



ACT Government Gazette

Gazetted Notices for the week beginning 07 June 2012

Note: Most ACT Public Service Salaries will increase by 3.5% from 1 July 2012. Please check the relevant directorate's Enterprise Agreement for further information (<http://www.sharedservices.act.gov.au/docs/agreements/>).

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

Centre for Health Community and Wellbeing

Casual Teacher

Casual Teacher \$49.29/\$78.04, Canberra (PN: Reg062012)

Gazetted: 08 June 2012

Closing Date: 19 June 2012

Details: The Centre for Health, Community and Wellbeing is seeking Casual Teachers to teach in the following areas: Health Sciences requires professionals in Physiotherapy, Speech Pathology, Occupational Therapy and Massage Therapy. Sport and Fitness requires Fitness professionals.

Contact for Health Science and Sport and Fitness is James Dunstan 6207 3491 or email james.dunstan@cit.edu.au

Human Services requires professionals in Nursing, Aged Care and Disability.

Contact Lilly Muthurajah 6205 7381 or email lily.muthurajah@cit.edu.au

Children's Services requires Early Childhood teachers with current Industry experience.

Contact Rhonda Batty 6205 4143 or email rhonda.batty@cit.edu.au

Community Development requires Social Welfare workers.

Contact Helga Rosenthal 6207 3339 or email helga.rosenthal@cit.edu.au

Eligibility/Other Requirements: A qualification at and preferably above the level taught, industry experience and a current approved education qualification (e.g. Certificate IV in Training and Assessment TAA40104 or TAE40110), or a commitment to obtain it within 12 months of employment.

Note: For more information please contact the officer specific to the area of interest. To apply, register on line on the casual register at <http://cit.edu.au/about/employment>

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

Culture and Communications

Centenary of Canberra

Senior Partnerships Manager

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 30643)

Gazetted: 07 June 2012

Closing Date: 26 June 2012

Details: Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. This position is responsible for the management of high level relationships and detailed servicing of the Centenary of Canberra's Government partners, sponsors, media partners and philanthropists. The Senior Partnerships Manager liaises across the Centenary of Canberra's Program, Governance and Marketing teams to ensure delivery of benefits to sponsors and to devise innovative and exciting opportunities for corporate and media partners.

Note: This is a temporary position for 18 months from July 2012 to December 2013.

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

Culture and Communications

Communications and Engagement and Chief Minister Support and Protocol

Communications and Engagement

Communications Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 18964)

Gazetted: 12 June 2012

Closing Date: 19 June 2012

Details: The Communications and Engagement Unit is looking for someone who is energetic with a positive 'can do' outlook to join this small team working on a wide and varied range of government communications and engagement activities.

Eligibility/Other Requirements: Relevant tertiary qualifications are an advantage.

Note: This is a temporary position available from 1 July 2012 to 31 March 2013 with the possibility of extension.

Contact Officer: Simon Kinsmore (02) 6205 3188 simon.kinsmore@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

Services for Adults with a Disability and their Families

Accommodation Support

Manager

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 19598)

Gazetted: 13 June 2012

Closing Date: 3 July 2012

Details: The Manager position will work closely with the Senior Manager and Network managers and is responsible for the operational management of Accommodation Support, including management of the human and financial resources and quality, safety and risk management. This position will provide strong values based leadership consistent with Disability ACT's Vision and Values and strategic direction. This position will report to the Senior Manager Services for Adults with a Disability.

Eligibility/Other Requirements: Tertiary qualifications in a human services discipline are desirable and relevant experience is essential.

Contact Officer: Anna Fieldhouse (02) 6207 6381 anna.fieldhouse@act.gov.au

Policy and Organisational Services

Human Resources and Workplace Relations

Organisational Services

HR Policy Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 08081)

Gazetted: 12 June 2012

Closing Date: 19 June 2012

Details: We are seeking a skilled Human Resource Policy Officer who will be responsible for the identification, development and updating of a diverse range of policies related to human resource management in a human services environment. The position occupant will be required to undertake extensive policy research, with the aim of enhancing services delivery and contributing to the achievement of high quality human resource management.

Note: This is a temporary position available asap to December 2012.

