of issues including sexually transmitted diseases, hepatitis B and C, HIV/AIDS and provision of safe, secure blood supply in the ACT. The successful applicant would be expected to assist the Chief Health Officer (CHO) in the execution of his duties as required.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Degree in medicine. Specialist qualifications and/or experience in public health, epidemiology, microbiology or infectious diseases are desirable.

Note: This position is full-time temporary until June 2014.

Contact Officer: Dr Paul Kelly, Chief Health Officer (02) 6205 0883

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

Strategy and Corporate

Human Resource Management

Workforce Planning

Workforce Policy and Planning Director

Senior Officer Grade A \$119,042, Canberra (PN: 27096)

Gazetted: 09 February 2012

Closing Date: 16 February 2012

This position will be responsible for the management and direct activities of the Workforce Policy and Planning Unit in accordance with organisational strategic goals and business priorities.

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: Judi Childs (02) 6205 1083

Director General Reports

Population Health

Health Promotion

Policy and Planning Manager

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 11988)

Gazetted: 09 February 2012

Closing Date: 16 February 2012

The Health Promotion Branch is seeking a skilled and motivated officer to assist the Director of the Branch to provide strategic leadership in furthering the development and implementation of key health promotion programs and strategic frameworks. Building and sustaining effective collaborative partnerships with a variety of stakeholders is required.

Demonstrated experience in policy directions with an operational outcomes focus is also required.

Eligibility/Other Requirements: Relevant experience and/or tertiary qualifications in a health related discipline. High level strategic planning and project management skills and experience are 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. Applicants may be selected based on written applications and referee reports only. A merit list will be retained from this recruitment for future temporary or permanent vacancies.

Contact Officer: Yvonne Poels (02) 6207 4439 yvonne.poels@act.gov.au

Canberra Hospital and Health Services

Operational Support

Quality and Safety Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 24496)

Gazetted: 09 February 2012

Closing Date: 23 February 2012

An exciting opportunity exists for a suitably qualified and skilled person to commence in this dynamic and sought after role as the Quality and Safety Officer for Critical Care and Capital Region Cancer Service. The successful applicant will be in a hands-on role directly influencing the quality and safety of healthcare delivered by these important divisions of the Canberra Hospital and Health Services.

Eligibility/Other Requirements: Tertiary qualifications in a Health related field is highly desirable.

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

Contact Officer: Denise Lamb (02) 6244 2738

**Canberra Hospital and Health Services
Women, Youth and Children
Child Youth and Women's Health Program
Child Protection Training Coordinator
Registered Nurse Level 3.1 \$83,861 - \$87,312, Canberra (PN: 28898)**

Gazetted: 09 February 2012

Closing Date: 16 February 2012

Expressions of interest are invited from appropriately qualified and experienced registered nurses to fill a temporary eight month vacancy within the Child Youth and Women's Health Program.

The position is responsible for the coordination and management of the development, delivery and evaluation of the education and training strategies to Health Directorate staff. The training aims to increase the knowledge, skills and professional development of Health Directorate staff in the area of Child Protection inclusive of mandatory reporting. Eligibility/Other Requirements: This is a full-time temporary vacancy available until the end of November 2012. Extensive experience in adult education, organisational training/development. Registration or eligible to register with the Nursing and Midwifery Board AHPRA. 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: Maureen Scott (02) 6205 1312

**Strategy and Corporate
Professional Leadership, Research and Education
Allied Health Adviser
Extended Scope Physiotherapist
Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 26553, Several)**

Gazetted: 09 February 2012

Closing Date: 1 March 2012

Health Directorate is offering a unique opportunity be part of an exciting pilot extended scope Physiotherapy project within the fields of Orthopaedic Outpatients and the Emergency Department. We are seeking highly qualified musculoskeletal Physiotherapists with a minimum of five (5) years post-graduate experience, three (3) years specialising in a relevant musculoskeletal field and a relevant Clinical Masters. The Office of the Allied Health Adviser has been exploring these roles for the last 2 years in collaboration with the International Centre for Allied Health Evidence and as such the process has followed a strict evidence-based approach in the development of models of care and role definition. The pilot roles will explore the effect that extending the scope of Physiotherapists will have on the efficiencies in healthcare delivery, clinical outcomes, patient and staff satisfaction and organisational outcomes. The pilot project will follow a strict evaluation process and as such experience in research and service delivery projects will be well considered. Previous overseas experience in extended scope physiotherapy tasks including injecting, prescribing and diagnostics will also be considered. The Orthopaedic Outpatients role requires a Physiotherapist to provide expert musculoskeletal assessment, diagnosis and appropriate onward management for patients presenting with chronic and/or acute pain to an Outpatient clinic. Included in this role will be exploration of extended scope physiotherapy tasks, such as prescribing, injecting/aspirating and interpretation of investigations. The Emergency Department role requires a Physiotherapist to provide expert musculoskeletal assessment, diagnosis and appropriate onward management for patients presenting with a musculoskeletal complaint to the Emergency Department. Included in this role will be exploration of extended scope physiotherapy tasks, such as prescribing, injection of local anaesthetic, interpretation of investigations and management of simple fractures.

