



ACT Government Gazette

Gazetted Notices for the week beginning 22 September 2011

Executive Notices

Territory and Municipal Services

Engagement

David Colussi – Director, Canberra Connect (E218)
Section 72 of the Public Sector Management Act 1994

Community Services

Contract Cessation

Neil Harwood – Director, Aboriginal and Torres Strait Islander Services (E418) – 14 September 11

VACANCIES

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

Youth Services

Bimberi Youth Justice Centre

Assistant Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 23730)

Gazetted: 28 September 2011

Closing Date: 18 October 2011

The Office for Children, Youth and Family Support is seeking an Assistant Manager of the Bimberi Youth Justice Centre. The Assistant Manager position is a key youth justice leadership role and works as part of the senior management team of the Centre to deliver high quality outcomes for young people in detention. The position is responsible for the supervision of the Operations Manager and the Program and Services Manager at the Centre in the delivery of high quality rehabilitation, case management and all operational matters including safety and security processes. The Assistant Manager reports directly to the Senior Manager Bimberi Youth Justice Centre.

Eligibility/Other Requirements: Experience in a youth justice management environment and tertiary qualifications in a management, welfare, social science or behavioural science or relevant field desirable.

Note: This position is required to participate in an on call roster.

Contact Officer: Greg Corben (02) 6207 3341 greg.corben@act.gov.au

Policy and Organisational Services

Governance, Advocacy and Community Policy

Office for Women

Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 01945)

Gazetted: 27 September 2011

Closing Date: 11 October 2011

The Manager, Office for Women holds a leadership role in relation to women's policies and programs. The Manager will have high level policy experience, solid management abilities, a strategic approach to relationship management, comprehensive understanding of service delivery for women and excellent communication skills. The Manager will develop and manage high profile internal and external projects, and relationships with local and national women's agencies, other governments, and provide guidance on women's issues across government and the community.

Contact Officer: Sara Lynch (02) 6207 4433 sara.lynch@act.gov.au

Office for Children, Youth and Family Support

Aboriginal and Torres Strait Islander Services

Integrated Service Delivery for Aboriginal and Torres Strait Islander Families

Assistant Manager

Senior Officer Grade C/Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 15636)

Gazetted: 26 September 2011

Closing Date: 11 October 2011

We are looking for a skilled professional to lead a team of senior case coordinators to be part of a newly created team to work with vulnerable Aboriginal and Torres Strait Islander families in the ACT accessing health, education and family support services. Our successful candidate will provide high-level advice and assistance to a cross-agency steering committee on operational and strategic issues associated with the project as well as on issues relating to the delivery of services to the target group. The Assistant Manager will manage the team, and develop and maintain productive working relationships across Government and the community sector particularly with the ACT Aboriginal and Torres Strait Islander communities. This project is an initiative of Health, Education and Training and Community Services.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable, e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants will have a knowledge and understanding of issues affecting Aboriginal and Torres Strait Islander peoples in contemporary Australian society.

Note: Aboriginal and Torres Strait Islander people encouraged to apply.

Contact Officer: Tamara Graham (02) 6207 5305 tamara.graham@act.gov.au

**Office for Children, Youth and Family Support
Aboriginal and Torres Strait Islander Services
Aboriginal and Torres Strait Islander Out Of Home Care
Assistant Manager**

Senior Officer Grade C/Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 03852)

Gazetted: 26 September 2011

Closing Date: 11 October 2011

Aboriginal and Torres Strait Islander Services has an exciting opportunity for a self-motivated officer to be responsible for the operational aspects of the Aboriginal and Torres Strait Islander Services Out of Home Care Section, including supervising and managing staff, undertaking program planning and delivery, and providing high level input into case management planning and implementation. The position plays a pivotal role in finding solutions to complex program and case management issues and in formulating innovative responses to client needs.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable, e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Note: Aboriginal and Torres Strait Islander people encouraged to apply.

Contact Officer: Jenny Lintern (02) 6207 6858 jenny.lintern@act.gov.au

**Office for Children, Youth and Family Support
Youth Services**

Bimberi Youth Justice Centre

Operations Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 00411)

Gazetted: 28 September 2011

Closing Date: 18 October 2011

The Office for Children, Youth and Family Support is seeking an applicant to fill the role of Operations Manager at the Bimberi Youth Justice Centre. The Operations Manager position is a key youth justice leadership role that works as part of the senior management team of the Centre to deliver high quality outcomes for young people in detention. The Operations Manager position is responsible for the overall operational matters of the Centre and provides direct supervision to the Unit Managers. The Operations Manager position reports through the Assistant Manager to the Senior Manager Bimberi Youth Justice Centre.

Eligibility/Other Requirements: Experience in a youth justice management environment and tertiary qualifications in a management, welfare, social science or behavioural science or relevant field desirable.

Note: This position is required to participate in an on call roster.

Contact Officer: Greg Corben (02) 6207 3341 greg.corben@act.gov.au

**Office for Children, Youth and Family Support
Youth Services**

Bimberi Youth Justice Centre

Programs and Services Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 02344)

Gazetted: 28 September 2011

Closing Date: 18 October 2011

The Office for Children, Youth and Family Support is seeking an applicant to fill the role of Program and Services Manager at the Bimberi Youth Justice Centre. The Program and Services Manager position is a key youth justice leadership role that works as part of the senior management team of the Centre to deliver high quality outcomes for young people in detention. The Program and Services Manager position is responsible for the overall coordination of rehabilitation, case management, recreational and educational programs of the Centre. The Program and Services Manager position reports through the Assistant Manager to the Senior Manager Bimberi Youth Justice Centre.

Eligibility/Other Requirements: Experience in a youth justice management environment and tertiary qualifications in a management, welfare, social science or behavioural science or relevant field desirable.

Note: This position is required to participate in an on call roster.

Contact Officer: Greg Corben (02) 6207 3341 greg.corben@act.gov.au

**Therapy ACT
Physiotherapy
Physiotherapist**

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 21986, several)

Gazetted: 22 September 2011

Closing Date: 11 October 2011

Therapy ACT Physiotherapy positions. Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based teams in a range of community settings. The successful physiotherapist will provide supervision to staff, assess, plan, implement and evaluate individual and group programs.

Eligibility/Other Requirements: Tertiary Qualifications or Equivalent in Physiotherapy. Eligible for Membership of APA. Current driver's licence is essential.