Contact Officer: Michael Beardsley (02) 6207 1364 michael.beardsley@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

North and Gungahlin Network

Black Mountain School

Pastoral Care Coordinator

School Leader C \$97,350, Canberra (PN: 30517)

Gazetted: 08 June 2012

Closing Date: 22 June 2012

Details: As a member of the executive team, contribute to the development and achievement of whole school strategic goals and the implementation of the school plan. Manage and lead the Pastoral Care Team, resources and programs to achieve optimal social, educational, and post school transitional outcomes and ongoing support for all students.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for Teacher registration with the ACT Teacher Quality Institute).

Contact Officer: Frank Fogliati (02) 6205 6377 frank.fogliati@ed.act.edu.au

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

Tertiary Education and Performance

Training and Tertiary Education

Business Processes and System

System Support Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 30651)

Gazetted: 08 June 2012

Closing Date: 22 June 2012

Details: The successful applicant will possess high level unified modelling language skills and experience and will be able to collaborate with the Education and Training Directorate's subject matter specialists, to develop functional specifications for the ACT Vet Administration Record System. The successful applicant will also provide guidance and advice for the internal project team in the development of the specifications.

Note: This temporary position is available until 30 June 2013.

Contact Officer: Melissa Pinney (02) 6205 8538 melissa.pinney@act.gov.au

**Office for Schools
North/Gungahlin Network
Lyneham High School
Information Technology Officer
Information Technology Officer Class 1 \$55,076 - \$62,974, Canberra (PN: 03241)**

Gazetted: 07 June 2012

Closing Date: 21 June 2012

Details: In regular consultation with the IT Coordinator as member of the IT Team, manage student and staff computer networks, including: identification and rectification of hardware problems; installation of software; configuration and addition of computers to network domains (including MAC's); maintenance of user accounts; and security. Address network performance and data storage issues and IT infrastructure requirements as they evolve. Provide technical support and assistance, including maintenance and repairs. Scope, source and cost IT equipment as required. Maintain a configuration and inventory record of equipment and software and a journal of work completed. Provide technical support for the management of Lyneham High School's web site and the Lyneham High School internet access.

Eligibility/Other Requirements: Completion or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (two or more years).

Contact Officer: Kathryn Cheshire (02) 6205 6410 kathryn.cheshire@ed.act.edu.au

**Office for Schools
South/Weston Network
Canberra College
Industrial Technology Assistant
School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 00853)**

Gazetted: 08 June 2012

Closing Date: 15 June 2012

Details: Canberra College is seeking a highly motivated Technology Assistant to provide technical and procedural advice to teachers on the safe operation of machinery. The successful applicant will be responsible for the safe use and maintenance of equipment and to be pro-active, exercise good judgement and initiative and to work with limited supervision. The position also includes support within Automotive, Woodwork, Metalwork and Computer Aided Drafting.

Eligibility/Other Requirements: First Aid qualification or willingness to undertake appropriate training.

Note: This is a part-time position at 18.75 hours per week. Position is being re-advertised. Previous applicants need to re-apply to be considered.

Contact Officer: Roseanne Campion (02) 6205 6767 roseanne.campion@ed.act.edu.au

Environment and Sustainable Development

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

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

**Corporate
Finance and Governance
Finance
Budget Officer
Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 13939)**

Gazetted: 08 June 2012

Closing Date: 22 June 2012

Details: The Environment and Sustainable Development Directorate is seeking an experienced Budget Officer. The successful applicant will become part of the Finance Team, working to the Budget Manager, and assist in the preparation of the Directorate's external and internal budgets, provide advice on financial management issues and perform reconciliations to assist in budget reporting. The applicant shall possess strong written and verbal communications skills and work well in a team environment.

Eligibility/Other Requirements: Tertiary qualifications in Accounting, Commerce, Finance or related field. CA/CPA qualification, or progression towards, is highly desirable. Experience with Oracle financial management system would be advantageous.

Notes: This is a temporary position available for six months with the possibility of permanency from this process.

Contact Officer: Melissa Tetley (02) 6207 9107 melissa.tetley@act.gov.au

**Regulation and Services
Environment Protection and Water Regulation
Environment Protection
Environment Protection Officer
Technical Officer Level 3 \$59,080 - \$67,031, Canberra (PN: 26736)**

Gazetted: 13 June 2012

Closing Date: 3 July 2012

Details: Environment Protection is responsible for a range of environment protection issues including air and water quality, hazardous materials, contaminated sites and environmental noise and a role in nature conservation and fisheries issues. Key roles of the position are to carry out inspections to ensure compliance with environment protection legislation to encourage the adoption of best environmental practice and provide technical advice on pollution mitigation measures.