Eligibility/Other Requirements: Degree or equivalent qualification in Physiotherapy; Masters level qualification in a relevant clinical field; and Registration with Physiotherapy Board of Australia.

Note: There are two positions available, one in Orthopaedics and one in the Emergency Department. Please indicate your preference when applying. These are temporary pilot positions for a period of twelve (12) months with the possibility of extension. The positions are full-time however part-time hours may be negotiated. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. 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: Jo Morris (02) 6244 2750 jo.morris@act.gov.au

**Canberra Hospital and Health Services
Medicine
Clinical
CDN New Graduate Program
Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 10062)**

Gazetted: 09 February 2012

Closing Date: 16 February 2012

An exciting opportunity exists for a Registered Nurse to work within a dynamic team to facilitate, mentor and assist New Graduate Registered Nurses within the New Graduate Nurse Program at The Canberra Hospital. If you are interested in joining the New Graduate Nurse Program team, please submit a two page application addressing the selection criteria, a recent curriculum vitae and a list of two referees.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Working towards or holds relevant qualifications either at a certificate or postgraduate level.

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: Kendra Kemister (02) 6244 2265 kendra.kemister@act.gov.au

Canberra Hospital and Health Service

Medicine

Infectious Diseases

Registered Nurse Hand Hygiene

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 15076)

Gazetted: 09 February 2012

Closing Date: 16 February 2012

Applications are sought from an enthusiastic Registered Nurse to work in the Infection Prevention and Control Unit of the Canberra Hospital and Health Services. The successful applicant will work within a team, involved in the prevention of healthcare acquired infections with an emphasis on hand hygiene.

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

Note: This is a permanent part-time position at 24 hours a week for immediate filling. Please submit applications in writing addressing the selection criteria, with a current Curriculum Vita and the names of two referees.

Contact Officer: Wendy Beckingham (02) 6244 3695 wendy.beckingham@act.gov.au

Canberra Hospital and Health Services

Medicine

Chronic Disease

Research and Project Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 17069)

Gazetted: 09 February 2012

Closing Date: 23 February 2012

A permanent position for a Research and Project Officer is available within the Chronic Disease Management Unit.

Located at 1 Moore Street, Canberra City, this multidisciplinary team was established in 2010 to lead service development in this important field. We are looking for a suitably experienced and organised administrator to join this dynamic unit. The successful applicant will have excellent communication skills and the ability to work flexibly within a multidisciplinary team.

Eligibility/Other Requirements: Relevant tertiary qualifications in a field relating to health or project management and/or equivalent knowledge skills and 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.

Contact Officer: Jennie Yaxley (02) 6205 5297

Director General Reports

Quality and Safety

Patient Safety and Quality

Incident Classifier

Registered Nurse Level 1 \$51,872 - \$70,092, Canberra (PN: 04680)

Gazetted: 09 February 2012

Closing Date: 16 February 2012

An exciting opportunity exists for an RN1 in the Clinical Risk and Incident Management Team within the Quality and Safety Unit. As an Incident Classifier you will use your clinical experience, judgment and organisational skills to edit, classify and distribute incidents lodged through the RiskMan Incident Notification and Reporting module. Based as the Canberra Hospital the successful applicant will be provided with training and on-going support in the Riskman System.

Eligibility/Other Requirements: Registered or eligible to be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: This position is permanent part-time working 24 hrs per week.

Contact Officer: Sharon Swain (02) 6205 3280 sharon.swain@act.gov.au

Strategy and Corporate

Business and Infrastructure

Security and Emergency

Fire Safety and Transport Support Officer

Administrative Services Officer Class 2/3 \$44,803-\$55,076, Canberra (PN: 20249)

Gazetted: 09 February 2012

Closing Date: 16 February 2012

Security and Emergency is a section within the Business and Infrastructure branch which provides a range of services that support the Health Directorate. The section is seeking a suitable applicant who possesses good customer service and negotiating skills to fulfil the role of section Support Officer. Reporting to the Fire Safety and Transport Manager, this position will undertake various administration tasks that support the section.

Eligibility/Other Requirements: Experience in Parking and Fleet Services and experience in the use and or knowledge of electronic training management systems would be highly desirable. Duties of the position include the requirement to occasionally drive vehicles therefore possession of an unencumbered driver's licence is important (ACT Government Class C or equivalent).

Note: This is a part-time three days a week broad banded position. Applicants may be assessed based on written application only and should address the selection criteria. Current curriculum vitae and referee contact details must accompany the application.