Note: Full-time or part-time hours will be considered, with permanent and temporary positions available.

Contact Officer: Glenda Smith (02) 6205 9009 glenda.smith@act.gov.au

**Therapy ACT
Administration
Team Support Officer**

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 08013)

Gazetted: 26 September 2011

Closing Date: 10 October 2011

The successful applicant will work as a member of an administrative team providing excellent customer service to clients, staff and Management of Therapy ACT. Duties include provision of administrative support functions specific to Multidisciplinary and Aged Based Clinical Teams. A demonstrated ability to use a variety of computer applications including databases and spreadsheets in a windows environment is also required.

Eligibility/Other Requirements: Good level of oral and written communication and problem solving skills is desirable.

Note: This is a part-time position at 29:24 hours per week.

Contact Officer: Karen Duthie (02) 6205 9190 karen.duthie@act.gov.au

**Therapy ACT
Administration
Corporate Support Officer**

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 07956)

Gazetted: 26 September 2011

Closing Date: 10 October 2011

The successful applicant will work as a member of an administrative team providing excellent customer service to clients, staff and management of Therapy ACT. Duties include provision of administrative support to the senior staff, attend and take minutes of various meetings, compiling monthly reports, as well as provide support and supervision to other members of the team. A demonstrated ability to use a variety of computer applications including databases and spreadsheets in a windows environment is also required.

Eligibility/Other Requirements: Good level of oral and written communication and problem solving skills is desirable.

Note: This is a temporary position available from 31 October 2011 to 21 November 2012.

Contact Officer: Karen Duthie (02) 6205 9190 karen.duthie@act.gov.au

**Therapy ACT
Physiotherapy
Physiotherapist**

Health Professional Level 1/2 \$47,515 - \$70,459, Canberra (PN: 07328, several)

Gazetted: 22 September 2011

Closing Date: 11 October 2011

Therapy ACT Physiotherapy positions. Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based teams in a range of community settings. The successful physiotherapist will provide supervision to staff, assess, plan, implement and evaluate individual and group programs.

Eligibility/Other Requirements: Tertiary Qualifications or Equivalent in Physiotherapy. Eligible for Membership of APA. Current driver's licence is essential.

Note: Full-time or part-time hours will be considered, with permanent and temporary positions available. Positions will be filled at either the HP1 or 2 level dependent on the skills and experience of the successful applicant.

Contact Officer: Glenda Smith (02) 6205 9009 glenda.smith@act.gov.au

Education and Training

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

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

**Corporate Services
Finance and Corporate Support
Director**

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E246)

Gazetted: 27 September 2011

Closing Date: 4 October 2011

The Education and Training Directorate is seeking expressions of interest from highly motivated individuals to fill a short term vacancy as Director, Finance and Corporate Support. Finance and Corporate Support is responsible and accountable for the overall management of the Directorate's budget, including financial policy development, financial reporting, financial advice and services. It also has responsibility for facilities management, accommodation/tenancy in schools, office services, vehicle and fleet management and school security management. The successful applicant will provide, in accordance with prevailing Government policies and strategies, leadership in setting and managing the financial priorities of the Directorate within ACT Government Budget parameters, to ensure achievement of the

Directorate's goals. In particular: Devise and make recommendations in relation to financial policy approaches and strategies for the organisation; Establish and direct the organisation's financial activities, including budgets, internal reporting and contract management; Provide accurate, timely and strategic financial information and interpretation to the Senior Executive Team; Coordinate the development, implementation and monitoring of financial accounting processes and related systems; Oversee the effective functioning of vehicle fleet, office accommodation and other corporate services for the Directorate; Represent the organisation as required.

Eligibility/Other Requirements: The position requires specialist qualifications including a relevant tertiary qualification in accounting and full membership of CPA Australia or the Institute of Chartered Accountants or equivalent.

Note: This position is available asap until 19 March 2012, with the possibility of extension.

Contact Officer: Mr Mark Whybrow, A/G Executive Director, Corporate Services (02) 6205 2685
mark.whybrow@act.gov.au

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Applications should be forwarded directly to the Contact Officer.

School Improvement

Aboriginal and Torres Strait Islander Education and Student Support

Murrumbidgee Education and Training Centre

Transition Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 12227)

Gazetted: 28 September 2011

Closing Date: 13 October 2011

As a member of the Murrumbidgee Education and Training Centre team this position will provide support for Aboriginal and Torres Strait Islander students to assist them in transition to their home school or other education program, training and/or employment program. This may also involve supporting parent or caregiver participation in their child's schooling including educational decision making and transition processes. The position will also provide support to students and teachers to promote engagement in cultural awareness and activities.

Eligibility/Other Requirements: Possession of a current driver's licence. Relevant tertiary qualification e.g. Certificate IV or social science degree is desirable.

Note: This position is identified for Aboriginal and Torres Strait Islander people.

Contact Officer: David Bromhead (02) 6205 7170 david.bromhead@act.gov.au

Environment and Sustainable Development

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

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

Regulation and Services

Client Services

Customer Services

Customer Services Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 15311)

Gazetted: 22 September 2011

Closing Date: 6 October 2011

The successful applicant will assist in the management of the day to day operations of either the Dickson or Mitchell Customer Service Centres ensuring excellent customer service is provided to both internal and external clients. They will also take responsibility for dealing with a range of more complex applications and enquiries associated with Development and Building Approval processes and Construction Occupations licensing matters as well as looking at ways to improve or initiate better processes and procedures and assist with the maintenance of procedure manuals and work instructions.

Applicants will require an excellent knowledge and understanding of relevant computer based systems, including eServices. Excellent communication skills and demonstrated experience in staff supervision and training are essential.

Eligibility/Other Requirements: A willingness to wear a corporate uniform and to be part of a roster that may involve working outside the standard Customer Service Centre opening hours of 8:30am to 4:30pm is required. Will be required to work in either the Dickson or Mitchell Customer Service Centres.

Contact Officer: Linda Southwell (02) 6205 0060 linda.southwell@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.

