



ACT Government Gazette

Gazetted Notices for the week beginning 29 March 2012

Executive Notices

Chief Minister and Cabinet

Contract Cessation

Susan Hall – Director, Corporate Management (E421) – 1 April 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.

Variation – Assignment

Geoffrey Rutledge – Director, Corporate, Environment and Sustainable Development Directorate (E562) performing other duties. Section 80A(1)(b) of the Public Sector Management Act 1994.

Justice and Community Safety

Engagements

Paul Swain – Chief Officer, ACT Fire Brigade, Emergency Services Agency (E348) Section 72 of the Public Sector Management Act 1994.

Territory and Municipal Services

Engagements

Christopher Ware – Director, Business Enterprises Division (E661) Section 72 of the Public Sector Management Act 1994.

Treasury Directorate

Engagements

Patricia Drury – Director, Budget and Project Management, Finance and Budget (E570) Section 72 of the Public Sector Management Act 1994

Nicole Masters – Director, Finance and Budget (E147) Section 72 of the Public Sector Management Act 1994.

VACANCIES

Calvary Health Care ACT (Public)

Allied Health

Medical Imaging

Cardiac Sonographer

Health Professional 4 \$88,006, Canberra (PN: 7942)

Gazetted: 03 April 2012

Closing Date: 10 April 2012

Calvary Health Care ACT is seeking applications for the vacancy of Cardiac Sonographer in our Medical Imaging Department.

This permanent part time position is responsible for Cardiac Ultrasound Examinations conducted in the Medical Imaging Department. The successful applicant will be eligible for registration with the ACT Medical Radiation Scientists Board and have completed an ASAR Graduate Course in Medical Cardiac Sonography.

Eligibility/Other Requirements: Selection criteria must be addressed.

Contact Officer: Hammam Hijazi (02) 6201 6141 hammam.hijazi@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Hospital Information

Medical Records

Clinical Coder

Clinical Coder \$53,688 - \$60,362, Canberra (PN: Various)

Gazetted: 03 April 2012

Closing Date: 10 April 2012

Applications are sought for the position of Clinical Coder in Medical Records Department - CHCACT. The successful candidates will possess: Experience in clinical coding preferably in a hospital setting; Familiarity with current edition of ICD-10-AM and a thorough knowledge of current Australian Coding Standards; A sound working knowledge of Diagnostic Related

Group classifications, preferably with previous experience; A thorough understanding of current medical terminology, anatomy and disease processes.

Eligibility/Other Requirements: Applications must address the selection criteria.

Contact Officer: Seija Graham (02) 6201 6128 recruitment@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Medical Services

Medical Nurse Unit Manager

Registered Nurse Level 4 Grade 3 \$112,027, Canberra (PN: 7592)

Gazetted: 03 April 2012

Closing Date: 10 April 2012

Calvary Health Care ACT is seeking applications for the vacancy of Medical Nurse Unit Manager - Registered Nurse Level 4.3 This permanent full time position provides leadership and is responsible for the coordination of total patient care activities within Medical and Aged Care and rehabilitation Services. The successful applicant will have a strong foundation in clinical practice, excellent people skills, commendable negotiating capabilities and be able to implement sound fiscal strategies. To apply for this position, view full selection criteria or for further information about Calvary Health Care ACT - Please visit our website www.calvary-act.com.au. All applications must address the selection criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Pauline Green (02) 6201 6160 pauline.green@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.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

Children, Youth and Family Support

Aboriginal and Torres Strait Islander Services

Director

Executive Level 1.2 \$180,627 to \$190,621 depending on current superannuation arrangements, Canberra (PN: E418)

Gazetted: 29 March 2012

Closing Date: 5 April 2012

The Executive Director, Office for Children, Youth and Family Support has a temporary vacancy for nine months for the position of Director Aboriginal and Torres Strait Islander Services.

The Office for Children, Youth and Family Support has responsibility for the provision of an array of services to ACT children and young people and their families including child protection, youth justice and early intervention services.

Note: This is an Aboriginal and Torres Strait Islander identified position. The successful applicant will be engaged under a contract for nine months. This position attracts a remuneration package ranging from \$180,627 to \$190,621, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$142,777 pa. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contact Officer: Kathryn Elton (02) 6205 9206 kathryn.elton@act.gov.au

Housing and Community Services

Community Facilities

Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 15588)

Gazetted: 03 April 2012

Closing Date: 10 April 2012

Expressions of interest are sought from suitably qualified officers interested in temporary transfer to the above position for a period of four months (from 4 May) with a possible extension. We are seeking an officer with excellent skills in the redevelopment of properties and associated planning and leasing issues. Strong communication skills (both oral and written) and high level administrative and organisational skills are necessary as you will be working in a busy and challenging team.