Contact Officer: Michael Warylo (02) 6244 2114

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

Legislation and Policy

Administration

Office Manager

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 42680)

Gazetted: 08 February 2012

Closing Date: 15 February 2012

An opportunity has become available for a motivated and proactive officer to join the Legislation and Policy Branch as an Office Manager. The successful applicant will be required to direct, coordinate and manage a considerable range of business support services, including accounts payable, accounts receivable, purchasing, human resources, records and time management, travel and training. Undertake reporting requirements for the Branch including monitoring and advising on budget and output performance, exercise delegated responsibilities in accordance with the Director-General's Financial Instructions. Undertake specific projects and other administrative functions as required or directed. Liaise with staff within the Directorate, other Directorate and Agencies at all levels and also members of the public on a daily basis.

Eligibility/Other Requirements: Knowledge of government financial management systems including Oracle, an understanding of an accrual environment and experience in supervising staff would be an advantage.

Note: This is a temporary position available from 20 February 2012 until 18 May 2012 with a possibility of permanency. Interested applicants should submit their resume and an expression of interest addressing the selection criteria of no more than two pages.

Contact Officer: Julie Field (02) 6207 0522 julie.field@act.gov.au

ACT Emergency Services Agency

Media and Community Information

Website Developer/Content Coordinator

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 21022)

Gazetted: 03 February 2012

Closing Date: 10 February 2012

The ACT Emergency Services Agency is seeking a suitably qualified person to maintain and further develop our online community information systems including public website and social media accounts. The position will also be responsible for our presence on the Justice and Community Safety Directorate intranet system. The successful applicant will work with relevant internal and external stakeholders to ensure user requirements are being met with our online platforms. They will prepare briefings and reports on issues related to the ACT Emergency Services Agency website and other online resources and ensure the website is compliant with all government requirements including accessibility standard W2.0 - A. The successful applicant will be required to undertake some graphic design and photography tasks and represent the ACT Emergency Services Agency in whole of government and external web related activities.

Eligibility/Other Requirements: The occupant of this position may be required to attend meetings interstate and work outside normal business hours when requested by the Manager, Media and Community Information. An understanding of the public information requirements of the ACT Emergency Services Agency is desirable.

Contact Officer: Darren Cutrupi (02) 6207 8667 darren.cutrupi@act.gov.au

Security and Emergency Management Branch

Branch Support Officer

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 14862)

Gazetted: 03 February 2012

Closing Date: 13 February 2012

Security and Emergency Management Branch is responsible for the development of strategic policy on whole-of-government issues including emergency management, counter-terrorism, protective security and critical infrastructure protection. The branch is part of the Justice and Community Safety Directorate and works closely with all ACT Government directorates, the Australian Federal Police, and relevant interstate and federal agencies. The branch is also responsible for the development, maintenance and activation of the Territory Crisis Centre and the ACT CCTV network.

Eligibility/Other Requirements: This is a designated security assessed position to "Negative Vetting 1" (Secret) Level. The successful applicant will be required to undertake the relevant security assessment to the above level.

Note: This is a temporary vacancy available from 13 March 2012 to 21 December 2012.

Contact Officer: Andrew Butters (02) 6205 8278 andrew.butters@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
ACT Parks and Conservation
Parks, Reserves and Rural Lands
District Support Officer**

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 09874)

Gazetted: 07 February 2012

Closing Date: 21 February 2012

Parks and Reserves is looking for adaptable people with excellent customer service and communication skills. The occupant will provide administrative support to Namadgi National Park, Goongong Foreshores and the Murrumbidgee River Corridor and assist in the operation of the Namadgi National Park Information Centre. An interest in nature tourism and the ability to work in an isolated workplace would be an advantage.

Eligibility/Other Requirements: The successful applicant will be required to work a 10 day on and 4 day off roster. All applicants should submit two referee reports with their written application.

Note: This is a permanent position, however temporary employment will be considered. The successful applicant may be selected by application and referee report only.

Contact Officer: Lisa Hogan (02) 620 72918 lisa.hogan@act.gov.au

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

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

Investment and Economics

Executive Director Investment and Economics

Executive Level 2.5 \$233,667 to \$247,036 depending on current superannuation arrangements, Canberra (PN: E391)

Gazetted: 03 February 2012

Closing Date: 20 February 2012

Treasury Directorate is seeking a well qualified and committed senior executive to contribute to its senior leadership team in the position of Executive Director Investment and Economics. In this Division Head role, you will contribute your expertise to the development of the ACT Government's fiscal strategy, focusing on economic analysis and advice and the management of federal financial relations, borrowings, investments and liabilities. The position requires a track record of success in developing and implementing public sector treasury and fiscal management strategies, together with extensive people and wider resource management expertise. Relevant tertiary qualifications are expected. A term appointment of up to five years will be offered under attractive senior executive terms and conditions. Members of Australian Government CSS or PSS superannuation schemes may have existing entitlements and benefits fully maintained.

Before applying, please obtain position information and selection criteria from canberra@fordkelly.com.au quoting reference number 12/227.