Eligibility/Other Requirements: Applicants must possess a sound understanding of environment protection issues and have well developed liaison and communication skills. Experience in a regulatory role in natural resource would be an advantage. Current driver's licence. Current boat licence from an Australian State or Territory.

Note: This is a temporary position available for a period of 12 months.
Contact Officer: Rodney Dix (02) 6207 2586 rodney.dix@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

Policy and Government Relations

Mental Health Policy

Review Policy Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 21925)

Gazetted: 14 June 2012

Closing Date: 21 June 2012

Details: Provide secretariat support to committees and working groups for the review of the *ACT Mental Health (Treatment and Care) Act*, Develop recommendations and drafting instructions for the review. Provide administrative support to the Project Leader. Develop policy and agreements for the interstate application of the Act and recognition of the Acts of other jurisdictions. Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience in policy development, including coordination of consultation forums, are required. Experience in project management, mental health or other human services would also be an advantage.

Note: This is a temporary part-time position available for a period of 11 months at three days a week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Steve Druitt (02) 6207 7927

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Service

Adult Community and Older Person

Team Leader

Health Professional Level 4 \$86,750 - \$93,535, Canberra (PN: 25275)

Gazetted: 14 June 2012

Closing Date: 28 June 2012

Details: The Woden Mental Health Team provides specialist mental health assessment and treatment services by multi-disciplinary teams of medical and non-medical clinical staff. Treatment approaches are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual consumer's needs. The Team Leader role supports the clinical governance framework at team level and manages the corporate governance aspects. The Team Leader position is well supported by the Clinical and Operational Directors.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional Australian Health Practitioner Regulation Agency registration where applicable and/or eligibility for membership of the appropriate professional organisation. A current driver's licence.

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

Contact Officer: Christine Waller (02) 6205 9987

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Psychologist

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 22804)

Gazetted: 14 June 2012

Closing Date: 28 June 2012

Details: Applications are invited to fill an exciting permanent, part-time position as a Health Professional within the Mental Health Neuropsychology section of Canberra Hospital and Health Services. The Psychologist will provide neuropsychology assessment and intervention to consumers of Mental Health, Justice Health and Alcohol and Drug Services across a range of inpatient, specialist and community settings.

Eligibility/Other Requirements: The successful applicant will hold full registration with the Psychology Board of Australia, and preferably hold a Masters Degree or equivalent in Clinical Psychology or Clinical Neuropsychology. Extensive experience is not necessary, but knowledge and an interest in this area is highly valued. Current driver's licence.

Note: This is a permanent part-time position at 18.4hrs per week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded with your application. Curriculum vitae and written referee reports must also accompany applications.

Contact Officer: Abigail Fargher (02) 6205 1488 abigail.fargher@act.gov.au

Strategy and Corporate

Professional Leadership Research and Education

Clinical School

Health and Safety Officer – Biological and Chemical Safety

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 30426)

Gazetted: 14 June 2012

Closing Date: 28 June 2012

Details: The Health Directorate Research Office and ACT Pathology, located at the Canberra Hospital, are seeking a full-time permanent Safety Officer. In this role you will provide professional guidance to managers, staff and students relating to the interpretation, application and integration of health and safety principles, strategies and legislation within busy pathology and research laboratories, with a focus on genetic manipulation, bio-safety, chemical safety and general health and safety. Other duties include assisting in the coordination of safety seminars and training courses.

Eligibility/Other Requirements: Formal qualifications in Health or Biological Science, complimented by studies in OHS, specialist knowledge and experience relating to bio-safety (including related regulations/legislations), chemical safety including dangerous goods and hazardous substance regulations and radiation safety. Experience in supporting a multi-client, cross functional work teams, with sound internal/external stakeholder management abilities. High level interpersonal, influencing and communication skills including report writing. Technical skills in policy development, auditing, investigations, action plans for risk management and data analysis. Eligibility for Professional Membership of Safety Institute of Australia and a class A 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: Hannah Clarke (02) 6244 2618 hannah.clarke@act.gov.au or charmaine.gray@act.gov.au

**Strategy and Corporate
Business and Infrastructure
Biomedical Support**

Administration Assistant

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 21497)

Gazetted: 14 June 2012

Closing Date: 21 June 2012

Details: This position will be based at Sterilising Services in Mitchell and the Canberra Hospital campus as required, reporting directly to the Senior Manager. Applicants should have excellent communication skills, ability to prioritise workloads, provide secretariat support to a number of committees, organise travel and meetings and be a team player. The applicant should have demonstrated experience in any or all areas of Biomedical Support namely Biomedical Clinical Engineering, Medical Physics and Radiation Engineering and Sterilising Services.