The Asset Management Branch is responsible for managing the public housing portfolio, which includes redeveloping existing public housing properties, such as Bega and Allawah Court and Currong Apartments in Braddon and Reid, the Northbourne Flats in Braddon and Turner and the Northbourne Housing Precinct in Dickson and Lyneham.

Note: This is a temporary position available from 4 May 2012 to 7 September 2012. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Peter Johns (02) 6207 8170 peter.johns@act.gov.au

Governance, Advocacy and Community Policy

Policy and Organisational Services

Women's Information and Referral Centre

Finance Officer

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 28563)

Gazetted: 30 March 2012

Closing Date: 17 April 2012

Applications are sought for the position of Finance Officer, Women's Information and Referral Centre. The successful applicant will have experience in the preparation of quarterly and annual financial reports, financial retrieval including invoicing in and out

of service, financial data management systems, such as Oracle, money collection mechanisms, financial acquittal, reconciliations and accounts review and assisting with debt recovery action.

Note: This is a part-time position at 10 hours per week.

Contact Officer: Biljana Petrova (02) 6205 0713 biljana.petrova@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Operations

Venue Booking Co-ordinator

Administrative Services Officer Class 4 \$56,879 - \$60,210, Canberra (PN: 010)

Gazetted: 03 April 2012

Closing Date: 17 April 2012

Canberra Theatre Centre is seeking a meticulous, proactive and creative person to join the Operations and Venue Hire team in the role of Venue Bookings Coordinator. Applicants will have relevant knowledge of theatre protocols, a high level of customer service and previous experience in diary and contract management. CTC is a busy, dynamic venue hosting more than 150 events each year. This is an exciting opportunity to increase the venue profile within the local, national and international theatre industry.

Eligibility/Other Requirements: Experience in the performing arts industry and knowledge of theatre protocols are desirable. A degree or equivalent in performing arts.

Note: Applications must address the selection criteria. Three year temporary contract with the possibility of an extension. This position has been re-advertised with an amended selection criteria.

Contact Officer: Hannah Ley (02) 6243 5715 hannah.ley@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

Sportsground Maintenance and Improvements

Bookings and Administration Support Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 30444)

Gazetted: 04 April 2012

Closing Date: 18 April 2012

Duties include: contributing as a member of the Sportsground Maintenance and Improvement team; represent Sport and Recreation Services (SRS), the Economic Development Directorate (EDD) and ACT Government in a customer service delivery capacity, engage with stakeholders, and meet community expectations, with a particular focus on ACT sport and recreation industry; research and analyse issues as directed, and recommend options and strategies; liaise with other parts of SRS, EDD and the ACT Government and service customers, alliances, relationships with industry, and community organisations; achieve quality outputs and results through professionalism and understanding in applying public service values and work practices; process sportsground bookings/payments, handling public monies, customer service queries and complaints handling, web page maintenance and general administrative tasks/projects, including preparation of briefs, submissions and routine correspondence.

Contact Officer: Brian Ashcroft (02) 6207 5143 brian.ashcroft@act.gov.au

Tourism, Events and Sport

Sport and Recreation Services

Sportsground Maintenance and Improvements

Manager, Sportsground Maintenance and Improvements

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 30441)

Gazetted: 04 April 2012

Closing Date: 18 April 2012

Duties include: managing a section and/or function and deploy resources, budgets and staff; prepare complex briefs, submissions and correspondence as required; research and analyse key sporting, recreation and social issues and risks, and develop, recommend and advocate appropriate responses, solutions, plans and strategies; represent Sport and Recreation Services, the Economic Development Directorate and ACT Government and nurture alliances and relationships with industry and community organisations; achieve quality outcomes and results through professionalism and leadership in applying public service values and work practices; exercise high level judgment, skills and expertise in relation to horticultural/turf management issues, requirements and solutions.

Eligibility/Other Requirements: Relevant technical skills and horticultural and/or turf management qualifications is highly desirable.

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

Office for Schools

North Canberra/Gungahlin Network

Franklin Early Childhood School

Principal

School Leader A \$104,283-\$142,362, Canberra (PN: 29135)

Gazetted: 04 April 2012

Closing Date: 18 April 2012

Provide innovative instructional leadership in all aspects of the school's operations and promote the overall educational welfare of students. Manage the school within legislative requirements and in accordance with system and school board policies.

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

Contact Officer: Anne Huard (02) 6205 5479 anne.huard@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 for Schools

North Canberra/Gungahlin Network

Bonner P-6 School

Principal

School Leader A \$104,283-\$142,362, Canberra (PN: 29141)

Gazetted: 04 April 2012

Closing Date: 18 April 2012

Provide innovative instructional leadership in all aspects of the school's operations and promote the overall educational welfare of students. Manage the school within legislative requirements and in accordance with system and school board policies.