Contact Officer: Moiya Ford or Jeff Kelly (02) 6260 8788

Revenue Management

Director Revenue Management

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E010)

Gazetted: 03 February 2012

Closing Date: 20 February 2012

Treasury Directorate is seeking a well qualified and committed senior executive to contribute to its senior leadership team in the position of Director Revenue Management. Holding the statutory position of Commissioner for ACT Revenue, you will lead a Branch with responsibility for the administration and management of the Territory's tax laws, including the regulatory processes for revenue collection and a range of grant and subsidy schemes. The position requires a track record of success in developing and implementing public sector treasury and fiscal management strategies, together with extensive people and wider resource management expertise. Relevant tertiary qualifications are expected. A term appointment of up to five years will be offered under attractive senior executive terms and conditions. Members of Australian Government CSS or PSS superannuation schemes may have existing entitlements and benefits fully maintained.

Before applying, please obtain position information and selection criteria from canberra@fordkelly.com.au quoting reference number 12/228.

Contact Officer: Moiya Ford or Jeff Kelly (02) 6260 8788

Shared Services

Shared Services Procurement

Director, Health Infrastructure

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E553)

Gazetted: 08 February 2012

Closing Date: 27 February 2012

Shared Services Procurement is a delivery arm of Shared Services, which undertakes procurement activities on behalf of all ACT Government Directorates for infrastructure, capital works and goods and services. Shared Services Procurement is responsible for the development and implementation of the ACT Government's procurement policy and administers a range of pre-qualification schemes. The successful applicant will require previous high level experience within the health infrastructure procurement environment and work effectively in a multi-disciplinary team with client agencies, government stakeholders and the local industry. Strong commercial expertise, negotiation skills and experience in government processes are necessary.

The successful applicant will be engaged under a performance based contract for up to five years with an attractive remuneration package ranging from \$195,141 to \$206,068, depending on current superannuation arrangements, including a cash component of \$156,093. The remuneration package includes a motor vehicle or cash allowance in lieu.

Contact Officer: Rebecca Butcher (02) 6207 4928 rebecca.butcher@act.gov.au

Shared Services

Shared Services Procurement

Director, Goods and Services

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E685)

Gazetted: 08 February 2012

Closing Date: 27 February 2012

Shared Services Procurement is a delivery arm of Shared Services which undertakes procurement activities on behalf of all ACT Government Directorates for infrastructure, capital works and goods and services. Shared Services Procurement is responsible for the development and implementation of the ACT Government's procurement policy and administers a range of pre-qualification schemes.

The successful applicant will require extensive experience in leading and developing procurement teams with management of complex high value and volume procurement processes. Strong commercial expertise, negotiation skills and experience in government processes are necessary.

The successful applicant will be engaged under a performance based contract for up to five years with an attractive remuneration package ranging from \$195,141 to \$206,068, depending on current superannuation arrangements, including a cash component of \$156,093. The remuneration package includes a motor vehicle or an additional cash allowance in lieu.

Contact Officer: Rebecca Butcher (02) 6207 4928 rebecca.butcher@act.gov.au

Information and Data

Human Resources

Shared Services

Client Manager Information and Data

Senior Officer Grade A \$115,016, Canberra (PN: 08251)

Gazetted: 08 February 2012

Closing Date: 15 February 2012

As the Client Manager you will lead a dynamic team providing a critical service to all ACT Government Directorates. This is a leadership role that needs to be innovative and collaborative to improve the efficiency and effectiveness of the Government's records management and information management activities.

Contact Officer: Andrew Whale (02) 6205 3680 andrew.whale@act.gov.au

Finance and Budget Division

Budget Coordination and Reporting

Senior Manager - Budget and Fiscal Strategy

Senior Officer Grade A \$115,016, Canberra (PN: 55576)

Gazetted: 03 February 2012

Closing Date: 26 February 2012

The Finance and Budget Division is responsible for advising the Government and Agencies on the development of the Territory's Budget, advising on financial issues relating to Agencies and the Territory, and also reports and monitors the Territory's Infrastructure Program. The Division comprises four branches: Accounting; Budget Management and Analysis; Budget Coordination and Reporting; and Budget and Project Management. The successful applicant will play a key role in providing strategic advice to Government on the budget and fiscal strategy and on policy, performance and financial aspects of the Government and associated issues. Undertake complex investigations and reviews of budget and financial issues. Strong conceptual and policy skills are essential. To be a strong contender for these challenging roles you will need to be forward thinking, self motivated and adept at building relationships in a complex and fast paced environment.

Strong leadership credentials and intellectual rigour will be complemented by sound judgement and a strong focus on results. Importantly, have a keen interest in being at the centre of decisions which impact on the local community.
Eligibility/Other Requirements: Tertiary or post graduate qualifications in accounting, finance or similar field are highly desirable.

Note: A new Enterprise Agreement is being negotiated with an expected salary increase of 3.5%.