Regulation and Services

Client Services

Customer Services

Customer Services Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 13111)

Gazetted: 22 September 2011

Closing Date: 6 October 2011

The successful applicant will assist with the supervision of staff responsible for providing high quality customer service to internal and external clients. They will oversee and take responsibility for dealing with a range of more complex applications and processes associated with Development Applications, Building Approvals, and Construction Occupations licensing matters. Duties may include being the liaison and coordination point for processes associated with appeals to

the ACT Civil and Administrative Tribunal and provision of documents in relation to subpoenas and FOI requests, the implementation of new computer based systems and the management of customer accounts, the maintenance of procedure manuals and the preparation of statistical reports as required. Applicants will require demonstrated experience in supervision and training of staff, well developed oral and written communication skills and very good computer skills. Eligibility/Other Requirements: A willingness to wear a corporate uniform and to be part of a roster that may involve working outside the standard Customer Service Centre opening hours of 8:30am to 4:30pm as required. Will be required to work in either the Dickson or Mitchell Customer Service Centres.

Contact Officer: Linda Southwell (02) 6205 0060 linda.southwell@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.

Regulation and Services

Client Services

Customer Services

Customer Services Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 17859, several)

Gazetted: 23 September 2011

Closing Date: 7 October 2011

The successful applicant will support the team leaders in coordinating and directing the work of staff responsible for providing high quality customer services through the Dickson and Mitchell Customer Service Centres. Duties will include but are not limited to working on a public counter and answering a public telephone line, handling public money, various processes relating to the development and/or building approval process and dealing with Construction Occupations licensing matters. The successful applicant will require experience and skills in working in a customer service environment, well developed communication and computer skills.

Eligibility/Other Requirements: A willingness to wear a corporate uniform and to be part of a roster that may involve working outside the standard Customer Service Centre opening hours of 8:30am to 4:30pm is required. Will be required to work in either the Dickson or Mitchell Customer Service Centres.

Contact Officer: Linda Southwell (02) 6205 0060 linda.southwell@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.

Policy

Nature Conservation Policy

Planning Conservation and Land

Corroboree Frog Wildlife Officer

Technical Officer Level 1 \$44,764 - \$47,026, Canberra (PN: 07938)

Gazetted: 22 September 2011

Closing Date: 6 October 2011

The person selected for this position will join a group of wildlife management staff at Tidbinbilla Nature Reserve, who are responsible for the daily care, maintenance and display of a range of native wildlife. The primary focus of the job is the daily care and maintenance of a large, captive population of Corroboree Frogs that are part of a threatened species recovery program. The work will involve opportunities for assisting with breeding experiments and fieldwork associated with ecological research on the species. There will also be opportunities to assist with husbandry of other wildlife species at Tidbinbilla, such as threatened Brush-tailed Rock-wallabies. The position will report to the Senior Wildlife Officer on a day-to-day basis, with overall direction provided by a Senior Wildlife Ecologist.

Eligibility/Other Requirements: Job requirements include experience in the husbandry and management of animals, preferably in a zoo or similar environment, or other extensive experience with handling wildlife, and an understanding of the conservation and ethical issues relating to the captive management of wildlife, breeding and research programs. The successful applicant will be required to work a shift of 10 days on and 4 days off as per roster arrangements.

Note: This is a temporary vacancy available until 30 June 2012 with the possibility of extension. This position maybe filled on application and referee reports only.

Contact Officer: Murray Evans (02) 6207 2118 murray.evans@act.gov.au

Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

Canberra Hospital and Health Service

Capital Region Cancer Service

Cancer Nursing

Nurse Care Coordinator

Registered Nurse Level 3.1 \$83,861 - \$87,312, Canberra (PN: 25111)

Gazetted: 29 September 2011

Closing Date: 6 October 2011

Capital Region Cancer Service (CRCS) are seeking a dynamic registered nurse who has highly developed interpersonal skills and demonstrated Oncology/Radiation Oncology knowledge and practice to undertake the role of Care Coordinator

Prostate within CRCS. Applicants will be required to demonstrate experience in Cancer Nursing including the ability to assist patients and their families understand their diagnosis and treatment plan, and to provide tailored support to patients throughout their trajectory.

Eligibility/Other Requirements: Registered or eligible for registration with the AHPRA and hold a current driver's licence.

Note: This is a full-time position, Monday to Friday.

Contact Officer: Denise Breust 0427 005 762

Canberra Hospital and Health Services

Capital Region Cancer Services

Haematology

Clinical Nurse Consultant Haematology

Registered Nurse Level 3.1 \$83,861 - \$87,312, Canberra (PN: 24398)

Gazetted: 29 September 2011

Closing Date: 6 October 2011

The position will be responsible primarily for ensuring delivery of high quality nursing care in the outpatient setting, covering both benign and malignant aspects of haematology, including aphaeresis. Coordination of subacute care in the community and with liaison with inpatient units is required. The position requires excellent interpersonal skills and the ability to support inspire and develop staff to achieve their maximum potential.

Eligibility/Other Requirements: Registered or eligible for registration with AHPRA. Current driver's licence. Relevant tertiary qualifications are desirable.

Contact Officer: Gaynor Stevenson (02) 6244 2623

Canberra Hospital and Health Service

Surgery and Oral Health

Surgical Wards

Registered Nurse

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 19664, several)

Gazetted: 29 September 2011

Closing Date: 6 October 2011

Several permanent vacancies exist in the Cardiothoracic, Thoracic, Plastics, Ophthalmology, Maxillofacial and ENT Ward. This is currently a 34 bed unit. Applicants should demonstrate a high level of management, coordination and delivery of clinical care and effective communication skills. We require a commitment to continuous quality improvement, clinical teaching and research in the relevant health care setting.

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

Contact Officer: Jacob Karikkottu (02) 6244 2364

Director General Reports

Office of Director General

DonateLife ACT

Donor Family Support Officer

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 19642)

Gazetted: 29 September 2011

Closing Date: 6 October 2011

A vacancy exists for a Donor Family Support Officer to join the dynamic team of 12 staff promoting and facilitating organ and tissue donation in the ACT. The successful applicant will have a qualification in counselling, social work or psychology, and will have experience providing counselling and bereavement support services. Duties include managing and administering the donor family support service in the ACT, including provision of counselling and bereavement support to donor families.

Eligibility/Other Requirements: An appropriate degree or diploma in Social Work and eligibility for membership of the Australian Association of Social Workers or Post-graduate masters qualifications in Clinical Psychology from a recognised tertiary institution and eligibility for registration with the ACT Psychologist's registration Board or a diploma or degree in Counselling from a recognised tertiary institution. Current class C unrestricted driver's licence.

Note: This is a part-time position at 18:22 hours per week.

