



ACT Government Gazette

Gazetted Notices for the week beginning 05 May 2011

Department of Disability, Housing and Community Services

Contract Cessations

Note: The following Executives have been issued with new contracts. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Bronwen Overton-Clarke-Executive Director, Policy and Organisational Services (E406) 26.3.11
Meredith Whitten-Director, Advocacy, Review and Quality (E395) 26.3.11
Frank Duggan - Director, Care and Protection (E280) 31.3.11

ACT Health

Contract Cessation

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.

Rosemary O'Donnell Executive Director, Ambulatory and Medical Services (E542) 20.3.11

Department of Territory and Municipal Services

Contract Cessation

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.

Philip Hextell Manager, Financial Services, Shared Services (E499) 1.4.11

VACANCIES

ACT 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>

Deputy Chief Executive The Canberra Hospital and Health Services

Canberra Hospital and Calvary Health Care ACT

Surgery and Oral Health

Department of Anaesthesia and Pain Management

Anaesthesia

Staff Specialist Band 1-5 \$137,660-\$169,877 Senior Specialist \$185,984

Visiting Medical Officer - Negotiable, Canberra (PN: TBA)

Gazetted: 12 May 2011

Closing Date: 14 July 2011

Applications are invited for the above specialist positions from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FANZCA) or equivalent who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency at Canberra Hospital and Calvary Health Care (Bruce Campus) in the Australian Capital Territory.

The Department of Anaesthesia and Pain Management at Canberra Hospital provides a comprehensive range of clinical anaesthesia services for all surgical specialities including cardiothoracic, neurosurgery and paediatric surgery along with an active preadmission clinic, a post-anaesthesia care unit and an acute and chronic pain management service.

Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing most major medical and surgical sub-specialty services, 13 operating theatres and a 22 bed Intensive Care Unit with an annual caseload is over 12,000. The Department and the Canberra Hospital play a major role in the Aeromedical Retrieval Service with the Snowy Mountains Hydro Southcare helicopter.

Canberra Hospital is the principal teaching hospital of the Australian National University (ANU) Medical School. Professor Thomas Bruessel, the Director of the Department, holds the Chair of the Anaesthesia at the ANU. Strong research links to the John Curtin School of Medical Research at the ANU.

The Department of Anaesthesia and Pain Management offers a comprehensive rotational training scheme in anaesthesia and pain management. The Canberra Region Rotation Registrar Training Program is accredited for 4 Senior Registrars/Provisional Fellows and 23 Registrars.

Calvary Health Care is a general hospital of 250 beds performing 4500 operations per year in a range of surgical disciplines including general surgery, orthopaedics, ENT, Urology, Ophthalmology, Obstetrics & Gynaecology and

Faciomaxillary surgery. The hospital incorporates a 14 bed level 2 ICU/HDU which enables major surgery in all disciplines.

Calvary Hospital is a teaching hospital of ANU Medical School and an accredited hospital of the Canberra Region Anaesthetic Trainee Rotation.

Canberra is a beautiful city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to numerous national icons and monuments. The coast and ski fields are an easy day trip, is within a 3 hour drive from Sydney and there are regular air links to all major cities in Australia.

Remuneration packages for specialists in the ACT are generous. For specific information and to apply for the above vacancies visit ACT Health at www.health.act.gov.au/employment (click on 'Current Vacancies' then 'Medical Officers'). Contact details, type of appointment (staff specialist or visiting medical officer) and the remuneration will be indicated. An excellent relocation allowance is available to assist with relocation of staff specialists to Canberra.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Australian and New Zealand College of Anaesthetists or an equivalent higher specialist qualification.

Contact Officer: Professor Dr. Thomas Bruessel, Director of the Department of Anaesthesia and Pain Management Canberra Hospital (02) 6244 3245 or Dr Stephen Brazenor, Director, Department of Anaesthesia and Perioperative Medicine, Calvary Health Care (02) 6201 6352

Calvary Health Care ACT: A Service of the Sisters of the Little Company of Mary with values of hospitality, healing, stewardship and respect www.calvary-act.com.au

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

Deputy Chief Executive The Canberra Hospital and Health Services Medicine

Department of Medical

Gastroenterology - Interventional Endoscopy

Staff Specialist Band 1-5 \$137,660-\$169,877 Senior Specialist \$185,984, Canberra (PN: 23750)

Gazetted: 12 May 2011

Closing Date: 14 July 2011

Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (of the Royal Australasian College of Physicians and Endoscopy Certification of the Gastroenterological Society of Australia) or equivalent who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency.

Applicants should have high level training and experience in all aspects of gastrointestinal endoscopy including advanced skills in therapeutic upper gastrointestinal endoscopy, colonoscopy, EUS and ERCP. ACT Health has approved funding for the establishment of an EUS service which the successful applicant will be expected to establish. It is expected that the successful applicant will provide leadership in gastrointestinal endoscopy in the ACT region, reporting to the Director of Gastroenterology at Canberra Hospital. The successful applicant will be expected to contribute to curriculum leadership, teaching and assessment within the Discipline of Medicine and to provide leadership within the Year 3 and 4 Clinical Skills program at the ANUMS. They will also be expected to be active in clinical and/or basic research pertinent to the specialty and in quality assurance activities and continuing medical education. The successful applicant will also be required to work in a team of nursing and medical staff, including advanced trainees in gastroenterology, and to promote further development of endoscopy skills through education and training.

Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing most major medical and surgical sub-specialty services.

The Gastroenterology and Hepatology Unit is well-established with 11 consultant medical staff and Advanced Trainees. The 3rd year AT has a choice of working in hepatology and IBD. It is hoped that with this appointment there will also be the option of offering 3rd year training in endoscopy. Canberra Hospital provides secondary and tertiary referral services for gastroenterology and liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions. Canberra Hospital is the major teaching hospital of ANUMS and has well-developed postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research

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Remuneration packages for specialists in the ACT are generous. For specific information and to apply for the above vacancies visit ACT Health at www.health.act.gov.au/employment (click on 'Current Vacancies' then 'Medical Officers'). Contact details, type of appointment (staff specialist or visiting medical officer) and the remuneration will be indicated. An excellent relocation allowance is available to assist with relocation of staff specialists to Canberra.

The preferred applicant will be offered a conjoint appointment in The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the ACT Health appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (Canberra Hospital/ACT Health) for (research/clinical) matters.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.

Fellowship of the Royal Australasian College of Physicians (FRACP) in gastroenterology.

Gastrointestinal endoscopy certification in upper and lower GI endoscopy and ERCP.

Contact Officer: Enquires about the (research or clinical role) may be directed to Associate Professor Tony Clarke, Director of Gastroenterology, (02) 6244 2915 tony.clarke@act.gov.au
For academic enquiries, please contact Professor Frank Bowden (02) 6244 2063
Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

**Deputy Chief Executive Strategy and Corporate
Business and Infrastructure
Business Support Services
Medical Physics**

Senior Medical Physics \$92,791 - \$112,716

Medical Physics Specialist \$75,544 - \$89,932

Medical Physics Registrar \$53,803 - \$67,749, Canberra (PN: 11072, several)

Gazetted: 12 May 2011

Closing Date: 3 June 2011

Applications are invited from qualified Medical Physicists and those seeking training as Medical Physics Registrar for the above positions. Appointments will be made, on funding approval, at the highest possible levels with two positions reserved for Medical Physics Registrars in Diagnostic Imaging Medical Physics and six positions reserved for qualified Medical Physicists (two permanent positions in Diagnostic Imaging Medical Physics and four permanent positions in Radiation Oncology Medical Physics).

The successful applicants will join the Medical Physics and Technology section of ACT Health based at The Canberra Hospital, which currently consists of twelve staff. This section is integral in providing clinical, scientific and support services on Medical Physics to ACT Health including to the Critical Care and Diagnostics and the Capital Regional Cancer Service (CRCS) divisions.

The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of 500,000. It is a modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1000-bed hospital as part of the Capital Asset Development Program.

The hospital is the major teaching hospital for the Medical School of the Australian National University. The Medical Physics and Technology section has strong links with both the University of Sydney and Wollongong University.

The Critical Care and Diagnostics division provides comprehensive medical imaging services including three Siemens MRI (one neurosurgical), Philips PET/CT, two angiography suites, SPECT/CT, three gamma cameras, two CTs, general x-ray and sonography. The CRCS will have four Varian linear accelerators, two large bore CT simulators, HDR, LDR, SXRT and the Pinnacle and Oncentra treatment planning systems. Research labs, two cardiac catheter labs and two therapy iodine rooms are also on campus.

The Medical Physics and Technology section is an accredited clinical site for Medical Physics Registrars training in Radiation Oncology and is applying for accreditation in Diagnostic Imaging. The multidisciplinary environment of nuclear medicine, radiology and radiation oncology and the future growth in ACT Health makes the Medical Physics and Technology section a very attractive place to work as a Medical Physicist. ACT Health actively encourages and financially supports ongoing education and training.

Canberra is a picturesque city offering outstanding living conditions, with a relaxed country lifestyle combined with high quality city amenities. It is two hours from the ski fields and the coast, and an easy three hour drive from Sydney. The city is ideal for families as well as offering a good lifestyle for single people. Canberra's schools and educational institutions are amongst the best in Australia. The Australian National University is ranked in the top 20 universities in the world.