Contact Officer: Tricia Searson (02) 6232 2200 admin@execintell.com.au

Finance and Budget Division

Budget Coordination and Reporting

Senior Manager - Financial Reporting

Senior Officer Grade A \$115,016, Canberra (PN: 43386)

Gazetted: 03 February 2012

Closing Date: 26 February 2012

The Finance and Budget Division is responsible for advising the Government and Agencies on the development of the Territory's Budget, advising on financial issues relating to agencies and the Territory, and also reports and monitors the Territory's Infrastructure Program. The Division comprises four branches: Accounting; Budget Management and Analysis; Budget Coordination and Reporting; and Budget and Project Management. As a dynamic financial management and accounting professional the successful applicant will be responsible for reporting on the financial performance of the ACT Government, coordinating delivery of the Territory's statutory financial reporting responsibilities, providing high level advice to key stakeholders, and preparing various high-level reports and submissions. To be a strong contender for these challenging roles you will need to be forward thinking, self motivated and adept at building relationships in a complex and fast paced environment. Strong leadership credentials and intellectual rigour will be complemented by sound judgement and a strong focus on results. Importantly, have a keen interest in being at the centre of decisions which impact on your local community, and have the ability to step up to challenging issues.

Eligibility/Other Requirements: CPA/CA and relevant tertiary qualifications are essential. Tertiary or post graduate qualifications in accounting, finance or similar field and membership in a professional accounting body are essential.

Note: A new Enterprise Agreement is being negotiated with an expected salary increase of 3.5%.

Contact Officer: Tricia Searson (02) 6232 2200 admin@execintell.com.au

Shared Services

Shared Services ICT

Customer Relations/Education and Training ICT

Senior Business System Support Officer

Senior Information Technology Officer Grade C \$83,816 - \$90,372, Canberra (PN: 26861)

Gazetted: 03 February 2012

Closing Date: 21 February 2012

The successful applicant will be required to provide support for the operation of Education and Training Directorate ICT business systems and services, including the centralised library system, attendance monitoring system, virtual learning environment. The support will be of both an administrative and technical nature and will include liaising with the technical teams in Shared Services ICT to manage the systems hosted within the SchoolsNET DMZ.

Contact Officer: Greg Schuhardt (02) 6205 5488 greg.schuhardt@act.gov.au

Shared Services

Shared Services ICT

Operations/ Service Integrity and Compliance

Configuration and Change Assistant

Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 09907)

Gazetted: 07 February 2012

Closing Date: 21 February 2012

Review change requests and implement the ongoing population of data into the Configuration Management Database (CMDB). Create reports to monitor compliance and effectiveness of the CMDB and Change processes. Provide training in configuration and change management processes across Shared Services.

Eligibility/Other Requirements: Possession of ITIL Foundations Certificate. ITIL Configuration Management Practitioner Certificate would be advantageous. Previous experience in a data modelling and database design role would be advantageous.

Note: This is a temporary position available from 2 March 2012 until 21 November 2012.

Contact Officer: Trevor Jinks (02) 6207 9697 trevor.jinks@act.gov.au

Shared Services

Shared Services ICT

Operations/Desktop and Applications Delivery

Desktop Technician

Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 19602)

Gazetted: 07 February 2012

Closing Date: 21 February 2012

Successfully coordinate and conduct UAT testing within expected timeframes. Successfully coordinate and conduct BAU testing within expected timeframes. Manage individual and team workflow using team tools and documents.

Eligibility/Other Requirements: Knowledge of ITIL frameworks would be highly advantageous.

Note: This is a temporary position from 1 March 2012 until 14 February 2013.

Contact Officer: Leanne McKeough (02) 6207 5628 leanne.mckeough@act.gov.au

**Shared Services
Human Resources
Recruitment**

Executive Engagement Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 23213)

Gazetted: 02 February 2012

Closing Date: 16 February 2012

As Executive Engagement Officer you will be responsible for the administration of contracts and advertising for Executive employees across the ACT Public Service. The role works closely with client directorates and Chief Minister and Cabinet Directorate to deliver best practice executive engagement processes. The successful applicant will be highly organised, possess excellent communication skills, and a good understanding of the ACT Public Service employment framework.

Note: Applications are to be sent directly to: lisa.trevillian@act.gov.au

Contact Officer: Lisa Trevillian (02) 6205 4527 lisa.trevillian@act.gov.au

**Shared Services
Human Resources
Recruitment**

Administrative Assistant

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 09665)

Gazetted: 06 February 2012

Closing Date: 20 February 2012

We have an opportunity for a motivated and well organised person to join our team. The successful applicant will possess strong customer service skills and will be required to contribute to the operations of the Recruitment Team by undertaking general administrative tasks as required by the Team.