Note: This is a full-time permanent position. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Previous applicants need not re-apply. Selection may be based on application and referee reports only.

Contact Officer: Jeffrey Boundy (02) 6213 3299

Canberra Hospital and Health Services

Medicine

Renal

Registered Nurse

Registered Nurse Level 1 \$53,688 - \$72,545, Canberra (PN: 23646)

Gazetted: 14 June 2012

Closing Date: 21 June 2012

Details: Applications are invited from committed, motivated, and enthusiastic Registered Nurses to work within the renal dialysis team. Please note that the Haemodialysis Unit operates Monday to Saturday working both morning and evening shifts. The successful applicant may be required to participate in the on call roster, depending on experience.

Eligibility/Other Requirements: Registered or eligible for registration as a nurse with AHPRA. Haemodialysis or renal experience is desirable but not essential as training will be provided.

Contact Officer: Chari Mercado (02) 6244 2657

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Dental Therapist/Oral Health Therapist

Health Professional Level 2 \$52,574 - \$72,925, Canberra (PN: 18690)

Gazetted: 14 June 2012

Closing Date: 21 June 2012

Details: ACT Health is seeking a qualified Dental Therapist/Oral Health Therapist to provide high quality dental services to eligible children and youth of the ACT.

Eligibility/Other Requirements: An appropriate tertiary qualification in Dental Therapy or equivalent and must possess unconditional registration as a dental therapist/oral health therapist by Australian Health Practitioner Regulation Agency (AHPRA), Dental Board of Australia. Applicants must have a minimum of 12 months paid experience as a dental therapist. Must be eligible for a radiation licence with ACT Health Radiation Council.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on application and referee reports only.

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

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Dental Therapist/Oral Health Therapist

Health Professional Level 1 \$49,178 - \$63,212, Canberra (PN: 15530)

Gazetted: 14 June 2012

Closing Date: 21 June 2012

Details: ACT Health is seeking a qualified Dental Therapist/Oral Health Therapist to provide dental services to eligible children and youth of the ACT. The successful applicant will also undertake health promotion activities.

Eligibility/Other Requirements: An appropriate tertiary qualification in Dental Therapy or equivalent and must be eligible for unconditional registration as a dental therapist/oral health therapist by Australian Health Practitioner Regulation Agency (AHPRA), Dental Board of Australia. Must be eligible for a radiation licence with ACT Health Radiation Council.

Note: Selection may be based on application and referee reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

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

Justice and Community Safety

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

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

ACT Corrective Services

Alexander Maconochie Centre

Transitional Release Centre

Manager Transitional Services

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 15604)

Gazetted: 08 June 2012

Closing Date: 26 June 2012

Details: Contribute to ACT Corrective Services achieving its goal to deliver a safe and secure corrections system in which we actively engage detainees and the community to promote positive behaviour change. Lead and manage the Transitional Release Centre (TRC) and the Community Services Work Unit to achieve effective use of resources (both human and financial) and ensure that objectives are met.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or equivalent correctional experience. Experience in liaison and negotiation with the public and private sector is desirable. Eligible candidates will be required to undergo a criminal record check and ACT Corrective Services Induction Training and may be required to undertake psychological aptitude testing as part of the assessment process. Demonstrated experience and/or willingness to work with offenders and detainees on a daily basis is essential. A current driver's licence is required.

Contact Officer: Don Taylor (02) 6207 0609 don.taylor@act.gov.au

Legislation and Policy

Transport and Road Safety Policy

Senior Legal Policy Officer

Legal 1/Senior Officer Grade C \$52,575 - \$107,797, Canberra (PN: 12055)

Gazetted: 07 June 2012

Closing Date: 21 June 2012

Details: Legislation and Policy Branch is looking for a talented and motivated Policy Officer to work on a wide range of interesting and relevant issues within the Transport and Road Safety Policy team. If you have a passion for law and policy and want to make a difference to the community you live and want to work with a great team, here's the place to work. The Legislation and Policy Branch covers a diverse range of legal and policy issues that impact the ACT, including although not restricted to, preparation of briefs for the Attorney General, prepare related reports and correspondence, development of legislation, manage projects, engage in consultation with the community, government and participate in national forums. Important functions of the position include developing and promoting positive relationships with key stakeholders and providing high level advice to the government on questions of legal policy.