Contact Officer: Maria Hartley (02) 6271 5624

Office of the Director General

Donate Life ACT

Organ and Tissue Donation

Administration Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 19657)

Gazetted: 29 September 2011

Closing Date: 6 October 2011

DonateLife Act is seeking an Administration Officer to join the dynamic team of 12 promoting and facilitating organ and tissue donation in the ACT. The successful applicant will be responsible for the provision of high level administrative and secretariat support to the DonateLife ACT Medical Director, Manager and Staff. Duties will include reception and general office duties, and contributing to initiatives aimed at improving the operational efficiency of DonateLife ACT.

Contact Officer: Maria Hartley (02) 6271 5624

Canberra Hospital and Health Service

Medicine

Resources

Sleep Scientist

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 17205)

Gazetted: 29 September 2011

Closing Date: 6 October 2011

The Department is seeking a suitably qualified individual to join the multidisciplinary team working within the Sleep Disorders Unit. Responsibilities include conducting various activities relating to sleep polysomnography studies, assisting with treatment strategies and patient education as part of a high quality clinical service.

Eligibility/Other Requirements: Bachelor of Science or equivalent (Physiology, Allied Health, Health Sciences). The successful applicant must be able to work a 12 hour overnight shift on a regular basis. Previous experience working with paediatric patients is desirable.

Note: The position will require early evening and overnight work on a rotation roster. Part-time positions will also be considered. Applicants will be shortlisted on the basis of written application, which should address the selection criteria. Current curriculum vitae with contact details of three referees must accompany the application.

Contact Officer: Derek Figurski (02) 6244 2066

Strategy and Corporate

Human Resource Management

Staff Development

Administration Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 21484)

Gazetted: 29 September 2011

Closing Date: 6 October 2011

An exciting opportunity exists with the Staff Development Unit for a permanent full-time position. This position will manage the reception area of Staff Development Unit and the Help Desk for Capabiliti, the training management system for Health. The successful applicant will be enthusiastic and must have a strong consumer focus and a high standard of interpersonal skills, as well as well written and verbal communication skills and experience in administration. The successful applicant will provide support and assistance to the Staff Development Unit Team as necessary and must enjoy working as part of a team.

Contact Officer: Kerri Cargill (02) 6244 3429

Canberra Hospital and Health Service

Women, Youth and Children

Women Children Health Operational

Administration Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 25972)

Gazetted: 29 September 2011

Closing Date: 6 October 2011

An exciting opportunity exists for the position of Administrative Service Officer in the Genetics Department. The position will provide high-level administrative support for Genetics. The successful applicant will be enthusiastic and have excellent interpersonal skills and previous experience in Hospital administration. Must have a basic knowledge in the use of hospital based IT systems required with the successful applicant responsible for assisting with the coordination of Genetics Departmental administration, screen incoming phone calls and correspondence. The role requires the demonstrated ability to ensure high quality customer standards and to support the Genetics Department.

Note: Applicants must attach current curriculum vitae and provide your response addressing the selection criteria.

Contact Officer: Phil Corlis (02) 6244 3059

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

Corrective Services

Superintendent- Custodial Operations

Executive Level 1.2 \$180,627 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E514)

Gazetted: 23 September 2011

Closing Date: 7 October 2011

The Directorate is seeking a Senior Executive to manage the custodial operations function of ACT Corrective Services including the Alexander Maconochie Centre (AMC), the Periodic Detention Centre and the Court Transport Unit. The AMC is the first correctional facility in Australia to be designed, constructed and operated under Human Rights legislation. The AMC is 'state of the art' in design, construction, and technology and in its approach to prisoner management and rehabilitation and staff amenities. Reporting to the Executive Director, the Superintendent will have a proven track record in managing and leading all aspects of a complex and challenging custodial environment within agreed budgets and established performance measures. The successful applicant will be instrumental in identifying and delivering best practice in custodial operations and promoting and communicating the Directorate's values and strategic plans. The successful applicant will possess high-level communication skills and a demonstrated capacity for decision making in

complex environments. You will also be responsible for establishing and maintaining effective relationships ensuring that all stakeholders are informed of correctional issues as they arise. The occupant of this position will have extensive experience in Custodial Operations and appropriate management, professional and technical expertise to effectively exercise the Superintendent function.

Eligibility/Other Requirements: Qualifications or demonstrated achievement in one or more of the following disciplines are also desirable; criminology, law, social sciences, business administration or related fields. A current unencumbered driver's licence is essential.

Note: The successful applicant will also undergo a criminal record check. The successful applicant will be engaged under a performance-based contract of up to five years.

Contact Officer: Bernadette Mitcherson (02) 6207 0847

Office of Regulatory Services

Transport Regulation

Road User Services

Manager, Business Development and Information

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 33199)

Gazetted: 22 September 2011

Closing Date: 6 October 2011

Under the limited direction of the Manager, Road User Services: Manage and direct the activities of the Business Development and Information section of Road User Services, including the Road Transport Authority business support helpdesk, development of operational procedures, staff training, forms and website design and quality assurance testing of the RTA's business system (rego. ACT). Liaise with key stakeholders in the development of business plans, policies and strategies to initiate change/work requests for enhancements to the RTA's business system and provide advice to the Manager Road User Services on enhancement priorities. Communicate with stakeholders regarding the (rego. ACT) development program and coordinate quality assurance testing of programmed changes and delivery of identified training for system users and new/revised operational procedures. Manage the terms of access protocol for the management, use and release of RTA information including reports preparation and distribution to authorised agencies. Manage and implement programs associated with workplace diversity, participative work practices, Occupational Health and Safety and staff development and training. Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary vacancy available 4 October 2011 until 30 June 2013.

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

Public Trustee for the ACT

Senior Trust Officer

Trust Officer Level 2 \$65,551 - \$80,060, Canberra (PN: 43732)

Gazetted: 28 September 2011

Closing Date: 5 October 2011

The Public Trustee is looking for a person who, as part of the Financial Management section has the necessary experience and demonstrated ability to administer all matters relating to complex management of property orders and powers of attorney and arrange execution of powers of attorney. Communicating with external clients is a key part of the role, so your well developed communication skills must be clearly demonstrated in your career to date.

Eligibility/Other Requirements: Demonstrated experience in a similar position is essential, together with driver's licence and computer literacy applications are considered essential. Completion or partial completion of legal studies, accounting or other recognised relevant Trustee industry qualification is desirable.