There are many national icons, cultural and recreational opportunities. The excellent roads, public transport and compact city planning result in less wasted time.

Eligibility/Other Requirements: Medical Physics Registrar means a person who is enrolled in the ACPSEM TEAP and receiving training towards gaining ACPSEM accreditation in a designated specialty of medical physics. A degree in Science or higher degree majoring in Physics recognised by the Australian Institute of Physics.

Accepted into the post-graduate medical physics degree at an ACPSEM accredited university (or have ACPSEM exemption from this requirement).

Note: Salary is negotiable to nationally competitive levels and will depend on experience and qualifications. An employer contribution to superannuation of 9% or 10% is in addition to the final negotiated salary. Generous salary sacrifice arrangements under the Public Benevolent institutions provision are also available. Applicants should quote Job Title of the position they are applying for on their application.

Contact Officer: Dr Sean Geoghegan (02) 6244 2256 sean.geoghegan@act.gov.au

**Office of the Chief Executive
Population Health**

Health Promotion Service

Regulatory Food Safety Auditor

Senior Professional Officer Grade C \$83,816 - \$90,372, Canberra (PN: 12596)

Gazetted: 12 May 2011

Closing Date: 19 May 2011

Would you like to live within driving distance of the coast, snowfields and national parks? Would you like to experience the lifestyle and access to cultural activities that only the nation's capital can offer?

Are you an enthusiastic career-minded professional who enjoys challenges? Are you a dynamic and motivated person who is able to lead the effective introduction of audited food safety programs in food businesses? Yes? Then a career with ACT Health's Environmental Health (EH) may be right for you! There is currently a vacant position within the EH

Operations Team. The position is an excellent opportunity for a person with high-level technical and regulatory food safety auditing competencies and extensive experience in establishing and improving food safety procedures, programs and policies. The position holder will ensure the requirements of the National Food Safety Audit Policy are met.

Eligibility/Other Requirements: The position is suited to an experienced Regulatory Food Safety Auditor who holds a science based degree, has current Level 4 (high risk) Certification under the Registrar Accreditation Board Quality Society of Australasia (RABQSA), National Food Safety Auditor Certification Scheme or equivalent and possesses current Australian driver's licence. Possession of additional specialised auditing competencies (endorsements) for auditing of high risk activities and complex processes is desirable.

Note: Salary packaging with fringe benefits tax-free threshold up to \$9095 is available. Free parking is also available.

Contact Officer: Brian Jones (02) 6205 1713

**Deputy Chief Executive Strategy and Corporate
Policy and Government Relations**

Mental Health Policy

Senior Policy Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 27253)

Gazetted: 12 May 2011

Closing Date: 19 May 2011

Applications are invited for an appropriately skilled officer to work in a small highly motivated team responsible for strategic policy and planning for mental health in the ACT. We are seeking an officer with strong written and oral communication skills to work within a team and with range of key stakeholders to assist in the progression of mental health programs. The ability to provide secretariat and other support to strategic meetings and forums is highly desirable, as is the capacity to assist in the preparation of complex briefs and reports for senior management and the Minister for Health.

Eligibility/Other Requirements: Relevant qualifications and experience in government policy development, purchasing or provision of mental health services, or other human services are desirable.

Note: This is a part-time temporary position at 14:42 hours per week, available until 16 December 2011 with the possibility of extension. Expressions of interest are sought from potential candidates and should include a supporting statement of two - three pages outlining experience, contact details of two referees and current curriculum vitae.

Contact Officer: Richard Bromhead (02) 6207 1066

Deputy Chief Executive The Canberra Hospital and Health Service

Women Youth and Children

Child Youth and Women's Health Program

Social Worker/Psychologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 23104)

Gazetted: 12 May 2011

Closing Date: 26 May 2011

The Child at Risk Health Unit is seeking a Social Worker or Psychologist to fill a vacancy within the therapy team. The therapy team provides specialised clinical services to children who have been abused and/or neglected and their families/carers. The Social Worker or Psychologist will need to be experienced in providing a range of therapeutic services to abused children and their carers.

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. Current driver's licence.

Contact Officer: Josephine Alchin (02) 6244 2712

Deputy Chief Executive The Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Aged Care and Rehabilitation Administration

Administrative Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 23671)

Gazetted: 12 May 2011

Closing Date: 19 May 2011

Reporting to the Director of Operations, you will be responsible for management of administrative services within the Rehabilitation, Aged and Community Care Service across all service locations. You will be expected to lead and implement continuous improvement of the administrative service across the division, and ensure the provision of high quality customer service by administrative services. You will be working to strict deadlines and will be a team player who has good problem solving skills. Strong interpersonal skills are essential for this role as you will liaise with different teams across the business. If you have what it takes to add value to the Rehabilitation, Aged and Community Care division, apply now!

Contact Officer: Jarrad Nuss (02) 6244 2214

Deputy Chief Executive The Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Adult Community and Older Persons Mental Health

Health Professionals

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 22128, several)

Gazetted: 12 May 2011

Closing Date: 19 May 2011

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

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service and a current passenger vehicles driver's licence.

Note: There are several positions available across Adult Community Mental Health.

Contact Officer: Helen Braun (02) 6205 1488

Deputy Chief Executive, The Canberra Hospital and Health Services

Critical Care and Diagnostics

Medical Imaging

Administrative Officer

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 20957)

Gazetted: 12 May 2011

Closing Date: 19 May 2011

Under general direction provide reception and clerical services to patients attending the section. As required, make appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action.

Eligibility/Other Requirements: Knowledge of Medical Terminology would be an advantage. Current driver's licence.

Note: An order of merit will be formed from this selection process and may be utilized to fill any full time/part time, temporary or casual positions (at level), which may occur within the following 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee reports only.

Contact Officer: Jeannie Dumbrell (02) 6244 2159

ACT Planning and Land Authority

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

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

Planning Services

Development Policy

Planning Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 15224)

Gazetted: 10 May 2011

Closing Date: 6 June 2011

The Territory Plan Section is seeking a motivated person with planning expertise to provide policy research and advice and to prepare draft variations to the Territory Plan. The person should be able to demonstrate excellent research ability, coupled with a sound understanding of the ACT or other planning system. The applicant should possess project management and problem solving skills, be able to exercise sound judgement and to meet tight timeframes. The person should have superior communication skills.

Eligibility/Other Requirements: It is desirable that the applicant has a tertiary qualification in urban planning, geography, architecture, social sciences or a related discipline and/or significant work experience in urban planning or a related field.

Contact Officer: Sonya Moser (02) 6207 2435 sonya.moser@act.gov.au

Construction Services

Construction Services

Utilities, Land and Lease Regulation Section

Complaints Officer

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 18440)

Gazetted: 10 May 2011

Closing Date: 24 May 2011

The occupant of this position will undertake the data entry functions and assessment required to support the administration and complaint handling activities of the Section to facilitate ongoing compliance monitoring and enforcement functions involving the building and development activity in the territory. The successful applicant will need to have the ability to use database applications, process administrative records with accuracy and attention to detail, follow the statutory processes relating to the handling of complaints under the *Planning and Development Act 2007* and *Construction Occupation (Licensing) Act 2004*, consistently display high quality customer service principles, practices and attributes and the ability to work effectively both individually and within a team environment.

Eligibility/Other Requirements: Wear a uniform where and if supplied. A current driver's licence is essential.

Contact Officer: Glenys Tetley (02) 6207 2328 glenys.tetley@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.

Calvary Health Care ACT (Public)

**Allied Health
Physiotherapy
Physiotherapist**

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 8294)

Gazetted: 11 May 2011

Closing Date: 20 May 2011

This is an exciting opportunity to join a friendly department with high staff morale and a focus on providing exemplary services. The Physiotherapy department at Calvary Health Care ACT seeks staff who foster evidence-based practice as well as values-based practice are self-motivated and committed to risk management, continuous quality improvement and/or research practice self-reflection with a desire to continually learn can work independently and collaboratively as part of a multidisciplinary team. A full-time, permanent position as the Physiotherapy Outpatient Senior is available to suitable applicants. The successful applicant will provide leadership and direct supervision to staff and students in an outpatient setting, coordinate student placements for the Physiotherapy department and perform clinical & management duties as required. Applicants are expected to respond in writing and include the following: Current curriculum vitae with names & contact details of two referees Response against each of the selection criteria For inquiries and to obtain the selection criteria & duties for the position, contact: Jennifer Azurin Director of Physiotherapy

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy (or equivalent qualification). Physiotherapy registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Contact Officer: Ms Jennifer Azurin 02 6201 6194 or 02 6201 6190 jennifer.azurin@calvary-act.com.au Applications can be forwarded to: www.calvarycare.org.au

**Allied Health
Pharmacy
Pharmacist**

Health Professional Level 3 \$72,543 - \$76,543, Canberra (PN: 8155)

Gazetted: 11 May 2011

Closing Date: 25 May 2011

Duties: Provide pharmaceutical assessment and intervention to hospital inpatients using established clinical pharmacy principles. Participate in training and professional development activities and quality projects. Applicants should possess an enthusiasm for teaching and training students and less experienced staff.