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

Contact Officer: Anne Huard (02) 6205 5479 anne.huard@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.

Corporate Services

Schools Capital Works

New Schools

Senior Project Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 23616)

Gazetted: 04 April 2012

Closing Date: 18 April 2012

The School Capital Works Branch is seeking an experienced Senior Project Officer. The role is to manage the delivery of the new primary school in Franklin, incorporating the needs and requirements of the school environment and stakeholders. The successful candidate will have sound knowledge and understanding of the planning and design of large construction projects.

Note: This is a temporary position available until 30 September 2013 with the possibility of an extension.

Contact Officer: Jurgen Lebang (02) 6205 9133 jurgen.lebang@act.gov.au

Corporate Services

Schools Capital Works

New Schools

Senior Project Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 23620)

Gazetted: 02 April 2012

Closing Date: 16 April 2012

The School Capital Works Branch is seeking an experienced Senior Project Officer. The role is to manage the delivery of the new primary school in Coombs, incorporating the needs and requirements of the school environment and stakeholders. The successful candidate will have sound knowledge and understanding of the planning and design of large construction projects.

Note: This is a temporary position available until 31 September 2016 with the possibility of extension.

Contact Officer: Jurgen Lebang (02) 6205 9133 jurgen.lebang@act.gov.au

Corporate Services

Schools Capital Works

Executive Assistant

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 16296)

Gazetted: 04 April 2012

Closing Date: 24 April 2012

An opportunity exists for an enthusiastic person to be part of the Schools Capital Works Branch. The successful applicant will provide high level administrative support to the Director and the Branch. The successful applicant will demonstrate well developed organisational and administrative skills, including sound decision making skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Note: This position is temporary commencing asap until 31 June 2013 with the possibility of extension.

Contact Officer: Georgia Mackie (02) 6205 3173 georgia.mackie@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

Regional Waterwatch Facilitator

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 24704)

Gazetted: 03 April 2012

Closing Date: 24 April 2012

The Environment and Sustainable Development Directorate is seeking an enthusiastic individual to promote and lead the Waterwatch program in the Upper Murrumbidgee Catchment. The successful applicant will be expected to have a thorough understanding of community based natural resource management, Commonwealth grant funding arrangements and aquatic ecology. An ability to initiate action and manage remote staff is essential.

Eligibility/Other Requirements: Tertiary qualifications in natural resource management and education would be an advantage.

Contact Officer: Ann Lyons Wright (02) 6207 6357 ann.lyonswright@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>

Strategy and Corporate

Service and Capital Planning

Capital Asset Development Plan

Senior Capital Works Project Manager

Senior Officer Grade A \$119,042, Canberra (PN: 29038)

Gazetted: 05 April 2012

Closing Date: 19 April 2012

The Health Directorate is redeveloping all aspects of the ACT health system in order to meet future demand. For further information go to: www.health.act.gov.au/yhop. A position is available for a highly motivated, enthusiastic and skilled Capital Works Project Manager. The position involves managing the coordination of Capital Works Projects officers in collaboration with clinical divisions and the Senior Manager of Staging and Decanting. The successful applicant will need to show highly developed resource management skills, excellent leadership skills, model good written and oral communication skills with team members and stakeholders, be able to meet deadlines and set priorities, and show they can apply solution focused organisational and planning skills.

Eligibility/Other Requirements: Proven record of achievement in providing effective leadership and management at senior level in a health environment.

Note: This position is temporary for a period of 5 years with the possibility of extension. 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: Adrian Scott (02) 6207 6887 adrian.scott@act.gov.au

Strategy and Corporate

Service and Capital Planning

Capital Asset Development Plan

Health Infrastructure Program (HIP) Senior Manager Commissioning

Senior Officer Grade A \$119,042, Canberra (PN: 16515)

Gazetted: 05 April 2012

Closing Date: 19 April 2012

The Health Directorate is redeveloping all aspects of the ACT health system in order to meet future demand. For further information go to: www.health.act.gov.au/yhop. A position is available for a highly motivated, enthusiastic and skilled Capital Works Project Manager. The position involves managing the coordination of Health Infrastructure Program Commissioning Projects in collaboration with clinical divisions and the Senior Manager of Staging and Decanting. The successful applicant will need to show highly developed resource management skills, excellent leadership skills, model good written and oral communication skills with team members and stakeholders, be able to meet deadlines and set priorities, and show they can apply solution focused organisational and planning skills.

Eligibility/Other Requirements: Proven record of achievement in providing effective leadership and management at senior level in a health environment.