Note: As face to face interviews may not be conducted, applicants should include two referee reports with their application. The occupant may be required to rotate throughout other positions at the same classification within the Public Trustee for the ACT.

Contact Officer: Toni Leiper (02) 6207 9800 toni.leiper@act.gov.au

Office of Regulatory Services

Business and Finance Services

Human Resources Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 05514)

Gazetted: 26 September 2011

Closing Date: 10 October 2011

Provide professional and timely recruitment services. Effectively communicate, promote and educate ACTPS/JACS recruitment policies and practices to Office of Regulatory Services (ORS) managers and employees. Liaise with Managers, Shared Services and JACS People and Workplace Strategy on a range of issues to ensure recruitment processes for ORS are effectively provided. Manage the temporary employment process for temporary contracts including facilitating the completion of new starter paperwork for pay purposes. Prepare and coordinate human resource (HR) related paperwork (including higher duties, temporary transfers and recruitment requests). Assist in mapping, tracking and monitoring selection/recruitment processes by assisting Chairperson of selection panels in the constitution of the panel, photocopying panel member files, scheduling interviews, notifying unsuccessful applicants. Coordinate induction for new staff members; Prepare induction process (consisting of ACTPS and JACS Induction Manuals). Develop an ORS internal induction process. Assist the new staff member by liaising with Managers and the Office Supervisor through the provision of administrative assistance relating to computers, logon, phone and follow up action as required. Coordinate the separation process for exiting employees. Ensure that all exiting employees complete the appropriate separation paperwork. Provide human resource administrative support within the Business and Finance Services; Provide support for HR related projects and initiatives, including research, report preparation and administration. Conduct quality assurance

and audits of flex sheets and leave for staff. Track position vacancies and liaise with Managers regarding the backfilling of these positions. Maintain records in accordance with the *Territory Records Act 2002*.
Contact Officer: Leighton Phipps (02) 6205 5903 leighton.phipps@act.gov.au

Office of Regulatory Services

Transport Regulation

Road User Services

Supervisor Licence and Registration

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 12565)

Gazetted: 22 September 2011

Closing Date: 6 October 2011

Under the general direction of the Manager Licence and Registration: Provide leadership in providing high quality service to customers when assessing and investigating medical issues of licence holders and other licence and motor vehicle registration matters. Liaise with medical professionals as needed via phone or in writing in a proactive and timely manner. Produce and process correspondence in an accurate, timely manner. Enter and retrieve information from databases in an accurate, timely manner. Supervise a small team and provide on the job training in processes and procedures, operation of online computer systems and office software. Manage the resolution of difficult or complex enquiries and complaints with tact and discretion, and escalate matters as necessary. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Rebecca Clark (02) 6207 9729 rebecca.clark@act.gov.au

ACT Government Solicitor

Government Law

Solicitor

Legal 1 \$50,797 - \$104,152, Canberra (PN: 26050, several)

Gazetted: 26 September 2011

Closing Date: 11 October 2011

The ACT Government Solicitor provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. The Government Law team provides legal services in the following areas: employment and industrial relations; regulation and licensing; human rights and discrimination; child welfare; information privacy and access; administrative law; machinery of government; and public and constitutional law. The advertised positions are focussed on employment and industrial relations across government, and regulation and licensing work for the Australian Health Practitioner Regulation Agency. Successful applicants will provide oral and written legal advice and appear for clients before courts, Fair Work Australia, the ACT Civil and Administrative Tribunal and boards. There will also be opportunities to be involved in the wider range of legal service provided by the Government Law team.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian legal practitioner.

Salary will be dependent upon relevant experience and demonstrated ability against the selection criteria.

Note: An order of merit may be established from this recruitment process for future positions. There are 2 Legal 1 positions available within the Government Law group to be filled either permanently or for a temporary period of up to two years. Previous applicants need not apply.

Contact Officer: Heidi Robinson (02) 6205 0592 heidi.robinson@act.gov.au

ACT Emergency Services

Fleet and Procurement

Workshop

Business Support Officer - Workshop

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 08040)

Gazetted: 26 September 2011

Closing Date: 11 October 2011

Provide a range of workshop and fleet management support functions including: Financial and office administration and reception; spare parts procurement, storage and stock control; maintain and update inventory and fleet management databases; prepare and reconcile work orders, parts and servicing schedules; prepare reports and written correspondence.

Eligibility/Other Requirements: A current unrestricted driver's licence is essential, HR licence is preferred. Previous experience in auto spare parts procurement and fleet management databases is highly desirable. Occasional out of hours work will be required. Forklift licence is desirable. Successful applicant will undergo a police record check and medical check.

Contact Officer: Tim Norris (02) 6207 8404 tim.norris@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 Emergency Services Agency

Fleet and Procurement

Workshop

Mechanic

General Service Officer Level 7 \$48,615 - \$51,449 plus allowances and overtime, Canberra (PN: 07534)

Gazetted: 27 September 2011

Closing Date: 11 October 2011

Undertake routine and complex maintenance, servicing and repair activities on ACT Emergency Services Agency vehicles and equipment. Diagnose and repair problems in complex electrical, pneumatic and hydraulic systems. Within a team

environment promote a high standard of repair and maintenance services, ensuring that safe working practices are adhered to.

Eligibility/Other Requirements: Appropriate and relevant trade and post trade qualifications. Unrestricted ACT HR truck licence or equivalent preferred.

Note: Applicants will be required to participate in an out-of-hours on call roster and undertake some duties outside normal business hours.

Contact Officer: Tim Norris (02) 6207 8404 tim.norris@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 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

Directorate Services

Governance

Security and Risk

Senior Manager Security and Risk

Senior Officer Grade A \$115,016, Canberra (PN: 00478)

Gazetted: 23 September 2011

Closing Date: 11 October 2011

The Territory and Municipal Services Directorate (TAMS) plans, develops and delivers a range of government services and commercial enterprises to the people of the ACT. The Senior Manager Security and Risk works across the Directorate to: Lead the overall Security and Emergency management arrangements for TAMS; Implement and maintain the TAMS Risk Management

Framework; Oversee Insurance arrangements; Oversee delivery of the Internal Audit function; Support the Senior Executive Responsible for Business Integrity Risk (SERBIR) in managing Business Integrity Risk for TAMS. This is a senior leadership role that requires a strong customer focus to balance the competing needs of stakeholders, while at the same time undertaking a process of continuous improvement with strong change management skills.