Eligibility/other requirements: Bachelor of Pharmacy (or equivalent) registerable with the National Pharmacy Board, Australian citizenship or permanent resident status. Eligibility/Other Requirements: Pharmacy qualifications acceptable for National Pharmacy Board Registration

Contact Officer: Liisa Nurmi (02) 6201 6269 liisa.nurmi@calvary-act.com.au Applications can be forwarded to: www.calvarycare.org.au

**Corporate Services
Information and Communications Technology
Client Services Officer**

Information and Communications Technology Officer, ITO1 \$53,214 - \$60,844, Canberra (PN: 7017)

Gazetted: 09 May 2011

Closing Date: 24 May 2011

Calvary Health Care ACT is seeking an experienced 1st level Helpdesk Support Person to fill a permanent role within a small friendly team. General duties include answering, prioritising and logging helpdesk calls, troubleshooting software & hardware issues, creating network user accounts and assisting with user documentation. In addition, you will be required to be available for a 24 x 7 on-call roster. The successful candidate will bring to this role: Demonstrated experience supporting Windows XP and Microsoft Office Suite Understanding of Active Directory and administration processes, which would include setting up users Ability to work effectively as a team member and adapt to changing situations whilst under pressure. High level of oral communication skills and interpersonal skills including the ability to liaise effectively at all levels.

Contact Officer: Luke Burdack (02) 6201 6773 recruitment@calvary-act.com.au Applications can be forwarded to: www.calvarycare.org.au

**Allied Health
Physiotherapy
Physiotherapist**

Health Professional Level 1-2 \$47,515 - \$70,459, Canberra (PN: Various)

Gazetted: 11 May 2011

Closing Date: 20 May 2011

This is an exciting opportunity to join a friendly department with high staff morale and a focus on providing exemplary services. The Physiotherapy department at Calvary Health Care ACT seeks staff who foster evidence-based practice as well as values-based practice are self-motivated and committed to risk management, continuous quality improvement and/or research practice self-reflection with a desire to continually learn can work independently and collaboratively as part of a multidisciplinary team. Three positions are available in the Physiotherapy department - one full-time permanent position and two full-time temporary positions to 19 February 2012, with the possibility of an extension. Successful applicants will be involved in a rotational program through work areas such as Outpatients, Orthopaedics, Respiratory/ICU/Cardiac Rehabilitation, Medical/Acute Neurology, Aged Care and Rehabilitation, Women's Health, Lymphoedema and the Emergency Department. New and upcoming graduates are welcome to apply. Applicants are

expected to respond in writing and include the following: Current curriculum vitae with names & contact details of two referees Response against each of the selection criteria. For inquiries and to obtain the selection criteria & duties for the position, contact Jennifer Azurin
Eligibility/Other Requirements: Degree or Diploma in Physiotherapy (or equivalent qualification). Physiotherapy registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Contact Officer: Ms Jennifer Azurin - Director of Physiotherapy 02 6201 6194 or 02 6201 6190 jennifer.azurin@calvary-act.com.au Applications can be forwarded to: www.calvarycare.org.au

Administrative

Various

Ward Clerk

Administrative Services Officer Class2/3 \$43,289 - \$53,214, Canberra (PN: Several)

Gazetted: 06 May 2011

Closing Date: 19 May 2011

Under general direction perform a range of clerical and keyboard duties: Maintain patient information computerised system and prepare reports as required. Undertake admission/discharge and appointment procedures. Raise accounts (if relevant) Provide reception services and general assistance to patients, visitors and clinical staff. Obtain information, including medical records, and/or maintenance of patient and ward records. Participate in the induction and training of new or less experienced staff. Liaise with other departments to ensure the delivery/collection of reports and other items. Participate in Quality Activities Program. Access and maintain Medical Record details as provided. Provide equivalent services in other areas of the hospital as required

Eligibility/Other Requirements: A willingness to undertake shift work. An understanding of hospital admissions and discharge procedures and a demonstrated ability to apply, or to acquire these skills quickly. Demonstrated ability in the operation of computers, particularly hospital based financial, billing and patient management systems. Well developed interpersonal skills, including oral and written communication and liaison skills including. The ability to liaise effectively with a wide range of people, including in stressful or emergency situations. Demonstrated ability in handling cash receipt transactions and with proven record of reliability and accuracy. Capacity to organise workloads and use initiative in applying work practices.

Note: 2 fulltime positions 1 parttime position

Contact Officer: Kim Achdiat 02 6201 6365 kim.achdiat@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Canberra Institute of Technology

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

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

Centres

Marketing and National Positioning Centre

Marketing Manager

Senior Public Affairs Officer Class 1 \$111,485, Canberra (PN: 55938)

Gazetted: 10 May 2011

Closing Date: 31 May 2011

The Canberra Institute of Technology (CIT) Marketing and National Positioning Centre is seeking suitable applicants for the position of Marketing Manager. The Marketing Manager is responsible for marketing planning and delivery for CIT to meet client service outcomes by providing leadership on marketing communication activities, developing and implementing annual marketing plans and strategies, leading a team of marketing and communication client account officers, managing external supplier and client relationships, managing marketing projects, representing marketing on key internal forums and promoting CIT nationally.

Eligibility/Other Requirements: A Degree in marketing, public relations, communication and media. Three to five years experience in a marketing role in education, industry or government.

Contact Officer: Shane Kay (02) 6207 3133 shane.kay@cit.edu.au

Office of the Deputy Chief Executive

Operations

Online Enrolment Project Officer

Senior Officer Grade C/Teacher Band 2 \$83,816-\$97,504, Canberra (PN: 15074)

Gazetted: 10 May 2011

Closing Date: 17 May 2011

This project provides an exciting opportunity for you to be involved in establishing CIT's processes for Online Enrolment. Key skills for the position include management and oversight of the project functions, this will include the implementation of Online Enrolment across the institute. Coordinate meetings, record and report on progress of the project, manage new and revised policy to support the project. Train staff and students in the use of online enrolment and implement student support processes.

Eligibility/Other Requirements: A degree or Diploma in Adult Education or equivalent. Three years experience in CIT or similar educational environment. Industry experience and relevant discipline qualifications.

Note: This is a temporary position available until 30 March 2012 with the possibility of extension. This position will be offered as either a Senior Officer Grade C or Teacher Band 2, depending on the skills and qualifications of the successful applicant.

Contact Officer: Noelle Collier (02) 6207 3108 noelle.collier@cit.edu.au

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

**Office of the Deputy Chief Executive
Operations**

Online Enrolment Project Officer

Senior Officer Grade C/Teacher Band 2 \$83,816-\$97,504, Canberra (PN: 51874)

Gazetted: 10 May 2011

Closing Date: 17 May 2011

This project provides an exciting opportunity for you to be involved in establishing CIT's processes for Online Enrolment. Key skills for the position include management and oversight of the project functions, this will include the implementation of Online Enrolment across the institute. Coordinate meetings, record and report on progress of the project, manage new and revised policy to support the project. Train staff and students in the use of online enrolment and implement student support processes.

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Note: This is a temporary position available until 30 March 2012 with the possibility of extension. This position will be offered as either a Senior Officer Grade C or Teacher Band 2, depending on the skills and qualifications of the successful applicant.

Contact Officer: Noelle Collier (02) 6207 3108 noelle.collier@cit.edu.au

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

Centres

Centre for Creative Industries

Music

Audio Production Teacher

Teacher Band 1 \$58,254-\$78,380, Canberra (PN: 51952)

Gazetted: 06 May 2011

Closing Date: 24 May 2011

The Centre for Creative Industries is seeking a suitably qualified Audio Production Teacher to work across its Music and Media programs. You will be experienced in live sound production, studio engineering and be familiar with software such as Protools and Logic. This position may be offered as a part time or full time contract.

Eligibility/Other Requirements: Appropriate Tertiary qualifications relevant to the teaching of Media and Music subjects, possess or eligible to obtain a Diploma in Education from an Australian University or equivalent, at least five years of relevant vocational/industrial professional experience are mandatory, or possess such other qualifications and/or experience acceptable for the position. There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Note: This position is for temporary filling for a period of 18 months with a possibility of extension up to 5 years.

Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement 2009-2011.

Contact Officer: John Frohlich (02) 6207 4061 john.frohlich@cit.edu.au

Chief Minister's Department

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

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

Policy

Economic, Regional and Planning

Senior Manager

Senior Officer Grade A \$115,016, Canberra (PN: 16631)

Gazetted: 06 May 2011

Closing Date: 20 May 2011

An opportunity exists for a senior manager in the Economic, Regional and Planning Branch of Chief Minister's Department. The successful applicant will lead a small team tasked with, in the first instance, implementing the ACT Government's new Performance and Accountability Framework and Evaluation Policy and Guidelines. It will also involve working closely with other ACT Government agencies on matters of strategic significance and provide advice on intergovernmental policy matters. In the longer term the role will support a wider across government strategic performance analysis role.

Eligibility/Other Requirements: Relevant tertiary qualifications relating to the position are highly desirable.

Contact Officer: Daniel Stewart (02) 6205 0468 daniel.stewart@act.gov.au

Cultural Facilities Corporation

ACT Museums and Galleries

Canberra Museum and Gallery

Assistant Director, Exhibitions and Collections

Senior Professional Officer Grade C \$83,816 - \$90,372, Canberra (PN: 43228)

Gazetted: 10 May 2011

Closing Date: 7 June 2011

We're seeking a dynamic and articulate individual experienced across all areas related to exhibitions and collections in a medium-sized institution. The position is a multi-faceted one and the successful individual will have demonstrated skills in the areas of budget, staff and building management, exhibition development and delivery (including hands-on installation) and collection development.

