



# **ACT Government Gazette**

**Gazetted Notices for the week ending 15 September  
2010**

## **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>

#### **Business and Infrastructure Support**

##### **Infrastructure Support**

##### **Food Services**

##### **Senior Manager Food Services**

##### **Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 29237)**

Gazetted: 16 September 2010

Closing Date: 7 October 2010

Canberra offers a fantastic lifestyle for you and your family, with an outstanding school system, excellent health services, shorter commuting times, plenty of fresh air and community living. Much of what is best about Australia can be found in the nation's capital - it's a clean, safe and relaxed place to live. Canberra has all the lifestyle amenities, city services and events of a world-class capital, yet the bush is on our doorstep and Sydney, the snowfields and south coast beaches are within easy reach. If you're considering a move to Canberra, from interstate or overseas, the ACT Government's Live in Canberra team can help you with advice on settlement, employment, housing and lifestyle. ACT Health Business and Infrastructure branch is seeking a dynamic leader in the Food Services industry, with demonstrated achievement delivering in a large and complex organisation. The successful candidate will have recent experience overseeing a large complex service that manages a Central Production Unit, plating service and retail component of food services. ACT health plans to introduce extended long life cook chill production kitchen that delivers to The Canberra Hospital, National Capital Private Hospital and ACT Health Community groups and clients in the ACT region. A proven track record in the management of significant human and financial resources within a changing and dynamic environment is a must.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field or extensive management experience.

Contact Officer: David Dredge or Rosemary Kennedy (02) 6244 3588 (02) 6205 0606

#### **Mental Health ACT**

##### **Child and Adolescent Mental Health Service**

##### **CAMHS North**

##### **Registered Nurse**

##### **Registered Nurse Level 3.1 \$81,816-\$85,182, Canberra (PN: 18243)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

ACT Child and Adolescent Mental Health Service (CAMHS) has a vacancy for a Registered Nurse in the Northside Community Team. Experience in the assessment, treatment and clinical management of children and/or adolescents (with a mental illness that has a significant impact on their functioning) and their families/carers utilising a recovery-focused service delivery model is essential. The role involves working as a member of a multidisciplinary team as well as providing psycho-education, consultation and liaison to professional organisations and other service providers.

Eligibility/Other Requirements: Current registration or eligible for registration with the ACT Nursing and Midwifery Board and current passenger vehicle driver's licence.

Contact Officer: Naomi Hamill (02) 6205 1050

#### **Community Health**

##### **Continuing Care Program**

##### **CC - Nursing**

##### **After Hours Community Nurse/Coordinator**

##### **Registered Nurse Level 3.1 \$81,816-\$85,182, Canberra (PN: 28254)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

Applications are being sought from Registered Nurses to work within ACT Health, Community Health, Continuing Care Program, Link Team. This is a part-time supervisory position, coordinating the after hours rapid response service for community nursing within the ACT. The team provides after hours nursing services to patients with a broad range of needs within the ACT community. Nurses interested in working with the Link team should have a wide range of clinical experience in nursing and be committed to high quality customer service with a multidisciplinary focus. This position requires an ability to work autonomously and a high level of problem solving ability.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position is highly desirable. Current driver's licence.

Note: This is a part-time position working 22.75 hours per week. Please arrange to have two references available (including one from a current immediate supervisor) addressing the selection criteria. This is a temporary position initially available for a period of six months with the possibility of permanent filling from this process.

Contact Officer: Leontine Muis (02) 6244 2900

#### **Financial Management Branch**

##### **Financial Management Unit**

##### **Management Accountant**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 01888)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

The successful applicant will be required to provide financial and accounting services. Manage a wide range of accounting functions including end-of-month financial and management reporting, and monitoring and reporting of capital works expenditure.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting as well as CPA or ICA membership, or progression towards these qualifications, would be highly desirable.

Note: Please submit two referee reports with your application.

Contact Officer: Godfrey Lawrence (02) 6205 2220

**Community Health**

**Child Youth and Women's Health**

**Child Youth and Women's Health Program**

**IMPACT Program Coordinator**

**Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 12094)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

An exciting opportunity has arisen for a suitably qualified health professional to work as a Coordinator with the Integrated Multi-agencies for Parents and Children Together (IMPACT) Program.