Eligibility/Other Requirements: This is a Designated Security Assessed Position and as such requires the incumbent to hold a current National Security Clearance (Secret), or have the ability to acquire one. Permanent appointment to the role is conditional upon successfully gaining this clearance.

Note: All applications, including application cover sheet, your written response to the selection criteria, resume and referee report must be submitted to Shared Services Recruitment. Successful candidate may be selected by application and referee reports only.

Contact Officer: Anthony Polinelli (02) 6207 5040 anthony.polinelli@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

ACTION

Belconnen Depot

Transport Officer

Transport Officer Grade 3 (ACTION) \$77,390, Canberra (PN: A11755)

Gazetted: 28 September 2011

Closing Date: 12 October 2011

ACTION is seeking a suitably qualified and experienced person to fill a vacancy within ACTION's North Region Starters Office. The position, working as part of a small team or independently, is responsible for managing the provision of operational bus services within the region including, the coordination/operation of vehicle and staff allocations to provide optimal network services. Prepare daily/weekly rostering for operational staff. Provide information to the public and staff by providing accurate data via the internal communication network. The successful applicant will be required to operate and maintain complex databases particularly HASTUS and the Daily Driver Assignment Module (DDAM) and extract data and statistics to maintain accurate daily records of the working hours of bus operators.

Eligibility/Other Requirements: Applicants must have the ability to work according to a roster including the working of regular weekends.

Contact Officer: Tony Ryan (02) 6207 7672 tony.ryan@act.gov.au

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

Business Enterprises

ACT Property Group

Property Asset Management

Asset Manager

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 16985)

Gazetted: 27 September 2011

Closing Date: 18 October 2011

ACT Property Group is seeking a suitably experienced and qualified person to fill the position of Asset Manager in its Property Asset Management Section. This person will assist in the development and implementation of a sustainable

whole-of-government approach to strategic property asset management and the effective management of ACT Property Group's 158 government properties ranging from office buildings to depots.

Eligibility/Other Requirements: Qualifications or recent relevant experience in government procurement, project management, building trades and/or asset management are desirable. Must hold a current driver's licence.

Contact Officer: Tania Shaw (02) 6205 9937 tania.shaw@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.

Directorate Services

Governance

Communications

Communications Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 15217)

Gazetted: 22 September 2011

Closing Date: 11 October 2011

The Communications team supports the TAMS Director-General and provides services to the Directorate across a range of activities. The team is responsible for media and issues management, marketing campaigns, communication strategies, publication approvals, community engagement strategies, customer research and internal communication strategies. The Communications Officer works with the Senior Manager to implement the team's array of activities to ensure the Directorate's communication and engagement activities are appropriate and accurate. The position is responsible for internal communication activities, media relations, issues management, marketing campaigns, communication strategies, social media, community engagement campaigns and general communication activities. The position is responsible for liaising daily with the Minister's office, senior management within the Directorate and key stakeholder groups. The position is expected to be on close call for routine media in a roster arrangement with other members of the team.

Eligibility/Other Requirements: Degree or Diploma in communications, public relations, journalism or related discipline and/or demonstrated experience in a public relations, newspaper, television or public affairs environment is essential. Current driver's licence.

Note: All applications, including application cover sheet, your written response to the selection criteria, resume and referee report must be submitted to Shared Services. Successful candidate may be selected by application and referee reports only.

Contact Officer: Geoff Virtue (02) 6205 0312 geoff.virtue@act.gov.au

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

Business Enterprises

ACT Property Group

Property Projects and Services

Mechanical Fitter

General Service Officer Level 8 \$52,847 - \$55,954, Canberra (PN: 26083)

Gazetted: 28 September 2011

Closing Date: 18 October 2011

Deliver reactive and planned maintenance of mechanical fittings, including new installations, in ACT Government buildings and sites, including undertaking electrical and welding work. The successful applicant will be able to read and understand detailed plans, order materials, supply quotes, liaise with customers and supervise an apprentice.

Eligibility/Other Requirements: Must hold a Mechanical Fitting and Welding trade certificate and an Electrical Licence Class B, as well as a current driver's licence.

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.

Business Enterprises Division

ACT Property Group

Property Projects and Services

Tradesperson, Locksmith

General Service Officer Level 7 \$48,615 - \$51,449, Canberra (PN: 13988)

Gazetted: 22 September 2011

Closing Date: 11 October 2011

Deliver reactive and planned maintenance and installation of locks in ACT Government buildings and sites. Read and understand detail plans; order materials; supply quotes; liaise with customers and supervise apprentices.

Eligibility/Other Requirements: A locksmithing trade certificate and a current driver's licence is essential. Significant trade experience in locksmithing and the promaster system would be desirable.

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.

Parks and City Services

City Services

Urban Treescapes

Team Leader Central Tree Operations

General Service Officer Level 7 \$48,615 - \$51,449, Canberra (PN: 45581)

Gazetted: 26 September 2011
Closing Date: 11 October 2011

City Services is responsible for planning and management of parks and reserves and the public domain, including lakes, street trees, public open space and city places. This position will be responsible for the supervision of industrial staff and contractors involved in urban tree management, including tree pruning and tree removal in urban areas.

Eligibility/Other Requirements: A current driver's licence is essential; preferably light rigid class. Ability to undertake the physical requirements of the tasks listed in the duty statement. A Certificate or Diploma in Horticulture/Arboriculture and extensive experience in urban tree management, elevated work platform ticket and chainsaw certificate are highly desirable.

Contact Officer: Matt Badham (02) 6207 7852 matt.badham@act.gov.au

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

Parks and City Services

City Maintenance

Place Management

General Service Officer

General Service Officer Level 5/6 \$42,612 - \$47,092, Canberra (PN: 45596, several)

Gazetted: 26 September 2011

Closing Date: 18 October 2011

City Services is a Branch within the Land Management and Planning Network responsible for planning and management of parks and reserves and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs.

Eligibility/Other Requirements: Current driver's licence; preferably light rigid class. Certificate III in Horticulture is highly desirable. Ability to undertake the physical requirements of the tasks listed in the duty statement.

Note: An order of merit will be formed from this selection process and may be utilised to fill any full-time/part-time, temporary positions (at level), which may occur within the following 12 months.