Eligibility/Other Requirements: Degree from an Australian tertiary institution specialising in Australian art history/ visual arts is essential.

Note: Applications must address the selection criteria.

Contact Officer: Peter Haynes 6207 2694 peter.haynes@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)

Department of Disability, Housing and Community Services

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

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

Office for Children, Youth and Family Support

Strategic Partnerships

Senior Policy and Project Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 07467)

Gazetted: 06 May 2011

Closing Date: 13 May 2011

Applications are invited for the above position to be filled on a temporary basis, in Strategic Partnerships of the Office for Children, Youth and Family Support (OCYFS). We are seeking a person who has experience in managing, developing, implementing and monitoring strategic policy and project activities and is responsible for providing high level strategic advice to the Executive Director, Office for Children, Youth and Family Support. The successful applicant will be required to work in partnership with stakeholders in OCYFS operational areas, ACT Government and Commonwealth Government. This position operates within a dynamic and customer oriented area, focused on delivering high-level support and coordination of services. This is an exciting opportunity to work with an organisation that works directly with children, young people and their families.

Eligibility/Other Requirements: The successful applicant requires an understanding of issues for children, young people and families, and knowledge of relevant legislation.

Note: This position is temporary until May 2012 with the possibility of extension. Successful recruitment to this position may be filled based on application alone.

Contact Officer: Kim Gardiner (02) 6205 3620 kim.gardiner@act.gov.au

Therapy ACT

Psychology

School Age South

Psychologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 35992)

Gazetted: 06 May 2011

Closing Date: 20 May 2011

Provide assessment, plan, implement and evaluate programs for children with delays in development and people with a developmental disability, in collaboration with clients, families and relevant stakeholders. Advise, train and supervise staff at Health Professional levels 1 and 2, students on clinical placement and Allied Health assistants.

Eligibility/Other Requirements: Must hold unconditional registration as a psychologist in the ACT, have at least 3 years experience as an unconditionally registered psychologist, and an ACT Drivers Licence.

Note: This position is temporary, part-time four days per week. Selection may be made based on applications only.

Contact Officer: Cathie Huntley (02) 6205 1242 catherine.huntley@act.gov.au

Office for Children, Youth and Family Support

Youth Directorate

Youth Connection

Case Manager

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 11824, several)

Gazetted: 11 May 2011

Closing Date: 31 May 2011

The Youth Connection team is looking for an enthusiastic professional who is able to undertake youth work, case management and outreach support with young people who have disengaged with education. The successful applicant for this position will be responsible for engaging marginalised young people and providing case management with a view to re-establishing their connections with appropriate educational programs. As a part of the Office of Children, Youth and Family Support this program specifically supports at risk young people who are also involved with Care and Protection or Youth Justice.

Eligibility/Other Requirements: Relevant qualifications in Youth Work, Social Sciences, or related discipline, as well as experience in working with young people in a community/youth work setting.

Contact Officer: Rish Lefterys (02) 6205 5211 rish.lefterys@act.gov.au

**Therapy ACT
Psychology
School Age North
Psychologist
Health Professional Level 1 \$47,515 - \$61,074, Canberra (PN: 07619)**

Gazetted: 06 May 2011

Closing Date: 24 May 2011

Provide assessment, plan, implement and evaluate programs for children with delays in development and people with a developmental disability, in collaboration with clients, families and relevant stakeholders.

Eligibility/Other Requirements: Must have registration or be eligible for registration as a Psychologist. Applicants eligible for conditional registration will be considered and may apply.

Note: This is a temporary part-time position at 29:24 per week for the period 1 June 2011 to 15 January 2012.

Contact Officer: Catherine Huntley (02) 6205 1242 catherine.huntley@act.gov.au

Department of 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

**Strategy and Coordination
Communications and Governance
Director**

Executive Level 1.3 \$190,992 to \$201,652 depending on current superannuation arrangements, Canberra (PN: E607)

Gazetted: 10 May 2011

Closing Date: 26 May 2011

The ACT Department of Education and Training is looking to appoint an outstanding leader to the position of Director, Communications and Governance in its Strategy and Coordination Division. Communications and Governance is a newly created branch, incorporating existing work units which oversee a variety of information, communications and regulation services. The Director, Communications and Governance reports to the Deputy Chief Executive and is part of the Department's Corporate Executive team. The Director will manage work teams including: Legal, Liaison and Regulation, Media and Communications, Learning Technologies, Community Liaison and Ministerial and Commonwealth Relations. In addition to managing the areas noted above and providing effective leadership and development of the branch to continually improve performance and develop a strong customer service culture, the position will also be responsible for overseeing the development of a new Information and Knowledge Management Strategy for the Department, and for managing the significant relationship and service provision from the Government's IT provider, Shared Services ICT. The Department is working to put the ACT at the forefront of education reform and achievement, and has a budget of approximately \$0.6 billion, over 4,600 staff and 84 public schools. The successful applicant will need to possess an excellent understanding of the importance of the innovative and effective use of learning technologies to the current national education reform agenda. In addition, they will demonstrate a strong record in implementing key projects at an executive level and skills in strategic planning, building and maintaining key relationships, managing resources efficiently, and effective educational leadership.

Note: The successful applicant will be engaged under a performance based contract up to five years with attractive remuneration package ranging from \$190,992 to \$201,652 depending on current superannuation arrangements, including a cash component of \$152,286. Employer provided benefits include superannuation, a privately plated car and parking.

Contact Officer: Ms Diane Joseph (02) 6205 2360

**School Improvement
South/Weston Network
Canberra College
Deputy Principal
School Leader B \$98,077, Canberra (PN: 04137)**

Gazetted: 05 May 2011

Closing Date: 19 May 2011

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

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

Contact Officer: John Stenhouse (02) 6205 5777 john.stenhouse@ed.act.edu.au

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

**School Improvement
South/Weston Network
Telopea Park School
Deputy Principal (Secondary)
School Leader B \$98,077, Canberra (PN: 04115)**

Gazetted: 11 May 2011

Closing Date: 26 May 2011

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

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

Note: This position is being readvertised. Previous applicants will need to apply.

Contact Officer: Kerrie Blain (02) 6205 5599 kerrie.blain@ed.act.edu.au

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

**School Improvement
North/Gungahlin Network
Ngunnawal Primary School
Deputy Principal**

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

Gazetted: 12 May 2011

Closing Date: 23 May 2011

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

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

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

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

**School Improvement
Learning and Teaching
Literacy and Numeracy
U-CAN Read Literacy Officer**

School Leader C \$91,769, Canberra (PN: 06986)

Gazetted: 09 May 2011

Closing Date: 26 May 2011

Work as a Literacy Officer at the U-CAN Read program at the National Capital Centre for Literacy Research at the University of Canberra. Provide literacy strategies and support to middle years students and their parents who are referred to the centre. Provide other literacy support as required through Literacy and Numeracy Section.

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

Note: This is an office based teaching position and school stand-down periods do not apply. Flextime arrangements are available. This position is based at the University of Canberra. This is a temporary position available from 30 May 2011 until 26 January 2014.

Contact Officer: Jo Padgham (02) 6205 9179 jo.padgham@act.gov.au

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

**School Improvement
North/Gungahlin Network
Ainslie School
School Leader**

School Leader C \$91,769, Canberra (PN: 03567)

Gazetted: 05 May 2011

Closing Date: 19 May 2011

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

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

Contact Officer: Dr Michael Kindler (02) 6205 6322 michael.kindler@ed.act.edu.au

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

**School Improvement
Aboriginal and Torres Strait Islander and Student Support
Student Support
Behaviour Support Partner**

School Leader C \$91,769, Canberra (PN: 20920, several)

Gazetted: 05 May 2011

Closing Date: 19 May 2011

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

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

Note: These positions are being re-advertised.

Contact Officer: Kate Marshall (02) 6205 9314 kate.marshall@act.gov.au

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

**School Improvement
Learning and Teaching
Early Childhood Education
Executive Teacher**

School Leader C \$91,769, Canberra (PN: 21101)

Gazetted: 06 May 2011

Closing Date: 20 May 2011

As a member of the executive team you will contribute to the development and achievement of the section's goals and the implementation of the section plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: This is an office based teaching position and school stand-down periods do not apply. Flextime arrangements are available.

Contact Officer: Lyndall Read (02) 6207 1961 lyndall.read@act.gov.au

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

**School Improvement
Belconnen Network
Mount Rogers Primary School
Executive Teacher**

School Leader C \$91,769, Canberra (PN: 23697)

Gazetted: 09 May 2011

Closing Date: 23 May 2011

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

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Teaching Staff Enterprise Agreement are eligible to apply.

Contact Officer: Sue Harding (02) 6205 8066 sue.harding@ed.act.edu.au

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

**School Improvement
Tuggeranong Network
Namadgi School
School Leader**

School Leader C \$91,769, Canberra (PN: 23242)

Gazetted: 05 May 2011

Closing Date: 19 May 2011

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

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

Note: The successful applicant will be selected on merit, however the panel will interview any substantive applicant wanting to transfer.

Contact Officer: Lynn Petersen (02) 6142 0900 lynn.petersen@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.