This position will consult and liaise with government and community agencies/groups to develop positive and constructive partnerships for the service provision and support of vulnerable families who are pregnant or have children less than two (2) years of age who are clients of Mental Health ACT and/or on Opioid maintenance. The position will work to facilitate effective service provision and maximise outcomes for children. The successful applicant will contribute to the development, planning, coordination, review/discharge processes and evaluation of the IMPACT Program.

Eligibility/Other Requirements: Tertiary qualification or equivalent, with eligibility for ACT Registration where applicable and/or eligibility for membership of the appropriate professional organisation required. Current driver's licence.

Note: This is a temporary position available from 5 October 2010 till 26 September 2011.

Contact Officer: Cathy Furner (02) 6244 2712

**The Canberra Hospital**

**Ambulatory and Medical Service**

**Medical Services**

**Registered Nurse**

**Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 16205)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

The Renal Ward is looking for a motivated Registered Nurse with sound clinical and leadership skills to fulfil the role of a Registered Nurse Level 2.

Qualifications/Other Requirements: Registered or eligible for registration with the Nursing and Midwifery Board.

Note: This position involves a rotating roster 7 days a week. Part time and full time applicants welcome.

Contact Officer: Pat Tozer (02) 6244 2949

**Community Health**

**Corrections Health Program**

**Bimberi Youth Nurse**

**Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 14943)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

The Corrections Health Program is seeking applications from suitably experienced candidates to fill the Bimberi Youth Nurse role. The duties include but are not limited to initial induction assessments of youths, general nursing duties and health promotion.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Sound experience in an acute clinical setting. Experience in applying the principles in primary health care experience and/or interest in working with youths in custody. Demonstrated ability in autonomous decision making is desirable.

Note: This is a part-time position at 20 hours per week, Monday to Friday 1-5pm.

Contact Officer: Gayle Berthold (02) 6207 2841 or Karen MacDonald (02) 6207 2846

**Community Health**

**Community Care Program**

**Community Care Nursing**

**Registered Nurse**

**Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 19480, several)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

The Continuing Care Program is seeking applications from registered nurses to fill various full time Registered Nurse Level 2 permanent and temporary positions. These positions are available for immediate start at Belconnen, Civic, Phillip and Tuggeranong Health Centres. Nurses interested in working in community nursing should have a wide range of clinical experience and be committed to high quality customer service with a multidisciplinary focus. These positions require an ability to work autonomously with a high level of problem solving ability. This is an exciting opportunity to work in a

progressive and rewarding Program, providing community nursing services to the residents of Canberra, in their homes and in Health Centre clinics. Interested nurses are encouraged to speak with the contact officer to discuss these positions. Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Experience in a wide range of clinical hospital and/or community health applicable to the position is highly desirable. Current driver's licence.

Note: Applicants should submit a CV and an application addressing the selection criteria. Please arrange to have two references available (including one from a current immediate supervisor) addressing the selection criteria.  
Contact Officer: Heather Manton (02) 6205 2717

**The Canberra Hospital  
Ambulatory and Medical Service  
Ambulatory Services  
Clinical Care Coordinator  
Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 10553)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

A dynamic Health Professional or Registered Nurse with excellent communication and multitasking skills is required to fill this position by providing support to ACT residents who have had multiple presentations to hospital for either Chronic Heart Failure and/or Chronic Obstructive Pulmonary Disease. The Clinical Care Coordinator's role is to enhance communication among the chronic care program partners involved in the client's care, encourage self-management at home or in community settings, and provide education and support to the client, their carers and family, assisting with access to appropriate health and community services.

Eligibility/other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board, or registered with a relevant Health Professional Board. Current driver's licence.

Note: This position is available at either the RN2 or HP3 classification dependent on the qualifications of the successful applicant.

Contact Officer: Jan Ironside (02) 6174 5289

**The Canberra Hospital  
Acute Support  
Psychology  
Clinical Psychologist  
Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 27897)**

Gazetted: 16 September 2010

Closing Date: 30 September 2010

A vacancy for a permanent position is available at the Canberra Hospital for an experienced Clinical Psychologist. The suitable applicant will provide a high level of Clinical Psychological services in a multidisciplinary Pain Management Unit. Eligibility/Other Requirements: Postgraduate Masters qualifications in Clinical Psychology from a recognised tertiary institution and Psychology registration are essential.