Note: This is a temporary position available for a period of 5 years with the possibility of extension. 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: Adrian Scott (02) 6207 6887 adrian.scott@act.gov.au

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Justice Health

Justice Health Nurse

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 29145, several)

Gazetted: 05 April 2012

Closing Date: 12 April 2012

Applications are invited from Registered Level 1 or Level 2 nurses to work for Justice Health Services. There are varied positions, some require working a rotating roster (no night shift), and some positions are Monday to Friday with no shift work required. The position also attracts an environmental allowance and a paid meal break allowance. Are you looking for a change and something very different? Are you looking for a job that gives you more variety and autonomy? The Justice Health Services is part of the Division of Mental Health, Justice Health and Alcohol and Drug services. Justice Health is currently responsible for the delivery of health care to youth and adults in custody at the Alexander Maconochie Centre, Bimberi Youth Justice Centre, Symonston Periodic Detention Centre and the ACT Court Cells. Justice Health provides a very supportive work environment. Our nurses find working with people in custody challenging, very interesting and an extremely satisfying area of nursing.

Eligibility/Other Requirements: Registered or eligible for registration with the AHPRA. Experience in applying the principles in primary health care is desirable. Venepuncture skills are desirable. It is desirable that all applicants have a broad nursing background, demonstrated experience in acute nursing and autonomous decision making and a keen interest in working with people in custody.

Contact Officer: Jacqui Raby (02) 6207 2846 jacqui.raby@act.gov.au

Special Purpose Accounts

Non Research

Research Associate

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 28622)

Gazetted: 05 April 2012

Closing Date: 12 April 2012

The Research Centre for Nursing and Midwifery Practice (RCNMP) is seeking applications from suitably qualified nurses with a research background for a two year position in nursing research. The RCNMP provides leadership, coordination, governance and promotion of research across the portfolio of the Health Directorate. The Research Associate (RA) will be responsible for undertaking tasks associated with research projects of the Director of the RCNMP.

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

Note: This is a part-time temporary position at 22:48 hours a week available for two years. 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: Violeta Lopez (02) 6244 2333

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Child Trauma Therapist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 29761)

Gazetted: 05 April 2012

Closing Date: 12 April 2012

Applicants are invited to apply for the permanent position of Child Trauma Therapist within the Child at Risk Health Unit. The successful applicant will have knowledge and experience in the area of child development, psychosocial assessments, trauma and sexual assault counselling, report writing and possess a proven ability to work within a large multidisciplinary team.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology or Social Work with current registration where applicable, and/or eligibility for full membership of the appropriate professional organisation. Masters or undertaking a Masters degree is an advantage. Current driver's licence.

Contact Officer: Felicity Quirk (02) 6244 2712 felicity.quirk@act.gov.au

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drugs

Adult Community and Older Persons

Psychologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 17590)

Gazetted: 05 April 2012

Closing Date: 19 April 2012

Older Persons Mental Health Community Team provides recovery-focused clinical services for mental health consumers over the age of 65 in the ACT. The successful applicant will work as a member of a multi disciplinary team providing assessment and clinical management of consumers with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Psychiatrists.

Eligibility/other requirements: Tertiary qualifications in Psychology. Demonstrated mental health knowledge and practice.

Current driver's licence.

Contact Officer: Kylie Henson (02) 6205 1957

Canberra Hospital and Health Services

Operational Support

Support Services

Personal Assistant

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 29707)

Gazetted: 05 April 2012

Closing Date: 12 April 2012

This is a full-time permanent position, managing the daily activities of the office of the Executive Director, coordinating and preparing a range of correspondence; providing secretariat support to committees; undertaking research tasks and initiating action to ensure the timely response to request for information.

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: Elizabeth Chatham (02) 6174 5803

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
ACRS Administration
Team Leader**

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 09923)

Gazetted: 05 April 2012

Closing Date: 12 April 2012

An exciting opportunity exists for the position of Team Leader within the Rehabilitation, Aged and Community Care Administrative Service. Reporting directly to the Administration Manager, the successful applicant will be enthusiastic and have excellent interpersonal skills and previous experience in managing staff. The role requires a demonstrated ability to ensure high quality customer standards, and to support and provide assistance to the Rehabilitation, Aged and Community Care Administration Manager as necessary.

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: Tarryn Albrecht (02) 6244 2767

**Canberra Hospital and Health Services
Surgery and Oral Health
Surgical Administration
Relief Officer**

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 14963)

Gazetted: 05 April 2012

Closing Date: 12 April 2012

Applications are sought for the position of Relief Officer within the Division of Surgery and Oral Health and the Division of Critical Care and Diagnostic Services. Under limited direction, provide relief administrative and secretarial assistance to various Surgery and Oral Health and Critical Care and Diagnostic Services units and provide backup to these services as required. Relief duties would include maintaining liaison with internal and external agencies to ensure the efficient co-ordination of the sectional activities, provide relief secretariat support and assist with minor research and project tasks as required and the co-ordination and registration of customer enquiries/concerns.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position attracts a medical typing allowance.