**Strategy and Coordination
Governance
Records Management
Manager**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 04442)

Gazetted: 06 May 2011

Closing Date: 20 May 2011

Coordinate and manage the Department's Records Management Section, including strategic planning for records and information management. Coordinate the development, implementation, use and ongoing management of the Records Management Program including policies, procedures, Thesaurus and agency-specific disposal schedule.

Eligibility/Other Requirements: Tertiary qualifications highly desirable.

Contact Officer: Dougal Wilson (02) 6205 6207 dougal.wilson@act.gov.au

**School Improvement
Teaching and Learning
Curriculum Support
Finance Officer**

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 00428)

Gazetted: 09 May 2011

Closing Date: 23 May 2011

The finance officer is responsible for financial and budgetary matters including providing advice to senior officers as appropriate.

Eligibility/Other Requirements: This position requires a sound understanding of the regulations and procedures related to budgetary and financial management.

Note: This is a temporary position to 31 December 2011

Contact Officer: Margaret Vile (02) 6205 1262 margaret.vile@act.gov.au

**School Improvement
Woden/Weston Network
Alfred Deakin High School
Finance Officer**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 22866)

Gazetted: 06 May 2011

Closing Date: 20 May 2011

This position is to assist in the preparation of budgets, prepare estimates and financial returns. Develop and maintain financial and front office administrative systems using computerised systems including the MAZE financial package. Supervise staff, oversee workloads and work priorities and coordinate the overall operation of the front office support team.

Note: This position is being re-advertised and all previous applicants will need to re-apply.

Contact Officer: Pam Waugh (02) 6205 5530 pam.waugh@ed.act.edu.au

**School Improvement
Aboriginal and Torres Strait Islander Education and Student Support
Office of the Director
Executive Assistant**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 07278)

Gazetted: 10 May 2011

Closing Date: 24 May 2011

The Executive Assistant is responsible for providing administrative support to the Director of the Branch and should demonstrate excellent organisation and office management skills. The position also requires the ability to manage competing priorities in a professional manner. Customer service focus will also be integral to this position.

Contact Officer: Nancye Burkevics (02) 6205 9383 nancye.burkevics@act.gov.au

**School Improvement
Aboriginal and Torres Strait Islander Education and Student Support
Administration
Business Support Officer**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 00389)

Gazetted: 09 May 2011

Closing Date: 23 May 2011

The Business Support Officer is required to administer the secondary bursary scheme and provide general administrative support to the School Improvement Division.

Note: This is a temporary position available until 30 June 2012.

Contact Officer: Nancye Burkevics (02) 6205 9383 nancye.burkevics@act.gov.au

**School Improvement
Aboriginal and Torres Strait Islander and Student Support
Student Wellbeing and Behaviour Support
School Counsellor
School Counsellor (Psychologist) \$49,201-\$78,837, Canberra (PN: 13756, several)**

Gazetted: 09 May 2011

Closing Date: 24 May 2011

Successful applicants will provide appropriate counselling services to children and young people (K - 12) to address their developmental, educational, mental health, emotional and behavioural needs, individually or in groups, with emphasis on early intervention and prevention. Conduct educational and or psychological assessments and provide advice to teachers,

parents and students to facilitate student progress. Identify, assess and make recommendations for placement/support for students with special needs. Work within an integrated service delivery model alongside teachers in schools and other support staff within Student Support to design and develop appropriate educational and support plans to facilitate students' learning. The ability to use evidence-based skills in order to implement individual, school and system interventions to address issues affecting students' learning and wellbeing. Participate in regular supervision and relevant professional learning that supports leading practice in school counselling so that the service is consistent with best practice.

Eligibility/Other Requirements: Appropriate tertiary qualification in educational/clinical psychology and registration with the Psychology Board of Australia as a psychologist. Applicants for this position will have some experience in working with children, young people and families.

Contact Officer: Satish Singh (02) 6205 7619 satish.singh@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.

Department of 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 Regulatory Services

Legislation and Policy

Policy

Executive Director

Executive Level 2.4 \$214,428 to \$226,560 depending on current superannuation arrangements, Canberra (PN: E629)

Gazetted: 10 May 2011

Closing Date: 28 May 2011

Applications are sought for the Executive Director, Legislation and Policy Branch. A dynamic leader with excellent communication, organisational and team skills is required. This position is part of the broader executive team delivering justice and community safety services in the ACT and is accountable to the Chief Executive, Department of Justice and Community Safety. The role is responsible for providing the Government with high level legal policy, regulatory and human rights advice across the spectrum of government business and ACT laws; the development and management of the Attorney General's law reform agenda and associated legislative program. Collaborating with other agencies to further the ACT Government's law reform agenda is a critical part of the role. The Executive Director will lead and manage (within budget) staff, and be accountable for the development and implementation of ACT policy on such diverse matters as human rights, criminal and public law, delivery of the justice system, discrimination, constitutional law and regulatory policy. The Executive Director is also responsible for managing the delivery of restorative justice and development and implementation of a range of crime prevention and justice programs.

Note: The successful applicant will also possess legal qualifications and a strong understanding of development and progress of legal policy and engaged under a performance based contract up to five years with attractive remuneration package ranging from \$214,428 to \$226,560 depending on current superannuation arrangements, including a cash component of \$173,328. Employer provided benefits include superannuation, a privately plated car and parking.

Contact Officer: Alison Playford (02) 6205 3507 alison.playford@act.gov.au

Office of the Director of Public Prosecutions

Corporate

Corporate Manager

Senior Officer Grade A \$115,016, Canberra (PN: 05473)

Gazetted: 09 May 2011

Closing Date: 16 May 2011

Support the Chief Executive through the development and management of the organisations governance arrangements, including strategic planning and reporting, coordination, compliance with legislative obligation, risk management, audit and provision of corporate support services.

Eligibility/Other Requirements: Knowledge and understanding of the role of a prosecutions service in the criminal justice system is an advantage. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Jon White (02) 6207 5399 jon.white@act.gov.au

Office of Regulatory Services

Compliance

Enforcement and Investigations

Legal Officer

Legal 1 \$50,797 - \$104,152, Canberra (PN: 16962)

Gazetted: 06 May 2011

Closing Date: 20 May 2011

Under broad direction of the Enforcement and Investigations Manager: Provide legal advice, counsel/opinion, statutory interpretation and recommendations on questions of law or legal practice to staff within the Office of Regulatory Services (ORS), in particular staff within WorkSafe ACT (WorkSafe). Assist the Legal Manager in managing the operations and activities of the Legal Unit to meet organisational requirements. Act as consultant to other staff at ORS as required, in

particular to staff within WorkSafe. Represent the unit in its dealings with other agencies. Provide in house legal support to WorkSafe in the investigation of incidents and the subsequent preparation of briefs of evidence. Manage activities associated with witnesses (including experts). Provide legal comment in relation to current and proposed legislation administered by the ORS, for example the *Work Safety Act 2008*, *Worker's Compensation Act 1951*, *Dangerous Substances Act 2004* and the associated Regulations of each. Provide legal advice and support to WorkSafe inspectors operating in the field in relation to serious incident investigations and prosecutions. Manage MOUs, subpoenas and third party production requests received by WorkSafe. Provide advice in relation to safety undertakings and reviews of notices issued by WorkSafe. Initiate, plan and conduct legal and quasi-legal research projects of considerable breadth, complexity or significance on a range of areas that affect or impact on WorkSafe. Prepare reports and recommendations associated with policies and activities in WorkSafe. Assist in the development of policies and procedures for WorkSafe. Develop and advise on legislative reform initiatives relevant to the work of WorkSafe. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive, is appropriate to the duties of the office.

Note: This is a permanent part time position two days per week.

Contact Officer: Kristy Soper (02) 6205 8540 kristy.soper@act.gov.au

ACT Emergency Services Agency

Corporate and Governance

Manager, Governance and Improvement

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 23843)

Gazetted: 11 May 2011

Closing Date: 31 May 2011

The ACT Emergency Services Authority (ESA) is seeking a Governance and Improvement Manager for the Corporate and Governance Unit. The position will suit an enthusiastic, highly professional and organised individual with personal drive and ability to work flexibly, show initiative and manage a range of competing priorities. Under limited direction the successful applicant will undertake risk management activities; review and develop the organisational governance frameworks; manage and co-ordinate process improvement activities with the ESA; and enhance the audit and risk capability within the ESA.

Eligibility/Other Requirements: Qualifications in a relevant field such as risk management, audit, governance or business administration are highly desirable.

Contact Officer: Ian Turnbull (02) 6207 7851 ian.turnbull@act.gov.au

ACT Emergency Services Agency

Corporate and Governance

Security and Asset Management Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 23761)

Gazetted: 10 May 2011

Closing Date: 24 May 2011

The ESA is seeking a Security and Asset Management Officer for the Corporate and Governance Unit. The position will suit an enthusiastic, highly professional and organised individual with personal drive and the ability to work flexibly, show initiative and manage a range of competing priorities. Under limited direction the successful applicant will: provide security provisioning functions to the ESA; undertake asset management functions including planning and maintenance of asset registers; develop and maintain policies and procedures relating to asset management and security.

Eligibility/Other Requirements: Knowledge of ACT Government financial practices and systems with particular emphasis on asset management is desirable.