Contact Officer: Consuelo Barreda-Hanson (02) 6244 3373

**The Canberra Hospital  
Acute Support  
Allied Health  
Social Worker  
Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 23677)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

Applications are invited from experienced Social Workers interested in working in an ever-changing and challenging acute hospital environment. As a member of a social work team providing service to a number of adult inpatient and outpatient clinical areas, the successful applicant will work within a social work clinical prioritisation framework. Opportunities to initiate quality improvement activities, provide professional supervision, rotate areas of clinical responsibility, participate in professional development activities and undertake further education will be provided and encouraged.

Eligibility/Other Requirements: A degree in social work with eligibility for membership of the Australian Association of Social Workers is essential. Previous hospital social work practice experience is highly desirable.

Contact Officer: Mary Lee Sinclair-Vogt (02) 6244 2155

**The Canberra Hospital  
Acute Support  
Audiology  
Audiologist  
Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 19245)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

The Canberra Hospital is looking for a suitably qualified audiologist to undertake comprehensive audiological assessment within adult and paediatric populations. This position will work closely with Ear, Nose and Throat doctors and the Newborn Hearing Screening (NBHS) program. This is a newly created position at Canberra Hospital providing the exciting

opportunity to establish an evidence based audiology service within the region. Additional duties include development of policies and standards of practice, clinical support to staff within the NBHS program, Quality Improvement and collaboration with audiologists in the public and private sector.

Eligibility/Other Requirements: Recognised tertiary qualification in Audiology and eligibility for full practicing membership with the Audiological Society of Australia.

Note: This position is permanent part-time at 18:22 hours per week. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Felicity Martin (02) 6244 2230

**Mental Health ACT**

**Access and Acute Mental Health**

**Psychiatric Services Unit**

**Office Manager**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 28661)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

The Psychiatric Services Unit at The Canberra Hospital has a vacancy for an Office Manager to provide a high level of administrative support to facilitate the daily management of a busy acute in-patient mental health unit. This position provides support to the Team leader of the Psychiatric Services Unit as well as managing junior administrative staff. Successful applicants will have extensive experience and problem solving abilities.

Eligibility/Other Requirements: Knowledge and experience in the use of relevant medical terminology, understanding in dealing with persons affected with a Mental Illness highly desirable. Current driver's licence.

Contact Officer: Wendy Kipling (02) 6244 3223

**The Canberra Hospital**

**Acute Support**

**Social Work**

**Social Worker**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 21617)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

The successful applicant will work within a social work team to provide assessment, crisis intervention, counselling and discharge planning services across a number of hospital clinical areas, including oncology, medical and surgical in and outpatient services. Opportunities to change clinical caseload, participate in quality activity processes, supervise students and undertake further education will be provided and supported.

Eligibility/Other Requirements: Degree or Diploma in social work with eligibility for membership of the Australian Association of Social Workers is essential. Recent hospital experience is desirable.

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Mary-Lee Sinclair-Vogt (02) 6244 2316

**The Canberra Hospital**

**Acute Support**

**Physiotherapy**

**Community Physiotherapist**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 25532)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

The Continuing Care Program is seeking a qualified HP2 Physiotherapist to join our dynamic team. You will be working in a Health Centre based environment, gaining experience and advancing your skills primarily in the musculoskeletal physiotherapy area.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Eligible for National Physiotherapy Registration. Current driver's licence is mandatory.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster. This is a full time, temporary position for available for approximately six months with the possibility extension.

Contact Officer: Annegret Ludwig (02) 6205 3808

**The Canberra Hospital**

**Acute Support**

**Psychology**

**Psychologist**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 17567)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

The successful applicant will provide direct patient care to clients of Canberra Hospital. Excellent supervision and professional development opportunities exist. This position will gain experience in a wide variety of clinical conditions.

Eligibility/Other Requirements: Masters Degree in Psychology and Psychology Registration. Applicants with more than 12 months experience only need apply.