Contact Officer: Murray Schroder (02) 6207 2318 murray.schroder@act.gov.au

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

Parks and City Services

City Services

Urban Treescapes

Leading Hand Central Tree Operations

General Service Officer Level 5/6 \$42,612 - \$47,092, Canberra (PN: 41461)

Gazetted: 26 September 2011

Closing Date: 11 October 2011

City Services is responsible for planning and management of parks and reserves and the public domain, including lakes, street trees, public open space and city places. This position is responsible for undertaking tree operation duties in urban areas.

Eligibility/Other Requirements: Current driver's licence; preferably light rigid class. Ability to undertake the physical requirements of the tasks listed in the duty statement. A Certificate in Horticulture/Arboriculture and experience in urban tree management, current chain saw certificate and elevated work platform ticket are highly desirable.

Contact Officer: Matt Badham (02) 6207 7852 matt.badham@act.gov.au

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

Parks and City Services

City Maintenance

Place Management

General Service Officer

General Service Officer Level 5/6 \$42,612 - \$47,092, Canberra (PN: 13205, several)

Gazetted: 26 September 2011

Closing Date: 18 October 2011

City Services is a Branch within the Land Management and Planning Network responsible for planning and management of parks and reserves and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs.

Eligibility/Other Requirements: Current driver's licence; preferably light rigid class. Certificate III in Horticulture is highly desirable. Ability to undertake the physical requirements of the tasks listed in the duty statement.

Note: An order of merit will be formed from this selection process and may be utilised to fill any full-time/part-time, temporary positions (at level), which may occur within the following 12 months.

Contact Officer: Kingsley Grall 6207 2681 kingsley.grall@act.gov.au

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

Parks and City Services

City Services

Urban Treescapes

Tree Surgeon

General Service Officer Level 3/4 \$38,248 - \$41,947, Canberra (PN: 21346, several)

Gazetted: 26 September 2011

Closing Date: 11 October 2011

City Services is responsible for planning and management of parks and reserves and the public domain, including lakes, street trees, public open space and city places. These positions are responsible for undertaking tree operation duties in urban areas.

Eligibility/Other Requirements: Current driver's licence; preferably light rigid class. Ability to undertake the physical requirements of the tasks listed in the duty statement. Experience in urban tree management, current chain saw certificate and elevated work platform ticket are highly desirable.

Note: This is a temporary vacancy available until 30 June 2012. An order of merit will be formed from this selection process and may be utilised to fill any full time/part time, temporary positions (at level), which may occur within the following 12 months.

Contact Officer: Matt Badham (02) 6207 7852 matt.badham@act.gov.au

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

Treasury

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

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

Shared Services

Shared Services ICT

Operations, Service Integrity and Compliance-Service Asset and Configuration Management (SACM)

Service Asset and Configuration Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 14515)

Gazetted: 26 September 2011

Closing Date: 11 October 2011

An opportunity exists at the Senior Officer Grade B level for a highly motivated, organised Officer with good communication skills and a passion for high quality customer service. The role of Service Asset and Configuration Manager includes; accounting for IT assets and configurations with the organisation and its services; providing accurate information on configurations and their documentation to support all the other service management processes and verification of configuration records against infrastructure and correction of any exceptions.

Eligibility/Other Requirements: ITIL certification in "Release and Control" would be an advantage.

Contact Officer: Mark Braham (02) 6207 8750 mark.braham@act.gov.au

Shared Services

Human Resource Services

Health and Safety

Team Leader, Injury Management and Rehabilitation

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 25786, several)

Gazetted: 26 September 2011

Closing Date: 11 October 2011

An exciting opportunity exists to lead a small team within the newly established ACT Government Injury Management Team. As Team Leader you will work collaboratively with case managers and business areas to facilitate targeted and holistic return to work, injury management and claim strategies. Duties include oversight of the team, coordination of case management, case review and monitoring and evaluation programs. High level communication and negotiation skills are essential as the position requires liaison with stakeholders at all levels. A key aspect of the role is working with case managers and worker supervisors to build capability and skills related to the early intervention and rehabilitation.

Eligibility/Other Requirements: Comcare training in case management and rehabilitation is highly desirable. Qualifications in a Human Resource related discipline are desirable.

Note: These are temporary positions available until June 2013, with the possibility of permanency from this process.

Contact Officer: Lynne Kenney (02) 6205 3817 lynne.kenney@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

Shared Services ICT

Customer Relations-Health ICT, Health Business Systems

Rhapsody Support Officer

Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 19675)

Gazetted: 27 September 2011

Closing Date: 11 October 2011

Provide ICT technical support for Health Directorate ICT systems and applications, with particular emphasis on the interfaces between the systems and the environment that supports the interfaces.
Eligibility/Other Requirements: Knowledge of the Health ICT environment would be an advantage but not essential. Knowledge of Health applications such as Patient Administration, Medical Record and Clinical systems and databases would be an advantage but is not essential. Awareness or knowledge of integration concepts and integration languages, such as HL7, would be an advantage but is not essential. Qualifications in ITIL or experience working in an ITIL environment would be an advantage but not essential.
Contact Officer: Michael Cowey (02) 6205 6927 michael.cowey@act.gov.au

Shared Services

Human Resource Services

Health and Safety

Rehabilitation Case Manager

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 25801, several)

Gazetted: 26 September 2011

Closing Date: 11 October 2011

An exciting opportunity exists to join the newly established ACT Government Injury Management Team. The Team works collaboratively with business areas to coordinate targeted and holistic return to work, injury management and claim strategies. Duties include case management, case reviews and monitoring of performance. High level communication and negotiation skills are essential as the position requires liaison with stakeholders at all levels. A key aspect of the role is working with managers to build their capability and skills related to the early intervention and rehabilitation.

Note: These are temporary positions available until June 2013, with the possibility of permanency from this process.