Contact Officer: Ian Turnbull (02) 6207 7851 ian.turnbull@act.gov.au

Office of the Director of Public Prosecutions

Corporate

Senior Witness Assistant

Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 45021)

Gazetted: 11 May 2011

Closing Date: 18 May 2011

Manage the Witness Assistance Service in the Office of the Director of Public Prosecutions. Provide support and assistance to victims of crime and witnesses by delivering an effective, timely and professional service. This includes ensuring witnesses are aware of their rights, responsibilities and entitlements. Assist victims of crime and witnesses by informing them of court procedures, and familiarising them with prosecution and court processes.

Eligibility/Other Requirements: Relevant tertiary qualification or other comparable qualification appropriate to the duties of the office.

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

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

ACT Corrective Services

Business, Policy and Coordination

Policy/Governance

Senior Policy/Governance Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 45999, several)

Gazetted: 11 May 2011

Closing Date: 24 May 2011

These positions are responsible for a range of governance and policy orientated tasks that may variously or specifically include developing and reviewing policies and procedures, preparing briefs and various other correspondence, managing quality, safety and risk management, auditing, reporting, preparation of statistical reports and other associated tasks. These positions require highly motivated and diligent individuals who have well developed analytical and writing skills and are able to deal with sensitive and difficult issues. Prospective applicants must have the ability to work individually and within teams given the dynamic nature of the operation. Paid on-call options are available for staff willing to participate. Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Tony Malone (02) 6207 0023 anthony.malone@act.gov.au

**ACT Emergency Services Agency
Corporate and Governance
Finance and Reporting Officer**

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 23846)

Gazetted: 10 May 2011

Closing Date: 24 May 2011

The ACT Emergency Services Agency (ESA) is seeking a finance and reporting officer for the Corporate and Governance Unit. The position will suit an enthusiastic, highly professional and organised individual with personal drive, have the ability to work flexibly, show initiative and manage a range of competing priorities under limited direction. The successful applicant will provide management reporting for the ESA Executive, coordinate internal ESA budget processes, provide support to the preparation of external reporting requirements and support the management of grants received by the ESA. Eligibility/Other Requirements: Knowledge of financial management and processing is desirable.

Contact Officer: Ian Turnbull (02) 6207 7851 ian.turnbull@act.gov.au

**ACT Office of the Director of Public Prosecutions
Corporate**

Executive Assistant

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 07315)

Gazetted: 09 May 2011

Closing Date: 23 May 2011

Perform the functions of Executive Assistant to the Director of Public Prosecutions. Undertake minor research and coordinate the activities of the Directors Office. Assist the Corporate Manager in a range of administrative matters and maintain records in accordance with the Territory Records Act 2002.

Eligibility/Other Requirements: Well developed keyboard skills with a typing speed of 50 words per minute and experience in using a dictaphone is essential. Previous experience in a legal environment is highly desirable. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Leeanne Hollow (02) 6207 5399 leeanne.hollow@act.gov.au

Victim Support ACT

Intake Officer/Case Manager

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 13808)

Gazetted: 06 May 2011

Closing Date: 16 May 2011

We are looking for a Social Worker, Psychologist or related discipline with the interest, energy and skill to work directly with people harmed by crime to promote their recovery, rights and entitlements. You will have a strong commitment to client service delivery, high quality clinical and case management skills, and work well in a growing, innovative team environment.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or qualifications which are relevant and equivalent. Current ACT registration where applicable and/or eligible for membership with the appropriate professional organisation.

Contact Officer: Margaret Ford (02) 6205 2434 margaret.ford@act.gov.au

**Corporate
Governance**

Ministerial Services

Ministerial Services Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 16411)

Gazetted: 06 May 2011

Closing Date: 24 May 2011

The Department of Justice and Community Safety seeks a dedicated and energetic officer to provide administrative support to the Ministerial Services Unit. The Ministerial Services Officer fulfils a vital role in assisting the unit to achieve its objectives and deliver high-quality client services to ministerial offices and senior departmental executives. The successful applicant will demonstrate strong administrative skills, including competence in undertaking data-entry and working with databases. The officer must possess a willingness to work across a variety of duties in a fast-paced and dynamic environment.

Eligibility/Other Requirements: A current driver's licence is desirable.

Note: This is a temporary position available from 1 June 2011 to 13 January 2012.

Contact Officer: Joshua Ceramidas (02) 6207 0283 joshua.ceramidas@act.gov.au

Department of Land and Property 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**

**Property and Strategic Projects
ACT Property Group
Property Projects and Services
Apprentice- Refrigeration and Air Conditioning
Apprentices \$16,910 - \$39,102, Canberra (PN: 27273)**

Gazetted: 06 May 2011

Closing Date: 24 May 2011

We are looking for a person to join us as a refrigeration and air conditioning apprentice. You will be fully supported throughout your apprenticeship and once you have obtained your qualification we will offer you a permanent job with an attractive employment salary package including access to the ACT Government's superannuation scheme. If you are selected you can look forward to an interesting career, with the opportunity for specialisation in building automation, chillers, industrial and commercial refrigeration. Property Projects & Services has a large team of project managers and trades staff and therefore in the longer term, you will also have the opportunity to get involved in other property related activities such as managing projects and providing advice on replacing or upgrading complex plant.

Eligibility/Other Requirements: Apprentice under the Australian Apprenticeship Scheme (AAS), and be registered with the Australian Apprenticeship Centre (AAC); Enrolment at Canberra Institute of Technology for Certificate III Refrigeration and Air-Conditioning in Semester 1, 2012; and hold a current driver's licence. Some building maintenance experience and completion of a pre-apprenticeship course is desirable.

Note: This is a temporary position from May 2011 to December 2014. This position is being re advertised. Previous applicants will be considered and do not need to re-apply.

Contact Officer: Andrew Steele (02) 6213 0609 andrew.steele@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.

Department of 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**

**Transport and Infrastructure
ACTION
ACTION Corporate
Senior Manager, Business Improvement
Senior Officer Grade A \$115,016, Canberra (PN: 21530)**

Gazetted: 06 May 2011

Closing Date: 16 May 2011

The position of Senior Manager, Business Improvement sits within the Office of the Director, ACTION and is responsible for the provision of robust governance, policy development, human resource management and Industrial Relations advice and support services back to the business. The incumbent will provide support to ACTION through the development and implementation of robust policy relating to ACTION's operations, and through advice and management of day-to-day human resource management activities, including injury prevention management. The Section provides advice to ACTION management on strategic matters; areas of particular strategic interest include industrial relations, policy development and implementation, adherence to the governance requirements of the public sector, workforce planning, performance management, occupational health and safety, injury rehabilitation and management, and recruitment and selection.

Eligibility/Other Requirements: Tertiary studies or extensive relevant experience in a human resource management, Business Improvement, Governance, Industrial Relations, or a related discipline.

Contact Officer: James Roncon (02) 6207 8000 james.roncon@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.

**Exhibition Park Corporation
Senior Commercial and Capital Works Manager
Executive Level Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: EPIC55419)**

Gazetted: 10 May 2011

Closing Date: 24 May 2011

Exhibition Park Corporation is seeking a highly motivated and experienced senior manager with outstanding leadership skills to provide high level assistance and advice to EPC's General Manager; representing EPC as required; and managing EPC's commercial and capital works program. The role of the Senior Commercial and Capital Works Manager will include the development and implementation of contract delivery strategies, the implementation of EPC's rejuvenation program; development of tendering documents and contract acceptance, construction management, development of probity plans, project cash flow monitoring and reporting and completion of post implementation reports for EPC's capital works projects. The successful applicant will be a member of EPC's senior management team and will assist the General Manager and the EPC Board in shaping corporate and strategic directions to address current and future challenges facing the organisation; and develop strategic connections and productive relationships with key external stakeholders.

Contact Officer: Liz Clarke (02) 6241 3022 liz.clarke@epic.act.gov.au

Corporate Support
Asset Information
Strategic Asset Management
Project Officer Strategic Asset Management Framework
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 23012)

Gazetted: 09 May 2011

Closing Date: 1 June 2011

A project officer is required to administer the development of a strategic asset management framework for TAMS. The project officer is expected to manage the project plan and actively participate in policy, strategy and asset plan development.

Eligibility/Other Requirements: Project management qualifications and asset management experience are desirable.

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

Contact Officer: David Purser (02) 6207 8858 dave.purser@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.

Land Management and Planning
Parks and Conservation Service
Senior Ranger
Senior Park Ranger 3 \$61,295-\$64,994 (penalty rates apply), Canberra (PN: 17880, several)

Gazetted: 10 May 2011

Closing Date: 24 May 2011

The ACT Parks and Conservation Service (PCS) is seeking dynamic and experienced candidates keen to contribute to conservation land management in the ACT. PCS is responsible for land management in a diverse range of situations, from urban reserves through to remote wilderness national parks. The Senior Ranger is a key operational leadership position that supervises ranger staff and develops land management programs. Well developed skills and knowledge of land management and staff management are required, along with high level communication skills.

Eligibility/Other Requirements: Willingness to undertake incident management duties, work a shift roster, work at any location throughout the reserve estate, wear a uniform. Manual driver's licence essential.

Note: Suitable candidates will be placed on an Order of Merit list which will be used to fill permanent, short and long term temporary vacancies for a twelve month period. Salary figure excludes weekend penalty rates, allowances and superannuation.

Contact Officer: Daniel Iglesias (02) 6205 7151 daniel.iglesias@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.