Contact Officer: Nicole Burke (02) 6244 4175

**Canberra Hospital and Health Services
Women, Youth and Children
Women, Youth and Children Operational
Team Leader**

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 30425)

Gazetted: 05 April 2012

Closing Date: 12 April 2012

An exciting opportunity exists for the position of Administration Support within the Birth Centre for the Women Youth and Children's service, providing high level administrative management support. The successful applicant will be enthusiastic and have excellent interpersonal skills and is able to manage a number of competing priorities. A high level of knowledge in the use of hospital based IT systems and report management is required with the successful applicant responsible for the processes that coordinates patients into the service through ACTPAS, screening incoming phone calls and correspondence. The role requires the demonstrated ability to ensure high quality customer standards and to support and provide assistance to the Women, Youth and Children's Booking and Scheduling Manager as necessary.

Contact Officer: Jason McNamara (02) 6244 3740

**Director General Reports
Population Health
Health Protection Service
Project Officer**

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 29628)

Gazetted: 05 April 2012

Closing Date: 12 April 2012

Tired of crawling through peak hour traffic and spending all your wages on parking? Looking for a job that offers variety and challenge? Then come and join our team at Holder, Weston Creek.

The Environmental Health Project Team, Health Protection Service (HPS), is looking for an appropriately skilled officer to work in a small highly motivated team with a diverse range of responsibilities. The position requires a person with sound communication skills, analytical skills, and the ability to prepare correspondence and reports. The successful applicant will work as part of the team to develop environmental health policy, public correspondence and educational materials.

Other advantages of joining the team include ample free parking and salary packaging entitlements (fringe benefit).

Eligibility/Other Requirements: Applicants with a Degree in Environmental Health are eligible to apply. New graduates are encouraged to apply.

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: Vojkan Stefanovic (02) 6205 1727

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Histology

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 21276, several)

Gazetted: 05 April 2012

Closing Date: 12 April 2012

Perform established routine histology procedures including microtomy, staining, embedding, frozen sections and assist at cut up. Assist in training and supervision of other staff. Provide leadership and excellent customer service.

Eligibility/Other Requirements: Relevant TAFE certificate or degree.

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: Narelle Brodie (02) 6244 2879

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Hospital Pharmacist

Health Professional Level 1 - Pharmacist \$47,515 - \$61,074, Canberra (PN: 29559, several)

Gazetted: 05 April 2012

Closing Date: 4 May 2012

Fast-track your career with a Pharmacist position at The Canberra Hospital.

We are the largest public tertiary hospital in the region, and with over 600 beds we are one of the largest in the country. We have state of the art facilities and offer almost all clinical specialties available. We have strong links to the University of Canberra Pharmacy School, and the Society of Hospital Pharmacists of Australia.

We have a dynamic, talented team of 35 Pharmacists, and are currently recruiting at the HP1 (Graduate) level. We have a specific training program for new graduates which will prepare you for your board exam and your career in hospital pharmacy. Duties include provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team, and provision of pharmacy services from the dispensary, sterile production, chemotherapy production, and medicines information services on a rotational basis.

Eligibility/Other Requirements: Bachelor or Master of Pharmacy. Eligible for registration in the ACT.

Note: This is a temporary position, available for 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: Miriam Lawrence (02) 6244 3911 miriam.lawrence@act.gov.au

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Access and Acute Care

Ward Clerk

Administrative Services Officer Class 2 \$44,804 - \$49,683, Canberra (PN: 27076)

Gazetted: 05 April 2012

Closing Date: 12 April 2012

Opportunities exist with Mental Health, Mental, Justice, Alcohol and Drug Services for a full-time clerical officer/admin officer to work in the new, Adult Mental Health Unit. The position will be responsible for patient records, admission and discharge procedures and provide reception services for the unit. This role provides essential support to clinical staff and will be central to the welcome of visitors to the new unit. The successful applicant will be enthusiastic, have excellent interpersonal skills, enjoy working as part of a team and have well developed organisational skills.

Eligibility/Other Requirements: Knowledge and experience in the use of relevant medical terminology. Understanding in dealing with persons affected with a Mental Illness. 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. This position will require the successful applicant to work as part of a team covering a 12 hour rotating roster (8am – 8pm), as well as weekend.

Contact Officer: Wendy Kipling (02) 6205 1062

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Kitchenhand

Health Service Officer Level 3 \$40,734 - \$42,197, Canberra (PN: 23500, several)

Gazetted: 05 April 2012

Closing Date: 12 April 2012

The Food Services Department of The Canberra Hospital has three permanent full-time positions available within the Patient Services Hygiene team in the Patient Services area. Duties include delivery and collection of meals to all areas of the hospital. Kitchen cleaning, sanitising and dishwashing duties as required. Other duties may be required as directed by Supervisors/Managers. This position is on a rotating roster and weekend/shift work will be required.