Eligibility/Other Requirements: Applicants for Legal 1: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office

Contact Officer: Amanda Casimir (02) 6205 4188 amanda.casimir@act.gov.au

Transport Regulation

Road User Services

Business Development and Information

Training Supervisor

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 01870)

Gazetted: 12 June 2012

Closing Date: 26 June 2012

Details: Under the general direction of the Business Support and Training Manager: Assure quality in the design, development, preparation and delivery of training courses in relation to the procedures, policies and legislation of the Road Transport Authority (RTA) and the rego.act computer system in accordance with best adult training practices. Prepare and maintain training schedules, databases, training materials, program assessments and staff training rosters and work closely with RTA and rego.act stakeholders to identify training needs and training providers and coordinate the booking and placement of staff on approved courses. Research, investigate and implement innovative training methods, including e-learning, interactive web based training and establish adult training standards within Road User Services (RUS). Research, establish, maintain and issue standard operating procedures for RUS. Participate, lead or facilitate change management processes, as required.

Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Naveen Wijemanee (02) 6205 7296 naveen.wijemanee@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Operations

Graduate Paramedic Intern

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

Gazetted: 08 June 2012

Closing Date: 12 July 2012

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

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

Note: These positions are entitled to salary packaging with fringe benefits tax-free threshold up to \$9,059.00.

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

Territory and Municipal Services

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

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

Parks and City Services

Libraries ACT

Learning Community Manager

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 35356)

Gazetted: 12 June 2012

Closing Date: 19 June 2012

Details: The successful applicant will manage a team which includes early literacy and adult literacy specialists; community engagement activities; public awareness programs and will be able to demonstrate high levels of competency in staff management, service delivery, relationship management, planning and continuous improvement.

Eligibility/Other Requirements: Appropriate tertiary qualifications are required.

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

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

Parks and City Services

Parks and Conservation Service

Fire Management

Senior Fire Management Officer - Logistics

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 17724)

Gazetted: 12 June 2012

Closing Date: 26 June 2012

Details: The Parks and Conservation Service is a branch within the Parks and City Services Division responsible for planning and management of parks and reserves and the public domain including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Fire Management Section is looking to recruit a suitably qualified person to manage and develop budgetary and administrative functions for the Fire Management Unit. The successful applicant will manage budget systems; provide strategic budget advice; co-ordinate HR functions; and asset maintenance systems for the Fire Management Unit. In addition, the successful applicant will be required to undertake fire related duties in some capacity.

Eligibility/Other Requirements: This position is classified as a Designated Fire Position under the TAMS Collective Agreement. Bushfire related activities, including bushfire suppression, are a mandatory component of the position.

Appointment/promotion/transfer to the position is conditional upon successful completion of a nationally recognised fire fighting task-based fitness assessment.

Note: Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform.

Contact Officer: Neil Cooper (02) 6207 2488 neil.cooper@act.gov.au

Parks and City Services

Libraries ACT

Digital Services Librarian

Professional Officer Class 2 \$68,515 - \$78,705, Canberra (PN: 46030)

Gazetted: 08 June 2012

Closing Date: 22 June 2012

Details: The successful candidate will develop and maintain dynamic and interactive web presence to ensure that Libraries ACT is at the forefront of emerging technologies. They will also be an effective communicator managing and working with small and large teams.

Eligibility/Other Requirements: Appropriate tertiary qualifications are required.

Notes: Libraries ACT provides a service 7 days a week and requires staff to provide services based on this principle eg ability and willingness to work weekday and weekend shifts.

This is a temporary position available from 18 June 2012 to 17 September 2012

Contact Officer: Karen Hansen (02) 6207 6695 karen.hansen@act.gov.au

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

Business Services

Strategic HR and Corporate

Business Continuity and Disaster Recovery Manager

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 21517)

Gazetted: 13 June 2012

Closing Date: 3 July 2012

Details: To manage, develop, maintain and co-ordinate Shared Services Strategic Business Continuity Plan and individual business units business continuity plans, disaster recovery plans and associated activities.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised ICT or management discipline would be highly regarded.