Note: This is a full-time temporary position available until April 2011 with the possibility of extension. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Consuelo Barreda-Hanson (02) 6244 3373

**The Canberra Hospital  
Medical Imaging  
Radiography  
Radiographer**

**Health Professional Level 1 - Medical Imaging \$46,356-\$59,584, Canberra (PN: 18135, several)**

Gazetted: 16 September 2010

Closing Date: 30 September 2010

Applications are invited from eligible Professional Development Year (PDY) Radiographers for several Health Professional Level 1 positions. After a period of consolidation of general radiographic competencies, the successful applicants will have the opportunity to develop skills in more complex general imaging procedures. Perform all aspects of general radiography while observing departmental protocols, and radiation protection measures at all times with the approval and supervision of the Health Professional Level 4 in the area. Participate in Departmental Quality Assurance programmes.

Eligibility/Other Requirements: Successful applicants must be eligible for accreditation with the Australian Institute of Radiography, and must secure registration with the ACT Medical Radiation Science Board prior to commencement. After a suitable training period successful applicants can participate in a 7 day 24 hour rotating roster. Applicants must provide two written referee reports which address the selection criteria.

Note: There are several full time temporary positions available for a 12 month period. Selection may be based on application and referee comments only and interviews may not be held.

Contact Officer: Terry Rafferty (02) 6244 4362 or Jan Hughes (02) 6244 2125

**Mental Health ACT  
Adult Community and Older Persons  
City Mental Health Team**

**Administrative Support Officer**

**Administrative Services Officer Class 2 \$42,233-\$46,832, Canberra (PN: 19970)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

Mental Health ACT is seeking an enthusiastic team player to join the team. It is expected this position will provide administrative support to the clinical staff of all teams in the Program with a focus on providing quality customer service to the consumers of MHACT.

Eligibility/Other Requirements: An understanding of recovery principles and an ability to work with persons impacted by mental illness using these principles highly desirable. Current driver's licence required. Medical Terminology would be an advantage.

Contact Officer: Jackie Andersen (02) 6205 5142

**The Canberra Hospital  
Pathology Services  
Customer Services  
Pathology Courier**

**Health Service Officer Level 4 \$39,707-\$41,299, Canberra (PN: 16228)**

Gazetted: 16 September 2010

Closing Date: 23 September 2010

ACT Pathology is a department of the Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region with the main laboratory located at Canberra Hospital and branch laboratory located at Calvary Hospital. Customer Services is a sub section of ACT Pathology, incorporating pathology collection services and a courier service. The successful applicant will be required to work on a variety of designated runs, transporting pathology reports and specimens between the main and branch laboratories, doctors' surgeries and collection centres. A professional manner and strong emphasis on customer focussed service will be required.

Eligibility/Other Requirements: Current driver's licence. Previous courier experience would be an advantage.

Contact Officer: Patricia Stoddard (02) 6244 3367 [patricia.stoddard@act.gov.au](mailto:patricia.stoddard@act.gov.au)

**Community Health  
Alcohol and Drug Program  
Opioid Treatment Services  
Addiction Medicine**

**Career Medical Officer Grade 2 \$129,082-\$153,292, Canberra (PN: 19307)**

Gazetted: 16 September 2010

Closing Date:

The ACT Community Health Alcohol and Drug program is seeking applications from medical officers who have an interest in furthering their knowledge and experience in Addiction Medicine. The successful applicant will join a committed multidisciplinary team in providing services to clients who present with dependence issues.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner's Regulation Agency with at least five years postgraduate experience and possessing relevant postgraduate qualifications.

Contact Officer: Vera Van De Velde (02) 6205 0947 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Medical Appointments and Training Unit, Building 6, Level 1, Canberra Hospital, PO Box 11, Woden ACT 2606

**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](mailto:jobs@act.gov.au)**

**Planning Services**

**Design Policy**

**Senior Project Officer**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 19968)**

Gazetted: 09 September 2010

Closing Date: 28 September 2010

Provide project management assistance to the project leader of a significant strategic urban design project. Ensure project progression, manage consultants, manage internal reporting requirements and manage the engagement of Government stakeholders. Assist with preparation of community consultation events and other stakeholder engagement events.

Represent the ACT Planning and Land Authority (ACTPLA) at community consultation events. Undertake research and analysis on contemporary issues that influence the creation of sustainable urban place, providing high level advice on the quality, attributes and relationships between the public realm and architectural form.

Eligibility/Other Requirements: Qualifications and experience in urban planning or urban design or architecture or landscape architecture is desirable. Experience in project management is essential.