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

Contact Officer: Rodney Roseworn (02) 6244 3741

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

Office of the Regulatory Services

Office of the Occupational Health and Safety Commissioner

WorkSafe ACT - Regulatory Services

Team Leader - Research and Support

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 05775)

Gazetted: 30 March 2012

Closing Date: 17 April 2012

Undertake complex data manipulation and supervise the loading of data supplied by ACT approved insurers and self-insuring Territory employers, including performing manual fixes/alteration of incomplete or incorrect data, to enable it to be loaded into the AIMS Windows NT database environment. Develop, enhance and prepare more complex AIMS reports using SQL for both internal and external stakeholders, whilst ensuring the accuracy and consistency of the data with other reports in the existing suite of AIMS reports.

Eligibility/Other Requirements: Relevant tertiary IT qualifications or progression to gaining qualifications are highly desirable.

Qualifications in Business Objects highly regarded.

Note: This is a temporary position available from 1 May 2012 until 31 December 2012.

Contact Officer: Arthur Reilly (02) 6205 3463 arthur.reilly@act.gov.au

Corporate

People and Workplace Strategy

Organisational Development

Administrative Support Officer

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 08011)

Gazetted: 03 April 2012

Closing Date: 17 April 2012

An opportunity exists for a highly motivated person to join the Organisational Development team in the role of Administrative Support Officer. The duties include: administering training courses and other educational/awareness activities for the Directorate; responding to general enquiries; preparing basic correspondence; and data entry, administering invoices and collating evaluation reports. The successful person for this position will have demonstrated: the ability to work well in a small team; effective communication skills; and sound level of competence in the use of Word, Excel and Access.

Eligibility/Other Requirements: Aboriginal and Torres Strait Islander people are encouraged to apply.

Note: This is a temporary position available from 30 April 2012 to 31 January 2013.

Contact Officer: Anne Edwards (02) 6205 1034 anne.edwards@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

Business Enterprises Division

ACT NOWaste

Asset Management

Project Management Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 19653)

Gazetted: 02 April 2012

Closing Date: 17 April 2012

The Project Management Officer is responsible for the development and delivery of capital works projects and other asset management projects within the ACT NOWaste area. Knowledge of government capital works, civil works and the waste management industry would be advantageous, principal skills and experience in project management, contract procurement and management, communication, representation, liaison and negotiation skills are highly desirable.

Eligibility/Other Requirements: Current ACT or equivalent driver's licence.

Note: This position is temporary for the period asap until 31 March 2013. Selection may be made on applications and referee reports only. Interviews may not be conducted.

Contact Officer: David Roberts (02) 6205 2672 david.roberts@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.

Business Enterprises

ACT NOWaste

Operational Support

Research, Data Management and Auditing Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 00332)

Gazetted: 30 March 2012

Closing Date: 17 April 2012

The Research, Data Management and Auditing Officer role is responsible for providing research, data management and auditing services for ACT NOWaste. The position will carry out waste and recycling related research; gather, analyse and report on data; manage relevant business systems; undertake a range of auditing activities; and undertake related project and asset management work.

Eligibility/Other Requirements: Current driver's licence.

Note: This is a readvertised position. Previous applicants need not reapply and will be considered. Appointment may be based on application and referees reports only and interviews may not be held.

Contact Officer: Dennis Skerry (02) 6205 5341 dennis.skerry@act.gov.au

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

Treasury

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

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

Shared Services

ICT

Business Development

Director

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E484)

Gazetted: 03 April 2012

Closing Date: 24 April 2012

Shared Services ICT is a business unit of Shared Services and provides a comprehensive range of ICT and allied services to all ACT Government Directorates and their staff as well as to ACT Government schools and the Canberra Institute of Technology. Shared Services ICT operates within a modern ICT environment which includes four major data centres, and an extensive private optical-fibre voice and data network. Other services provided include desktop support, ICT project management and business system development and support. The position of Director, Business Development, Shared Services ICT will lead, manage and drive the strategic direction of Shared Services ICT Business Development Branch with timely and cost effective design of solutions architectures, delivery of ICT projects and the development of business systems for customer Directorates. The successful applicant will require a proven capacity to lead and provide direction for a team of ICT specialist staff and project managers undertaking customer projects and developing ICT business systems in a complex and technically diverse enterprise, with a proven ability to develop strategic solutions with a whole of government ICT focus.