Contact Officer: David Hart (02) 6205 3020 david.hart@act.gov.au

Shared Services ICT

Customer Relations

Health ICT - Business Systems

IT Support Officer

Information Technology Officer Class 2 \$68,515 - \$78,705, Canberra (PN: 01354)

Gazetted: 13 June 2012

Closing Date: 3 July 2012

Details: This position provides second tier application administration support to users which includes investigating business application and operational problems; and providing a solution or escalating the problem when required. Also assist with business application development, testing and implementation.

Contact Officer: Thu Tran (02) 6205 1029 thu.tran@act.gov.au

Shared Services

Business Services

Strategic Finance

Assistant Accountant

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 01578)

Gazetted: 12 June 2012

Closing Date: 19 June 2012

Details: Shared Services Strategic Finance team is responsible for the provision of financial management advice and support services to the Business Units of Shared Services. The successful candidate will report to the Assistant Finance Manager and perform a wide range of duties within the Strategic Finance team. Duties include assisting in the preparation of accrual based financial statements and financial management reports and various analytical and reconciliation tasks including the maintenance of Shared Services asset register.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Accounting, Commerce, Finance or a related field is a compulsory.

Contact Officer: Yuliani Tan (02) 6207 0964 yuliani.tan@act.gov.au

Revenue Management Division

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 55101)

Gazetted: 08 June 2012

Closing Date: 15 June 2012

Details: As a team member, undertake a range of operational and administrative tasks relating to the maintenance of revenue accounts that mainly involves rates and land tax accounts.

Note: This is a temporary position available from 01 July 2012 to 16 October 2012

Contact Officer: Jukka Siiteri (02) 6207 0042 jukka.siiteri@act.gov.au

Revenue Management Division

Compliance

Manager

Senior Officer Grade A \$119,042, Canberra (PN: 55058)

Gazetted: 13 June 2012

Closing Date: 3 July 2012

Details: The role of the Compliance Section is to monitor and ensure the integrity, fairness and effectiveness of the ACT's taxation system. The Section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. We encourage and assist clients to be proactive in meeting their taxation obligations and to do so voluntarily.

However, to ensure fairness and equity, our approach also utilises penalties and prosecution in certain situations where voluntary compliance does not occur. Our compliance strategy is based around: obtaining a maximum level of voluntary

compliance; ensuring clients have a clear understanding of their obligations; identifying risk areas for proactive investigation; applying the appropriate response for non-compliance; and treating clients in a fair and equitable manner.
Contact Officer: Carolene Knowd (02) 6207 0009 carolene.knowd@act.gov.au