Note: Applications should be sent directly to: joanna.lewis@act.gov.au

Contact Officer: Joanna Lewis (02) 6205 4547 joanna.lewis@act.gov.au

APPOINTMENTS

Chief Minister and Cabinet

Graduate Administrative Assistant \$56,879 - \$58,685

Caitlin Anear 827-60301, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$56,879 - \$58,685

Casey Barrie 827-60336, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$56,879 - \$58,685

Zeena Irani 827-60328, Section 68(1), 6 February 2012

Community Services

Graduate Administrative Assistant \$56,879 - \$58,685

Jennifer Appleton 827-61048, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$56,879 - \$58,685

David Clapham 827-62294, Section 68(1), 6 February 2012

Senior Officer Grade A \$119,042

Greg Corben 827-62075, Section 68(1), 26 January 2012

Economic Development

Graduate Administrative Assistant \$54,956 - \$56,700

Jessica Hanigan 789-11453, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$54,956 - \$56,700

Xiaoyang Zhang 827-61187, Section 68(1), 6 February 2012

Education and Training

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

Leona Jayne Anton 820-90029, Section 68(1), 17 January 2012

Graduate Administrative Assistant \$56,879 - \$58,685

Michael Mahar 827-61080, Section 68(1), 6 February 2012

Environment and Sustainable Development

Administrative Services Officer Class 3 \$51,032 - \$55,076

Layne Borrett 827-17143, Section 68(1), 7 February 2012

Health

Graduate Administrative Assistant \$56,879 - \$58,685

Manzoor Ahmed 827-62585, Section 68(1), 6 February 2012

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

Karli Axelby 827-61363, Section 68(1), 6 February 2012

Enrolled Nurse Level 1 \$46,825 - \$50,191

Tammi Breasley 827-62227, Section 68(1), 30 January 2012

Senior Specialist \$185,984

David Brewster 829-55918, Section 68(1), 6 February 2012

Enrolled Nurse Level 1 \$46,825 - \$50,191

Louise Brown 827-62032, Section 68(1), 23 January 2012

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

Pretoria Dunn 827-61398, Section 68(1), 6 February 2012

Senior Specialist \$185,984

Paul Gatenby 607-92046, Section 68(1), 7 February 2012

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

Marnie Griggs 829-68866, Section 68(1), 6 February 2012

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

Lyndal Honeyman 827-61486, Section 68(1), 5 March 2012

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

Emma Jackson 827-61427, Section 68(1), 6 February 2012

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

Ullas Mathew Vadakkel 827-62681, Section 68(1), 2 February 2012

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

Naomi Mathias 827-61961, Section 68(1), 19 January 2012

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

Luke McGuinn 829-56021, Section 68(1), 6 February 2012

Radiation Therapist Grade 2 \$53,020 - \$74,029

Roy Mpofu 830-80850, Section 68(1), 30 January 2012

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

Candace Muenchow 825-47623, Section 68(1), 27 January 2012

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

Triveni Nanda 829-56013, Section 68(1), 6 February 2012

Administrative Services Officer Class 2 \$44,804 - \$49,683

Michelle Olsson 833-45521, Section 68(1), 2 February 2012

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

Amalie Pakchung 827-62067, Section 68(1), 6 February 2012

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

Lesley Smith 830-79307, Section 68(1), 30 January 2012

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

Victoria Wansink 827-62526, Section 68(1), 6 February 2012

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

Sophie Wrigley 827-61435, Section 68(1), 6 February 2012

Justice and Community Safety

Ambulance Support Officer 1 \$44,960 - \$47,092

Mirza Ahamad 827-56206, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$56,879 - \$58,685

Lauren Bryant 827-60985, Section 68(1), 6 February 2012

Ambulance Paramedic \$58,363 - \$65,899 plus penalties

Lee Charles 827-54171, Section 68(1), 6 February 2012

Ambulance Support Officer 1 \$44,960 - \$47,092

Nicole Chase 827-56193, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$56,879 - \$58,685

Kirrilee Dagg 827-61144, Section 68(1), 6 February 2012

Ambulance Support Officer 2 \$48,615 - \$51,449

Daniel DeWitte 827-21388, Section 68(1), 10 January 2012

Graduate Administrative Assistant \$56,879 - \$58,685

Jessica Ereaut 827-60977, Section 68(1), 6 February 2012

Intensive Care Paramedic 1 \$68,108 - \$75,676 plus penalties

Anthony Clarence George 827-60598, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$56,879 - \$58,685

Tim Hitches 827-61013, Section 68(1), 6 February 2012

Ambulance Paramedic \$58,363 - \$65,899 plus penalties

Susan McRae 827-57030, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$56,879 - \$58,685

Yubin Yang 827-61005, Section 68(1), 6 February 2012

Land Development Agency

Graduate Administrative Assistant \$54,956 - \$56,700

Raffaele Filardo 827-60889, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$54,956 - \$56,700

Jessica Steele 827-61929, Section 68(1), 6 February 2012

Territory and Municipal Services

Administrative Services Officer Class 5 \$63,440 - \$67,269

Paul Henry Burne 827-38331, Section 68(1), 1 February 2012

Senior Officer Grade B \$102,499 - \$115,387

Derek Stolz 827-61873, Section 68(1), 8 February 2012

General Service Officer Level 5/6 \$44,103 - \$48,740

David Thomson: 827-60619, Section 68 (1), 22 February 2012

Administrative Services Officer Class 5 \$63,440 - \$67,269

Jacqueline Anne Tudor 827-41194, Section 68(1), 1 February 2012

Treasury

Graduate Administrative Assistant \$54,956 - \$56,700

Jason Ammann 827-60782, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$54,956 - \$56,700