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

Contact Officer: Jill Divorty (02) 6207 5757 jill.divorty@act.gov.au

Independent Competition and Regulatory Commission

Chief Executive Officer

Executive Level 1.1 \$166,111 to \$175,174 depending on current superannuation arrangements, Canberra (PN: E643)

Gazetted: 30 March 2012

Closing Date: 16 April 2012

The Independent Competition and Regulatory Commission (ICRC) is the statutory body in the ACT responsible for promoting effective competition in the interest of consumers. It has particular responsibilities for the regulation of ACT utilities and pricing of their products. In the context of climate change and greenhouse gas abatement, these responsibilities include the preparation of the Territory's annual greenhouse gas inventory. A results-driven and astute individual is sought as Chief Executive Officer of the ICRC Secretariat - the permanent body of public servants that supports the two part-time Commissioners. The CEO is responsible for the day-to-day leadership and management of the Secretariat and supports and advises the Commissioners on matters related to ICRC outcomes; strategic planning and development; and risk and resource management.

Serious contenders for the position will be able to point to a track record of successful leadership and management; an in-depth understanding of the nature and responsibilities of statutory bodies; impressive relationship management skills; and the capacity to deliver results under pressure.

Eligibility/Other Requirements: High order communication, negotiation, people and financial management skills are expected.

Tertiary qualifications in management, economics, financial management or related fields will be highly regarded.

Note: The successful applicant will be engaged under a contract for up to five years, until 2017. This is a senior executive role within the ACT Public Service. Attractive terms and conditions of appointment are on offer. Members of Australian Government CSS or PSS superannuation schemes may have existing entitlements and benefits fully maintained.

Before applying, please request selection criteria from canberra@fordkelly.com.au quoting Ref No 12/234.

Further information can be obtained by contacting Jeff Kelly or Moiya Ford on (02) 6260 8788 or canberra@fordkelly.com.au

Shared Services

Shared Services ICT

Customer Relations/Education and Training ICT

Education ICT Manager

Senior Officer Grade A \$119,042, Canberra (PN: 09744)

Gazetted: 03 April 2012

Closing Date: 24 April 2012

The successful applicant will be required to lead and manage the delivery of all agreed ICT Services to the Education and Training Directorate (ETD) - Education. In undertaking this role, the occupant will be responsible for managing the provision of Shared Services ICT administration services within the directorate, including asset management, purchasing and contract arrangements associated with ICT. Ensure that there is a current business plan for the cost centre, that the budget (operational, capital and projects) is managed appropriately.

Eligibility/Other Requirements: Knowledge of the Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Contact Officer: Di Neville (02) 6207 4267 di.neville@act.gov.au

Shared Services

Shared Services ICT

Customer Relations/Education and Training ICT

Project Support Administrator

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 05468)

Gazetted: 30 March 2012

Closing Date: 17 April 2012

Under general direction provide administrative support to Education and Training ICT subsections. Tasks include: planning, coordinating and managing the workflow within Education ICT sections; in particular briefs, letters, staff movements, contact lists, travel, official records, mail and other correspondence.

Contact Officer: Chris McGaghey (02) 6207 6885 chris.mcaghey@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Shane David Campbell 820-52524, Section 68(1), 27 March 2012

Community Services

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

Rebecca Brincau 827-35720, Section 68(1), 29 March 2012

Economic Development

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

Nicole Huber 835-68389, Section 68(1), 9 April 2012

Health

Technical Officer Level 1 \$46,331 - \$48,672

Robyn Bunston 833-46073, Section 68(1), 10 April 2012

Health Service Officer Level 4 \$42,125 - \$43,813

Arishton Dulguime 817-41408, Section 68(1), 12 April 2012

Registered Nurse Level 1 \$53,688 - \$72,545

Tarja Goldsworthy 833-47324, Section 68(1), 8 March 2012

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

Anju Jose 827-53432, Section 68(1), 29 March 2012

Registered Nurse Level 1 \$53,688 - \$72,545

Tara O'Sullivan 835-67589, Section 68(1), 2 April 2012

Registered Nurse Level 1 \$53,688 - \$72,545

Catherine Pllu 834-51375, Section 68(1), 29 March 2012

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

Deidre Thompson 830-80308, Section 68(1), 30 March 2012

Justice and Community Safety

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

Elizabeth Valerie Henderson 827-50947, Section 68(1), 28 March 2012

Territory and Municipal Services

General Service Officer Level 3/4 \$39,587 - \$43,415

Mitchell Kendin 827-3980, Section 68(1), 29 March 2012

Treasury

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

Katherine Cooper 827-35667, Section 68(1), 28 March 2012

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

Melanie Kimpton 835-67853, Section 68(1), 2 April 2012

TRANSFERS

Justice and Community Safety

Josephine King: 783-11693

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

Economic Development

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

Justice and Community Safety, Canberra (PN. 17006) (Gazetted 16 February 2012)