Transport and Infrastructure
Transport Regulation
Transport Regulation
Policy/Regulatory Officers
Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 12449, several)

Gazetted: 11 May 2011

Closing Date: 25 May 2011

Transport Regulation is seeking suitably qualified persons to join its team as Policy/Regulatory Officers. Transport Regulation develops policy and advises the Government on public transport, national road reform issues, road use and parking regulation. The office also regulates public passenger transport, driver competency, vehicle standards, parking practices and heavy vehicles. The successful applicants will assist in the development of a wide range of transport regulation issues. They will have the ability to assist in the preparation of ministerial briefings and correspondence and also in the preparation of legislation and legal instruments. The successful applicants will also assist in the implementation of a range of transport initiatives including local and national reform projects. They will also liaise with service providers, other areas of government and members of the public.

Eligibility/Other Requirements: An understanding of the ACT Legislative Assembly process and ACT transport issues and relevant experience in project and policy work is highly desirable.

Contact Officer: Greg Balshaw (02) 6207 6182 greg.balshaw@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.

Transport and Infrastructure
Canberra Connect
Payment Services Integration
Smartforms Design and Support Officer
Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 55731)

Gazetted: 06 May 2011

Closing Date: 13 May 2011

Applications are sought from suitably experienced and motivated individuals to fill the role of Smartforms Design and Support Officer in the Payment Services Integration team of Canberra Connect. The position will be responsible for providing support to the Smartforms Administrator in the day-to-day operations of Canberra Connect Electronic Forms

Management system, Smartforms. In particular, the officer will be responsible for the design and testing of electronic forms including integration with the external Internet credit card payment facility.

Note: This position may be filled based on application and referee reports only.

Contact Officer: Christine Morris (02) 6207 2740 christine.morris@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.

Shared Services

Procurement Solutions

Business Support

Finance Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 28905)

Gazetted: 06 May 2011

Closing Date: 20 May 2011

Applications are sought for highly experienced finance staff with high level IT skills to manage and undertake the processing of financial transactions, monthly reporting, monthly reconciliations and assistance to the Financial Accountant.

Contact Officer: John Maher (02) 6207 6809 john.maher@act.gov.au

Land Management and Planning

Parks and Conservation Service

Tidbinbilla

Works Supervisor

General Service Officer Level 9 \$57,082 - \$64,764, Canberra (PN: 14945)

Gazetted: 10 May 2011

Closing Date: 24 May 2011

The ACT Parks and Conservation Service (PCS) at Tidbinbilla is seeking a dynamic and experienced work supervisor. Tidbinbilla is the ACT's premier nature reserve and features outstanding visitor facilities and a large captive wildlife population in a stunning natural setting just 20 minutes from Tuggeranong. The Works Supervisor is a key operational leadership position that supervises field officer staff and implements land management programs. Well developed skills and knowledge of land management and staff management are required, along with high level communication skills and a collegiate approach to work.

Eligibility/Other Requirements: Willingness to undertake incident management duties, work a shift roster, work at any location throughout the reserve estate, wear a uniform. Manual driver's licence essential.

Note: Salary figure excludes weekend penalty rates, allowances and superannuation.

Contact Officer: Stephen Alegria (02) 6205 1221 stephen.alegria@act.gov.au

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

Territory Services Division

Exhibition Park in Canberra

Caravan Park Receptionist/Customer Service Officer

Executive Level Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: EPIC55420)

Gazetted: 06 May 2011

Closing Date: 24 May 2011

Exhibition Park Corporation is seeking a suitably experienced Caravan Park Receptionist/Customer Service Officer to join the Administration Team. Reporting to the Operations Manager, the main focus of this position is to provide a positive first impression of Exhibition Park in Canberra, whether by telephone or in person. The successful applicant will be well groomed, polite and courteous at all times; a good communicator with the ability to establish priorities within a multi tasking environment. The position requires you to prepare and implement marketing strategies to promote Exhibition Park's camping facilities.

Eligibility/Other Requirements: Demonstrated record of achievement in a similar role or willingness to undertake training as required.

Note: This position is temporary, commencing 1 June 2011 until 31 May 2012. Selection may be based on applications and referee reports only. Please include two referee reports with your application.

Contact Officer: Keith Rummery (02) 6241 3022 keith@epic.act.gov.au

Territory Services Division

Exhibition Park in Canberra

Caravan Park Supervisor

Executive Level Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: EPIC55418)

Gazetted: 10 May 2011

Closing Date: 24 May 2011

Exhibition Park Corporation is seeking a suitably experienced Caravan Park Supervisor to join the Administration Team on a part-time basis. The successful applicant will be required to work weekends and public holidays. The successful applicant must be customer focused, polite and courteous at all times. He/she will be a good communicator with an ability to establish priorities within a multi tasking environment. In addition to office duties the successful applicant will undertake grounds maintenance and cleaning duties to make sure the caravan park is maintained at a high standard.

Eligibility/Other Requirements: Demonstrated record of achievement in a similar role or willingness to undertake training as required. Two written referees are to be provided with application. Selection may be based on application and referees reports alone.

Note: This is a temporary part-time position available from 1 June 2011 to 31 May 2012 at two days a week.
Contact Officer: Keith Rummery (02) 6241 3022 keith@epic.act.gov.au

Land Management and Planning Division

Licensing and Compliance

Domestic Animal Services

Kennel Master

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 23681)

Gazetted: 06 May 2011

Closing Date: 24 May 2011

Licensing and Compliance is within the Land Management and Planning Division of Territory and Municipal Services. Licensing and Compliance administers a broad range of legislation focused on environmental regulatory and compliance issues and has responsibility for the City Rangers, Tree Protection Unit, Licensing and Investigations and Domestic Animal Services. Domestic Animal Services (DAS) deals with matters relating to public and animal safety issues, registration of animals, issue of special licences, patrolling, care of animals and promoting responsible pet ownership. As a Kennel Master with the DAS Team, the successful applicant will be based at the Mugga Lane animal shelter and will be responsible for the welfare of animals in the care of DAS, the safety of visitors to the DAS facility, the daily cleaning of dog cages, kennel area and animal treatment area and assisting with the impounding and expounding of dogs. DAS provides its services to the Canberra Community 24 hours a day 365 days a year.

Eligibility/Other Requirements: Must have a current, non-restricted driver's licence, maintain the physical ability to walk extensively, lift large dogs and undertake other manual tasks including cleaning the animal shelter.

Note: This position is permanent part-time at 20 hours per week.

Contact Officer: Adam Miller (02) 6297 2424 adam.miller@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.

Department of the Environment, Climate Change, Energy and Water

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 Chief Executive

Climate Change and Natural Environment

Canberra Integrated Urban Waterways Program

Urban Waterways Coordinator

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 18165)

Gazetted: 09 May 2011

Closing Date: 23 May 2011

The Canberra Integrated Urban Waterways Program is seeking an enthusiastic and experienced person to assist in delivering urban waterways initiatives. The successful applicant will be required to deliver The Valley Ponds, Gungahlin wetland project, community engagement programs and assist in the delivery of the Inner North Reticulation Scheme.

Note: This is a temporary position available for a three year period from 1 July 2011 to 30 June 2014.

Contact Officer: Jennie Gilles (02) 6207 2141 jennie.gilles@act.gov.au

Office of the Chief Executive

Climate Change and Natural Environment

Sustainability Programs

Program Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 21643)

Gazetted: 06 May 2011

Closing Date: 20 May 2011

Sustainability Programs is seeking an enthusiastic person to assist with the delivery of the ACTSmart Public Event program. The successful applicant will be required to support the delivery of recycling and waste management programs to the event sector, including assisting with implementation, promotion, review and evaluation of the program. The person will also be required to undertake maintenance of the database of recycling service providers.

Eligibility/Other Requirements: A current driver's licence is essential.

Note: This position is temporary part-time for 14:42 hours per week available from 23 June 2011 to 20 June 2012.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Legislative Assembly Secretariat

Committee Office

Committee Secretary

Senior Officer Grade C \$83,816 to \$90,372, Canberra (PN: COMM304)

Gazetted: 09 May 2011

Closing Date: 23 May 2011

Duties: Applications are invited for the position of Committee Secretary, which will be filled on a temporary basis until October 2012, in the Committee Office of the Legislative Assembly for the ACT. The Committee Office provides procedural advice and administrative and research support to the Standing and Select Committees of the ACT Legislative Assembly. Committee secretaries report to the Manager, Committee Office. The key responsibilities of the position are: o day-to-day management of a committee, including management of inquiries and committee meeting arrangements; o preparation of draft reports, briefing papers and committee correspondence; o liaison with other agencies, organisations and witnesses; and o provision of procedural, administrative and analytical advice to the chair and members. Applicants will have good research and analytical skills, will need to be highly skilled communicators with a commitment to working effectively within a small but dedicated team and will ideally have experience in a parliamentary and/or committee environment. Applications close on 20 May 2011

Eligibility/Other Requirements: Relevant tertiary qualifications will be highly regarded.