Richard Binks 827-60870, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$54,956 - \$56,700

Ella Doney 827-55844, Section 68(1), 6 February 2012

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

James Kowald 827-37582, Section 68(1), 17 January 2012

Graduate Administrative Assistant \$54,956 - \$56,700

David Leung 827-60766, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$54,956 - \$56,700

Wanxia Liu 827-60731, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$54,956 - \$56,700

Renji Mathew 827-60790, Section 68(1), 6 February 2012

Graduate Administrative Assistant \$54,956 - \$56,700

Pankaj Nailwal 827-60846, Section 68(1), 6 February 2012

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

Tom Papazoglou 827-62219, Section 68(1), 3 February 2012

Graduate Administrative Assistant \$54,956 - \$56,700

Christopher Pellow 827-60811, Section 68(1), 6 February 2012

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

Ralph Emil Schmidt 827-60483, Section 68(1), 6 February 2012

TRANSFERS

Education and Training

Stella Catherine Scheele-Martiniello: 606-54786

From: School Leader C \$91,769

Education and Training

To: School Leader C \$91,769

Education and Training, Canberra (PN. 02016) (Gazetted 17 February 2011)

Environment and Sustainable Development

Brian Connors: 820-74336

From: Administrative Services Officer Class 4 \$56,879 - \$61,756

Environment and Sustainable Development

To: Administrative Services Officer Class 4 \$56,879 - \$61,756

Environment and Sustainable Development, Canberra (PN. 22814) (Gazetted 6 May 2011)

Justice and Community Safety

Duane Anthony Toohey: 781-67732

From: Administrative Services Officer Class 4 \$56,879 - \$61,756

Education and Training

To: Ambulance Support Officer 1 \$44,960 - \$47,092

Justice and Community Safety, Canberra (PN. 21898) (Gazetted 28 February 2011)

PROMOTIONS

ACT Auditor General's Office

Financial Audit

Saman Mahaarachchi: 788-26048

From: Auditor Band 1 \$42,084 - \$81,862

ACT Auditor General's Office

To: †Auditor Manager Band 2 \$86,474 - \$119,911

ACT Auditor General's Office, Canberra (PN. 42802) (Gazetted 18 October 2011)

Financial Audit

Jessica Nesbitt: 820-90280

From: Auditor Band 1 \$42,084 - \$81,862

ACT Auditor General's Office

To: †Auditor Manager Band 2 \$86,474 - \$119,911

ACT Auditor General's Office, Canberra (PN. 10743) (Gazetted 18 October 2011)

Financial Audit

David O'Toole: 788-26099

From: Auditor Band 1 \$42,084 - \$81,862

ACT Auditor General's Office

To: †Auditor Manager Band 2 \$86,474

ACT Auditor General's Office, Canberra (PN. 25227) (Gazetted 18 October 2011)

Financial Audit

Andrew Webber: 797-69882

From: Auditor Band 1 \$42,084 - \$81,862

ACT Auditor General's Office

To: †Auditor Manager Band 2 \$86,474 - \$119,911

ACT Auditor General's Office, Canberra (PN. 10742) (Gazetted 18 October 2011)

Chief Minister and Cabinet

Governance

Public Sector Management

Workplace Relations

Peter Gillin: 735-13640

From: Senior Officer Grade B \$102,499 - \$115,387

Chief Minister and Cabinet

To: †Senior Officer Grade A \$119,042

Chief Minister and Cabinet, Canberra (PN. 19587) (Gazetted 12 February 2009)

Chief Minister's Department

Governance

Office of Industrial Relations

Work Safety and Industrial Relations Policy

Katherine Jones: 820-84227

From: Senior Officer Grade C \$86,750 - \$93,535

Chief Minister and Cabinet

To: †Senior Officer Grade B \$102,499 - \$115,387

Chief Minister's Department, Canberra (PN. 14748) (Gazetted 5 August 2010)

Community Services

Children, Youth and Family Support

Aboriginal and Torres Strait Islander Services

Aboriginal and Torres Strait Islander Out Of Home Care

Joanne Lesiputty: 766-14754

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

Economic Development

To: †Senior Officer Grade C \$86,750 - \$93,535

Community Services, Canberra (PN. 03852) (Gazetted 10 November 2011)

Education and Training

School Improvement

Schools Network

Belconnen and North/Gungahlin Networks

Yukari Christine Carmody: 755-79301

From: Classroom Teacher \$51,178 - \$78,837

Education and Training

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 09434) (Gazetted 2 December 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.

Schools Improvement

Aboriginal and Torres Strait Islander Education and Student Support

Disability Education

Kerrie Michelle Heath: 787-58663

From: School Leader C \$91,769

Education and Training

To: †School Leader A \$128,081

Education and Training, Canberra (PN. 02569) (Gazetted 1 December 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.