Territory and Municipal Services

Jayanthi Vikneson: 817-52908

From: Professional Officer Class 2 \$68,515 - \$78,705

Territory and Municipal Services

To: Professional Officer Class 2 \$68,515 - \$78,705

Territory and Municipal Services, Canberra (PN. 27274) (Gazetted 6 January 2012)

PROMOTIONS

Community Services

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

John Charles Watts: 824-44165

From: Building Service Officer \$39,587 - \$43,415

Education and Training

To: General Service Officer Level 8 \$54,697 - \$57,912

Community Services, Canberra (PN. 19003) (Gazetted 19 January 2012)

Economic Development

Economic Development, Policy and Governance

Business Development

David George: 820-84614

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

Economic Development

To: †Senior Officer Grade A \$119,042

Economic Development, Canberra (PN. 27823) (Gazetted 20 January 2012)

Economic Development, Policy and Governance

Business Development

Roswell James: 820-94273

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

Economic Development

To: †Senior Officer Grade A \$119,042

Economic Development, Canberra (PN. 27820) (Gazetted 20 January 2012)

Education and Training

School Improvement

South/Weston Network

The Woden School

Peter Taylor: 824-52579

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

Education and Training

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 02556) (Gazetted 30 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.

**Office for Schools
North/Gungahlin Network
Charnwood-Dunlop School
Deborah Irene Vivian-Martens: 027-54762**

From: School Leader C \$91,769

Education and Training

To: †School Leader B \$98,077

Education and Training, Canberra (PN. 14291) (Gazetted 23 February 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.

Health

**Strategy and Corporate
Human Resource Management
Staff Development**

Rochelle Agius: 771-66180

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

Health

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

Health, Canberra (PN. 23773) (Gazetted 19 January 2012)

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

Trudi Allan: 820-96738

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

Health

To: Administrative Services Officer Class 3 \$56,879 - \$61,756

Health, Canberra (PN. 25688) (Gazetted 16 February 2012)

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

Demand Management

Sharon Dvorski: 827-43552

From: Registered Nurse Level 1 \$53,688 - \$72,545

Health

To: Registered Nurse Level 2 \$75,514 - \$80,184

Health, Canberra (PN. 19487) (Gazetted 1 March 2012)

**Strategy and Corporate
Policy and Government Relations**

Marilynne Anne Read: 817-49725

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

Health

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

Health, Canberra (PN. 20692) (Gazetted 2 February 2012)

**Director General Reports
Financial Management
Revenue and Financial Support**

Karen Anne Ross: 791-54431

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

Health

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

Health, Canberra (PN. 20921) (Gazetted 16 February 2012)

Justice and Community Safety

**ACT Law Courts and Tribunal
ACT Law Courts
Court Services**

Alice Broughton: 820-91507

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 12976) (Gazetted 12 January 2012)

**ACT Corrective Services
Custodial Operations**

Marshall DMello: 771-10363

From: Custodial Officer Grade 1 \$42,272 - \$49,306

Justice and Community Safety

To: †Correctional Officer Class 2 \$65,037 - \$69,811
Justice and Community Safety, Canberra (PN. 15975) (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.

**ACT Government Solicitor
Government Law and Litigation
Anne Solveig Saunderson: 783-12100**

From: Legal 1 \$52,575 - \$107,797
Justice and Community Safety
To: †Legal 2 \$117,119 - \$121,932
Justice and Community Safety, Canberra (PN. 24374) (Gazetted 14 June 2011)

**ACT Corrective Services
Custodial Operations
Jason Paul Stockheim: 747-86288**

From: Correctional Officer Class 1 \$51,611 - \$61,934
Justice and Community Safety
To: †Correctional Officer Class 2 \$65,037 - \$69,811
Justice and Community Safety, Canberra (PN. 13711) (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.

Territory and Municipal Services

**Directorate Services
Governance
Security and Risk**

John Ludvigson: 791-54845
From: Senior Officer Grade C \$86,750 - \$93,535
Territory and Municipal Services
To: †Senior Officer Grade A \$119,042
Territory and Municipal Services, Canberra (PN. 00478) (Gazetted 23 September 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.

**Corporate Support
Operational Support Branch
Vehicle Management Unit
Satinder Sahota: 817-44131**

From: Administrative Services Officer Class 4 \$56,879 - \$61,756
Treasury
To: †Administrative Services Officer Class 6 \$68,515 - \$78,705
Territory and Municipal Services, Canberra (PN. 28325) (Gazetted 23 February 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.

Retirements and Dismissals

Environment and Sustainable Development

Section 221 Public Sector Management Act 1994 - Aaron Ridley AGS: 791-35871