Note: This is a part-time temporary position available until August 2011 at 18 hours per week.

Contact Officer: Helena Seagrott (02) 6205 4965

**Calvary Health Care ACT (Public)**

**Nursing**

**Medical Unit Services**

**Medical Nurse Department Manager**

**Registered Nurse Level 4.2 \$99,049, Canberra (PN: 7592)**

Gazetted: 14 September 2010

Closing Date: 21 September 2010

Within the prescribed legislation, provide leadership and be responsible for the coordination of total patient care activities within the: Aged Care and Rehabilitation Unit 5W 5E Initiate, develop and implement flexible workforce rostering models that are responsive to the changing needs of patients and staff. Manage leave and unplanned absences within allocated resources. Work in collaboration with the Clinical Operations team and Clinical Nurse Consultants (CNC) act as a leader and role model to staff to set and clearly communicate clinical behavioural expectations and hold staff accountable for meeting these expectations. Work with the Clinical Operations Team and CNC to monitor and evaluate the salary and consumables budgets to achieve targets within budget parameters. Explain variances and develop strategies to address identified problems. Ensure effective Workplace Relations in the workforce through active participation in human resource management issues.

Eligibility/Other Requirements: Registration as a Nurse with the ACT Registration Board

Contact Officer: Michelle Turnbull 02 6201 6594 [Michelle.Turnbull@calvary-act.com.au](mailto:Michelle.Turnbull@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](mailto:jobs@act.gov.au)**

**CIT Executive Team - Operations**

**Operations**

**Senior Manager**

**Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 12165)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

Deliver and manage the major implementation of key deliverables of the CIT Online Project. To work with CIT stakeholders and the CIT Online consultant to develop a report that advises the best way to achieve the project's goals.

Develop, monitor and manage the CIT Online project and activity plans, milestones and deliverables. Analyse, define and negotiate resources for the delivery and implementation of this major information and communication technology project. Build relationships with CIT users, InTACT technical staff, CIT management and clients to determine and resolve issues with systems implementation.

Note: This position is for temporary filling until 30/06/2011.

Contact Officer: Peter Kowald (02) 6207 31008 [peter.kowald@cit.act.edu.au](mailto:peter.kowald@cit.act.edu.au)

**Centres**

**Centre for Health, Community and Wellbeing**

**Innovations and Project Development Manager**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 16478)**

Gazetted: 13 September 2010

Closing Date: 27 September 2010

As a member of the Centre Management Team, provide leadership in developing innovative education and commercial activity proposals, and provide project management for a wide range of Centre activities. This will include research, design, plan and prepare funding submissions, as appropriate and establish systems and processes to facilitate the work of the project teams. Ensure appropriate records, statistics and case notes are maintained, and monitor and evaluate outcomes.

Eligibility/Other Requirements: Experience in a tertiary education institution and Youth Community Services Industry.

Tertiary qualifications are desirable.

Contact Officer: Kathy Korsch (02) 6207 4044 kathy.korsch@cit.act.edu.au

#### **Centres**

##### **Fyshwick Trade Skills Centre**

##### **Industry Liaison Officer**

##### **Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 14055)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

This is an exciting new opportunity to assist the Fishwick Trade Skills Centre in a number of activities that promote careers in Trades to young people in particular. Duties include: - Liaise with school career officers, employers and industry bodies. Assist in the organisation of trade activities and other promotional programs. Consult with industry to inform them of availability of students requiring work placements. Be a contact point for students in ASBAs and other school related programs. Organise industry breakfasts and other events.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Nicole Stenlake (02) 6207 4124 nicole.stenlake@cit.act.edu.au

#### **Centres**

##### **Centre for Creative Industries**

##### **Technical Officer**

##### **Technical Officer Level 3 \$55,690-\$63,184, Canberra (PN: 55501)**

Gazetted: 10 September 2010

Closing Date: 24 September 2010

Provide support to the teaching staff in the photography section. Duties involve colour management of computers and printers, research of photographic equipment and materials, repair of photographic equipment, organise exhibitions, raise purchase requests, maintain laboratories/studio and mix chemicals.

Eligibility/Other Requirements: Bachelor of Photography or equivalent from a recognised Institution or comparable overseas Institution. Demonstrated relevant experience and/or qualifications appropriate to performing the duties of the position.