APPOINTMENTS

ACT Auditor General's Office

Audit Band 1 \$43,557 - \$84,727

Sophie Butler-Stratton 774-89107, Section 68(1), 18 June 2012

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$44,804 - \$55,076

Kerrie Hunter 835-79555, Section 68(1), 12 June 2012

General Service Officer Level 3 \$39,587 - \$41,136

Matthew Ware 827-14380, Section 68(1), 14 June 2012

Community Services

Health Professional Level 4 \$86,750 - \$93,535

Amanda Bowen 835-70614, Section 68(1), 12 June 2012

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

Kim Harris 835-70788, Section 68(1), 11 June 2012

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

Dean Jard 835-80281, Section 68(1), 25 June 2012

Economic Development

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

Angela Hauzer 827-42031, Section 68(1), 12 June 2012

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

Luke Robinson 835-80804, Section 68(1), 12 June 2012

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

Bruce Sainsbury 835-80468, Section 68(1), 6 June 2012

Education and Training

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

Shaun Bennett 824-54777, Section 68(1), 13 June 2012

Environment and Sustainable Development

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

Phab Vetsavong 827-56505, Section 68(1), 4 June 2012

Health

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

Ana Cruz 821-58679, Section 68(1), 14 June 2012

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

Amanda Barry: 82293125, Section 68(1), 28 May 2012

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

Christine Greig 833-45556, Section 68(1), 14 June 2012

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

Carolyn Joan Haslam 836-54826, Section 68(1), 18 June 2012

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

Jainamma Joseph 824-32551, Section 68(1), 24 May 2012

Health Professional Level 4 \$83,816 - \$90,372

Alison McDonald 835-79125, Section 68(1), 11 June 2012

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

Lucy Snodgrass 833-47674, Section 68(1), 8 June 2012

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

Jaime Thomas 821-58601, Section 68(1), 8 June 2012

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

Matthew Wafer 835-80687, Section 68(1), 11 June 2020

Justice and Community Safety

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

Emma Damen 834-52618, Section 68(1), 12 June 2012

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

Yelena Muench 835-80273, Section 68(1), 8 June 2012

Legal 1 \$52,575 - \$107,797

Shefali Vaishnav 827-61152, Section 68(1), 8 June 2012

Territory and Municipal Services

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

Robert Henry Cooper 835-81022, Section 68(1), 7 June 2012

Bus Operator - Training \$56,486

Steven Cowie 140-749, Section 68(1), 8 June 2012

Bus Operator - Training \$56,486

Guramrit Dhillon 140-751, Section 68(1), 8 June 2012

Bus Operator - Training \$56,486

Rebecca Lea Edwards 140-750, Section 68(1), 8 June 2012

Bus Operator - Training \$56,486

Glenn Fairbairn 140-747, Section 68(1), 8 June 2012

Special Needs Transport Drivers (GSO51-GSO54) \$44,914 - \$47,563

Brian Hamilton 137- 533_, Section 68(1), 14 June 2012

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

Douglas Herschell 837-31324, Section 68(1), 1 June 2012

Special Needs Transport Drivers (GSO51-GSO54) \$44,914 - \$47,563

Paul MacDonald 136-813, Section 68(1), 14 June 2012

Bus Operator - Training \$56,486

Malcolm Morris 140-748, Section 68(1), 8 June 2012

Special Needs Transport Drivers (GSO51-GSO54) \$44,914 - \$47,563

Martin Giles Stuart Riddell 140-514, Section 68(1), 14 June 2012

Treasury

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

Kathleen Beattie 827-45830, Section 68(1), 12 June 2012

Information Technology Officer Class 2 \$66,198 - \$76,043

Cameron Clifford Last 835-69226, Section 68(1), 21 May 2012

Information Technology Officer Class 1 \$55,076 - \$62,974

Amanjeet Singh 835-70649, Section 68(1), 25 May 2012

TRANSFERS

Justice and Community Safety

Timothy Rhodes: 747-07981

From: \$68,515 - \$78,705

Territory and Municipal Services

To: FB1 (FF 4th Class in Training) \$57,214

Justice and Community Safety, Canberra (PN. 30558) (Gazetted 10 February 2012)

Treasury

Gregory Ian Tong: 816-78488

From: Senior Officer Grade A \$119,042

Justice and Community Safety

To: Senior Officer Grade A \$119,042

Treasury, Canberra (PN. 13330) (Gazetted 14 March 2012)

PROMOTIONS

Community Services

Housing and Community Services

Executive Unit

Fay Veronica Neal: 778-11661

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

Community Services Directorate

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

Community Services, Canberra (PN. 11641) (Gazetted 22 March 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.

Disability ACT

Executive and Business

Business Support Unit

Karen Taylor: 789-36052

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

Community Services

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

Community Services, Canberra (PN. 30070) (Gazetted 18 April 2012)

Health

Canberra Hospital

Ciaran Bird: 829-67724

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

Calvary Health Care ACT (Public)

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

Health, Canberra (PN. 29145) (Gazetted 5 April 2012)

Canberra Hospital and Health Services

Operational Support

Support Services

Boban Tasic: 789-41695

From: Health Service Officer Level 3 \$40,734 - \$42,197

Health

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

Health, Canberra (PN. 20564) (Gazetted 1 March 2012)

Canberra Hospital

Jillian Wenke: 820-73157

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

Health

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

Health, Canberra (PN. 29145) (Gazetted 5 April 2012)

Justice and Community Safety

Emergency Services Agency

ACT Fire and Rescue

Arron Kiewiet: 799-98335

From: General Service Officer Level 7 \$50,317 - \$53,250

Territory and Municipal Services

To: †FB1 (FF 4th Class in Training) \$57,214

Justice and Community Safety, Canberra (PN. 30554) (Gazetted 10 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.

Territory and Municipal Services

Parks and City Services

City Services

Place Management

Samantha Russell: 817-32050

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 22045) (Gazetted 1 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.