Contact Officer: Lynne Kenney (02) 6205 3817 lynne.kenney@act.gov.au

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

APPOINTMENTS

Canberra Institute of Technology

Teacher Band 1 \$58,254 - \$78,380

Michelle Flatt 820-71098, Section 68(1), 27 September 2011

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

Daniel Stapleton 821-01250, Section 68(1), 26 September 2011

Community Services

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

Kathleen Aikins 827-45961, Section 68(1), 6 September 2011

Administrative Services Officer Class 3/4 \$49,306 - \$59,668

Gregory Ashford 827-33696, Section 68(1), 22 September 2011

Administrative Services Officer Class 3/4 \$49,306 - \$59,668

Charles Coker 827-33573, Section 68(1), 22 August 2011

Administrative Services Officer Class 3/4 \$49,306 - \$59,668

George Nigel William Kibbey 827-34939, Section 68(1), 22 September 2011

Administrative Services Officer Class 3/4 \$49,306 - \$59,668

Jordan Macey 827-35587, Section 68(1), 26 September 2011

Administrative Services Officer Class 3/4 \$49,306 - \$59,668

Belinda Moore 827-34226, Section 68(1), 22 September 2011

Administrative Services Officer Class 3/4 \$49,306 - \$59,668

Brian Smith 827-33688, Section 68(1), 22 September 2011

Environment and Sustainable Development

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

Meng Yih Chin 827-48679, Section 68(1), 26 September 2011

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

Raffaele Mallamace 827-20705, Section 68(1), 13 September 2011

Health

Technical Officer Level 1 \$44,764 - \$47,026

Mejhabin As-Sayeed 821-08639, Section 68(1), 15 September 2011

Technical Officer Level 1 \$44,764 - \$47,026

Karen Grintell 821-04195, Section 68(1), 29 September 2011

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

Kalvinder Kaur 827-44192, Section 68(1), 26 September 2011

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

Thomas Lincy 821-59030, Section 68(1), 29 September 2011

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

Geoffrey Martens 827-49778, Section 68(1), 15 September 2011

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

Carol McGregor 827-48978, Section 68(1), 1 September 2011

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

Michelle Denise Morris 831-22539, Section 68(1), 22 September 2011

Registered Nurse Level 3.1 \$83,861 - \$87,312

Kimberley Phelan 827-46059, Section 68(1), 12 September 2011

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

Caitlin Pratt 827-49209, Section 68(1), 26 September 2011

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

Kamini Reddy 831-21982, Section 68(1), 29 September 2011

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

Susannah Scott 827-646, Section 68(1), 20 September 2011

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

Babes Varughese 824-32447, Section 68(1), 26 September 2011

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

Vidya Vijayan 824-32500, Section 68(1), 28 September 2011

Justice and Community Safety

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

Barbara Stephens 817-39201, Section 68(1), 19 September 2011

Territory and Municipal Services

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

Amy-Lee Bowman 827-48660, Section 68(1), 20 September 2011

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

Georgina Mary Byron 827-49735, Section 68(1), 23 September 2011

Senior Officer Grade A \$115,016

Meegan Kristin Gavran 756-28046, Section 68(1), 29 September 2011

PROMOTIONS

Health

Canberra Hospital and Health Service

Medicine

Cardiology

Bridget Armstrong: 771-95707

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

Health

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

Health, Canberra (PN. 22431) (Gazetted 28 April 2011)

The Canberra Hospital and Health Service

Critical Care and Imaging

Intensive Care Unit

Antoniette Byrne: 833-45193

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

Health

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

Health, Canberra (PN. 14510) (Gazetted 1 September 2011)

Canberra Hospital and Health Service

Mental, Justice, Alcohol and Drug

Access and Acute Mental Health

Vijay Conhye: 821-58863

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

Health

To: †Registered Nurse Level 3.1 \$83,861 - \$87,312

Health, Canberra (PN. 18516) (Gazetted 18 August 2011)

Canberra Hospital and Health Service

Medicine

Cardiology

Janet Hamilton: 261-26058

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

Health

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

Health, Canberra (PN. 24990) (Gazetted 28 April 2011)

Canberra Hospital and Health Service

Surgery and Oral Health

Medical Imaging

Reinhold Kamilo: 827-17493

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

Health

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

Health, Canberra (PN. 12234) (Gazetted 28 July 2011)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Bethany Leach: 816-80991

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

Health

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

Health, Canberra (PN. 23806) (Gazetted 11 August 2011)

Canberra Hospital and Health Service

Mental Justice Alcohol and Drugs

Access and Acute Mental Health

Eilyte Walsh: 772-00764

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

Health

To: †Registered Nurse Level 3.1 \$83,861 - \$87,312

Health, Canberra (PN. 10105) (Gazetted 18 August 2011)

Justice and Community Safety

ACT Law Courts and Tribunal Administration

Registry

Deborah Clancy: 527-25783

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43614) (Gazetted 22 March 2011)

Emergency Services Agency

ACT Ambulance Service

Operations

Christopher Keogh: 828-65461

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

Justice and Community Safety

To: †Ambulance Manager Level 2 \$103,835 - \$109,361 plus penalties

Justice and Community Safety, Canberra (PN. 23862) (Gazetted 30 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.

Emergency Services Agency

ACT Ambulance Service

Operations

Therese Moore: 608-14057

From: Intensive Care Paramedic 2 \$80,087 - \$88,986 plus penalties

Justice and Community Safety

To: †Ambulance Manager Level 2 \$103,835 - \$109,361

Justice and Community Safety, Canberra (PN. 23865) (Gazetted 30 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.

Territory and Municipal Services

Parks and City Services

Parks and Conservation Service

Tidbinbilla

Melissa Howard: 799-98706

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 23094) (Gazetted 8 July 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.

Roads and Public Transport

Public Transport Systems

MyWay

Mark Pye: 820-86839

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

Justice and Community Safety

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

Territory and Municipal Services, Canberra (PN. 20938) (Gazetted 21 July 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.

Parks and City Services

Parks and Conservation Service

Tidbinbilla

Cindy Samuel: 774-72129

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

Education and Training

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

Territory and Municipal Services, Canberra (PN. 23093) (Gazetted 7 July 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.

Roads and Public Transport

ACTION

Finance

Erica Wark: 772-16758

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

Territory and Municipal Services

To: †Senior Officer Grade B \$99,033 - \$111,485

Territory and Municipal Services, Canberra (PN. A20500) (Gazetted 29 July 2011)

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

Treasury

Shared Services

Shared Services ICT/Customer Relations

Health ICT

Roxanna Lee Brown: 788-14346

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

Health

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

Treasury, Canberra (PN. 16302) (Gazetted 7 June 2011)

Revenue Management

Revenue Accounts

Brett Damon Jackson: 820-70570

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

Health

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

Treasury, Canberra (PN. 55101) (Gazetted 21 July 2011)

Independent Competition and Regulatory Commission

Neil Ross Lambie: 827-23957

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

Environment and Sustainable Development Directorate

To: †Senior Officer Grade B \$99,033 - \$111,485

Treasury, Canberra (PN. 19929) (Gazetted 21 July 2011)