School Improvement

South and Weston Network

Duffy Primary School

Jody Livingstone: 735-66881

From: Administrative Services Officer Class 3 \$51,032 - \$55,076

Justice and Community Safety

To: Administrative Services Officer Class 5 \$63,440 - \$67,269

Education and Training, Canberra (PN. 25785) (Gazetted 4 November 2011)

School Improvement

North/Gungahlin Network

Gold Creek School

Robyn Louise Overs: 824-46013

From: Classroom Teacher \$51,178 - \$78,837

Education and Training

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 03695) (Gazetted 3 November 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.

Environment and Sustainable Development

Construction Services

Utilities and Land Regulation

Samuel William Bond: 827-22196

From: Administrative Services Officer Class 4 \$56,879 - \$61,756

Environment and Sustainable Development

To: †Administrative Services Officer Class 6 \$68,515 - \$78,705

Environment and Sustainable Development, Canberra (PN. 12518) (Gazetted 17 June 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.

Health

Canberra Hospital and Health Services

Medicine

Ruth Campbell: 813-00602

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

Health

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

Health, Canberra (PN. 04364) (Gazetted 17 November 2011)

Canberra Hospital and Health Services

Medicine

Sarah Cullen: 816-80828

From: Registered Nurse Level 1 \$51,872 - \$70,092
Health
To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 12612) (Gazetted 17 November 2011)

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation**

Maree Edwards: 741-04857
From: Technical Officer Level 1 \$46,331 - \$48,672
Health
To: Technical Officer Level 2 \$50,317 - \$57,912
Health, Canberra (PN. 26649) (Gazetted 17 November 2011)

**Canberra Hospital and Health Services
Capital Region Cancer Service
Cancer Nursing**

Gillian Fraser: 749-68452
From: Registered Nurse Level 2 \$72,960 - \$77,472
Health
To: †Registered Nurse Level 3.1 \$83,861 - \$87,312
Health, Canberra (PN. 00894) (Gazetted 17 November 2011)

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

Helen O'Connell: 789-18188
From: Health Professional Level 2 \$50,796 - \$70,459
Health
To: Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
Health, Canberra (PN. 15056) (Gazetted 14 October 2010)

**Canberra Hospital and Health Services
Medicine**

Kristen Reed: 786-48253
From: Registered Nurse Level 1 \$51,872 - \$70,092
Health
To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 12611) (Gazetted 17 November 2011)

Justice and Community Safety

**Legislation and Policy
Justice Plan and Programs**

Jessica O'Connor: 827-25768
From: Administrative Services Officer Class 5 \$63,440 - \$67,269
Justice and Community Safety
To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Justice and Community Safety, Canberra (PN. 00154) (Gazetted 31 October 2011)

**Legislation and Policy
Legislation and Policy Branch**

Megan Sparke: 827-26816
From: Administrative Services Officer Class 5 \$63,440 - \$67,269
Justice and Community Safety
To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Justice and Community Safety, Canberra (PN. 42663) (Gazetted 31 October 2011)

**Legislation and Policy
Legislation and Policy Branch**

Stephanie White: 791-30851
From: Administrative Services Officer Class 4 \$56,879 - \$61,756
Justice and Community Safety
To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Justice and Community Safety, Canberra (PN. 27993) (Gazetted 31 October 2011)

**Office of Regulatory Services
Transport Regulation
Road User Services**

Fiona Williams: 827-57727

From: Administrative Services Officer Class 2 \$44,804 - \$49,683

Justice and Community Safety

To: Administrative Services Officer Class 3 \$51,032 - \$55,076

Justice and Community Safety, Canberra (PN. 11091) (Gazetted 14 October 2011)

Territory and Municipal Services

Roads and Public Transport

ACTION

ACTION Special Needs Transport

Eric Michael Bowen: 25241

From: General Service Officer Level 5 \$43,890 - \$46,309

Territory and Municipal Services

To: †Administrative Services Officer Class 5 \$63,440 - \$67,269

Territory and Municipal Services, Canberra (PN. A20140) (Gazetted 14 December 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.

Business Enterprises Division

Canberra Cemeteries

Canberra Cemeteries

Marika Hetenyi: 774-51678

From: Administrative Services Officer Class 4 \$56,879 - \$61,756

Chief Minister and Cabinet

To: †Administrative Services Officer Class 6 \$68,515 - \$78,705

Territory and Municipal Services, Canberra (PN. 19010) (Gazetted 16 November 2011)

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

Treasury

Shared Services

Information and Communications Technology

Customer Relations - Health ICT

Paul Dinsdale: 817-46954

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

Treasury

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

Treasury, Canberra (PN. 01326) (Gazetted 20 September 2011)

Retirements and Dismissals

Community Services

Section 221 Public Sector Management Act 1994 – Nicole Maher AGS 820-92139