Contact Officer: Sandra Lilburn 6205 0199 sandra.lilburn@parliament.act.gov.au Applications can be forwarded to: The Recruitment Officer Legislative Assembly Secretariat GPO Box 1020 CANBERRA ACT 2601

APPOINTMENTS

ACT Health

Health Service Officer Level 5 \$42,961 - \$45,193

Ronald Carling 827-38112, Section 68(1), 27 April 2011

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

Yvonne Goddard 829-68137, Section 68(1), 6 May 2011

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

Daniel Kenny 827-38374, Section 68(1), 9 May 2011

Technical Officer Level 4 \$66,198 - \$76,043

Bradley Lopaten 827-39879, Section 68(1), 9 May 2011

Administrative Services Officer Class 2/3 \$43,289 - \$53,214

Raymond Mercado 827-82770, Section 68(1), 7 April 2011

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

Meaghann Louise Nance 821-08348, Section 68(1), 27 April 2011

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

Vinithalatha Subashinie Cabral Paranawidanelage Dona 824-31903, Section 68(1), 9 May 2011

Technical Officer Level 3 \$57,082 - \$64,764

Devinder Sahni 827-36926, Section 68(1), 10 May 2011

Department of Education and Training

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

Jane Herring 824-46435, Section 68(1), 6 May 2011

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

Leonie Vanhala 820-70335, Section 68(1), 2 May 2011

Department of Justice and Community Safety

Administrative Services Officer Class 6 \$66,198 - \$76,043

Kate Schwarz 820-87786, Section 68(1), 3 May 2011

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

George Christopher Tsakalos 821-15513, Section 68(1), 4 May 2011

Department of Territory and Municipal Services

Senior Information Technology Officer Grade C \$83,816 - \$90,372

Philip Burton 827-36125, Section 68(1), 11 May 2011

Administrative Services Officer Class 6 \$66,198 - \$76,043

Jennie Martyniak 827-38243, Section 68(1), 16 May 2011

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

Layla Tabaja 827-29013, Section 68(1), 10 May 2011

Administrative Services Officer Class 6 \$66,198 - \$76,043

Geoffrey Mark Weatherall 827-20545, Section 68(1), 29 April 2011

Department of the Environment, Climate Change, Energy and Water

Indigenous Trainee \$38,249 - \$42,272

Christopher Dalton 827-40220, Section 68(1), 20 April 2011

Administrative Services Officer Class 6 \$66,198 - \$76,043

Megan Sian Ward 827-38606, Section 68(1), 12 May 2011

Land Development Agency

Indigenous Trainee \$38,249 - \$42,272

Krystal Carne 827-40247, Section 68(1), 20 April 2011

PROMOTIONS

ACT Health

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine**

Anu Abraham: 820-78492

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

ACT Health

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

ACT Health, Canberra (PN. 29530) (Gazetted 2 February 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine**

Cherry Canzon: 813-18271

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

ACT Health

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

ACT Health, Canberra (PN. 12654) (Gazetted 2 February 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine**

Shovorai Chikosi: 786-52789

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

ACT Health

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

ACT Health, Canberra (PN. 22541) (Gazetted 2 February 2011)

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

Sarah Howard: 789-44159

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

ACT Health

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

ACT Health, Canberra (PN. 22008) (Gazetted 17 March 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine**

Laura Johnston: 825-48909

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

ACT Health

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

ACT Health, Canberra (PN. 22505) (Gazetted 10 February 2011)

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

Rehabilitation

Rebecca Lennie: 789-45776

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

ACT Health

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

ACT Health, Canberra (PN. 22007) (Gazetted 24 February 2011)

Department of Disability, Housing and Community Services

Housing and Community Services

Office of Multicultural and Aboriginal and Torres Strait Islander Affairs

Darryl Brooks: 783-04469

From: Administrative Services Officer Class 6 \$66,198 - \$76,043

Department of Disability, Housing and Community Services

To: †Senior Officer Grade C \$83,816 - \$90,372

Department of Disability, Housing and Community Services, Canberra (PN. 55076) (Gazetted 19 January 2011)

Therapy ACT

Management

Lyndall Joy Ellis: 781-68161

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

Department of Disability, Housing and Community Services

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

Department of Disability, Housing and Community Services, Canberra (PN. 20391) (Gazetted 25 February 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.

Disability ACT

Service Delivery

Accommodation Support

Ian Gumm: 740-90926

From: Disability Support Officer Level 2 \$50,990 - \$57,077

Department of Disability, Housing and Community Services

To: Disability Support Officer Level 3 \$64,177 - \$68,145

Department of Disability, Housing and Community Services, Canberra (PN. 27411) (Gazetted 6 August 2009)

Office for Children, Youth and Family Support

Youth Directorate

Turnaround Program

Leigh Morris Hares: 741-08241

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

Department of Disability, Housing and Community Services

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

Department of Disability, Housing and Community Services, Canberra (PN. 07460) (Gazetted 17 February 2011)

Department of Education and Training

Strategy and Coordination

Information Services

Ministerial and Commonwealth Relations

Kim Bryant: 779-14935

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

Department of Education and Training

To: Administrative Services Officer Class 6 \$66,198 - \$76,043

Department of Education and Training, Canberra (PN. 00141) (Gazetted 4 March 2011)

School Improvement

North/Gungahlin Network

Gold Creek School

Grant Haigh: 798-36002

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

Department of Education and Training

To: †School Leader C \$91,769

Department of Education and Training, Canberra (PN. 13060) (Gazetted 17 February 2011)

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

School Improvement

Belconnen Network

Weetangera Primary

Kim Maree McCormack: 733-2961

From: School Leader C \$91,769

Department of Education and Training

To: †School Leader B \$98,077

Department of Education and Training, Canberra (PN. 04033) (Gazetted 12 May 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.

Department of Justice and Community Safety

ACT Government Solicitor

Executive

Grace Amanda Finch: 821-17631

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

Department of Justice and Community Safety

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

Department of Justice and Community Safety, Canberra (PN. 42644) (Gazetted 4 March 2011)

Law Courts and Tribunals Administration

Registry

Daniel Greg Harlovich: 827-20406

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

Department of Justice and Community Safety

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

Department of Justice and Community Safety, Canberra (PN. 44042) (Gazetted 9 February 2011)

Department of Territory and Municipal Services

Transport and Infrastructure Division

Transport Regulation

Public Transport Regulation

Brenda Briggs: 543-34380

From: Administrative Services Officer Class 6 \$66,198 - \$76,043

Department of Territory and Municipal Services

To: †Senior Officer Grade C \$83,816 - \$90,372

Department of Territory and Municipal Services, Canberra (PN. 24490) (Gazetted 12 May 2011)

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

Shared Services ICT

Operations

Health ICT-Business Systems Support

Grant Vernon Hugh Ferguson: 789-42057

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

ACT Health

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

Department of Territory and Municipal Services, Canberra (PN. 22842) (Gazetted 17 February 2011)

Shared Services

Human Resources

Payroll and Personnel

Anne Maree Flood: 787-49644

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

Shared Services

To: †Administrative Services Officer Class 6 \$66,198 - \$76,043

Department of Territory and Municipal Services, Canberra (PN. 09390) (Gazetted 12 May 2011)

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

Shared Services ICT

Finance and Accounting

Annette Hill: 762-83887

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

ACT Health

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

Department of Territory and Municipal Services, Canberra (PN. 18200) (Gazetted 28 January 2010)

**Shared Services ICT
Operations
Health ICT-Business Systems Support
Melinda Jeffery: 762-90673**

From: Administrative Services Officer Class 5 \$61,295 - \$64,994
Department of Territory and Municipal Services
To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Department of Territory and Municipal Services, Canberra (PN. 13879) (Gazetted 28 January 2011)

**Shared Services ICT
Operations
Service Support
Wei Li: 820-87292**

From: Information Technology Officer Class 1 \$53,214 - \$60,844
Department of Territory and Municipal Services
To: Information Technology Officer Class 2 \$66,198 - \$76,043
Department of Territory and Municipal Services, Canberra (PN. 14341) (Gazetted 17 January 2011)

**Transport and Infrastructure
Roads ACT
Traffic Management and Safety
Mark Andrew Norton: 817-49223**

From: Technical Officer Level 3 \$57,082 - \$64,764
Department of Territory and Municipal Services
To: †Technical Officer Level 4 \$66,198 - \$76,043
Department of Territory and Municipal Services, Canberra (PN. 23581) (Gazetted 23 March 2011)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Transport and Infrastructure
Canberra Connect
Contact Centre
Janice Colleen Seymour: 785-38054**

From: Administrative Services Officer Class 6 \$66,198 - \$76,043
Department of Territory and Municipal Services
To: †Senior Officer Grade C \$83,816 - \$90,372
Department of Territory and Municipal Services, Canberra (PN. 23304) (Gazetted 12 April 2011)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Shared Services ICT
Operations
Service Support
Robert Torley: 817-33862**

From: Information Technology Officer Class 1 \$53,214 - \$60,844
Department of Territory and Municipal Services
To: Information Technology Officer Class 2 \$66,198 - \$76,043
Department of Territory and Municipal Services, Canberra (PN. 14662) (Gazetted 17 January 2011)

Department of Treasury

**Revenue Management
Revenue Accounts
Emily Rachel Chesham: 771-11227**

From: Administrative Services Officer Class 5 \$61,295 - \$64,994
Department of Treasury
To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Department of Treasury, Canberra (PN. 17664) (Gazetted 15 March 2011)

Legislative Assembly Secretariat

Committee Office
Veronica Strkalj: 333-04078
From: Administrative Service Officer Class 6, \$66,198 - \$76,043
ACT Legislative Assembly Secretariat
To: Senior Officer Grade C, \$83,816-\$90,372

ACT Legislative Assembly Secretariat, Canberra COMM302 (Gazette 10 March 2011)