Contact Officer: Penny Boyer (02) 6207 3455 penny.boyer@cit.act.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](mailto:jobs@act.gov.au)**

#### **Culture and Communication**

##### **Communications, Special Events and Executive Support**

##### **Special Events Unit**

##### **Events Officer**

##### **Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 13613)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Events Unit is responsible for the delivery of a suite of special events including the Canberra Nara Candle Festival, New Year's Eve, Australia Day and Canberra Day celebrations. The Unit also administers the ACT Festivals Fund.

Applicants are expected to liaise with a range of clients including the Chief Minister's Office, senior government officers, senior officials, contractors, suppliers and members of the community and provide assistance to other departmental officers in the performance of their duties.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable.

Note: The successful applicant will need flexibility to be available for after hours and weekend duties. This is a temporary position available from 1 October 2010 to 31 March 2011.

Contact Officer: Jason Rose (02) 6205 0721 jason.rose@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.

#### **Cultural Facilities Corporation**

##### **Canberra Theatre Centre**

##### **Operations**

##### **Administration Assistant**

##### **ASO3 \$48,103 - \$51,916, Canberra (PN: 55311)**

Gazetted: 10 September 2010

Closing Date: 24 September 2010



We are looking for a highly motivated person to join the Operations and Venue Hire team in the position of Administrative Assistant. The Administrative Assistant undertakes a range of tasks in the implementation of both event-specific and Canberra Theatre Centre operational duties. There is a particular focus on assisting the Operations Manager and Venue Bookings Coordinator with the financial and administrative management of the Operations and Venue Hire department, as well as the management of the Canberra Theatre Centre Operations Database. You will need to have:

1. Demonstrated ability to work as part of a small team within an arts administration environment to achieve outstanding results.
2. Experience in the management of accounts and invoices on behalf of a small organisation or team.
3. High level organisational skills and a demonstrated ability to manage several projects simultaneously. Experience working to tight deadlines.
4. Demonstrated competency in Artifax.
5. Excellent written and verbal communication skills.
6. Advanced computer skills, particularly in the use of Microsoft Excel and database management.)

Contact Officer: Hannah Ley 6243 5715 hannah.ley@act.gov.au Applications can be forwarded to: HR ADVISER, PO BOX 939, CIVIC SQUARE ACT 2608 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](mailto:jobs@act.gov.au)**

**Disability ACT**

**Executive and Business**

**Executive**

**Executive Officer**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 15320)**

Gazetted: 14 September 2010

Closing Date: 21 September 2010

An exciting opportunity has arisen for a suitably experienced and enthusiastic person to join the Executive Team of Disability ACT. The position reports to the Disability ACT Executive and provides high-level advice, support and coordination including the management of the Executive Support Team. The position will be responsible for the organisational quality, liaison and coordination on behalf of the Executive.

Eligibility/Other Requirements: Experience in undertaking high level coordination functions desirable.

Note: This is a temporary position available asap for 12 months.

Contact Officer: Maree Mannion (02) 6207 5907 maree.mannion@act.gov.au

**Disability ACT**

**Individual Response Team**

**Children and Young People Service**

**Project Officer**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 17083, expected vacancy)**

Gazetted: 09 September 2010

Closing Date: 21 September 2010

This position is responsible for working within the requirements of the ACT Policy Framework for Children and Young People with Disability and their Families to provide assessment, case management and future planning services to children and young people with disability and their families. The position incumbent is required to demonstrate a commitment to the Vision and Values of Disability ACT.

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

Contact Officer: Vanessa Sutton (02) 6205 0393 vanessa.sutton@act.gov.au

**Disability ACT**

**Executive and Business**

**Policy and Planning**

**Policy and Planning assistant**

**Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 07836)**

Gazetted: 15 September 2010

Closing Date: 28 September 2010

Disability ACT are seeking an enthusiastic and dedicated person to fill the position of Policy and Planning Assistant. This position is required to coordinate and collate information from across Disability ACT and liaise with Organisational Governance in relation to Ministerial, Cabinet Submissions, Coordinated Responses and other requests for information.

Eligibility/Other Requirements: Experience in administration relating to human services is highly desirable.

Contact Officer: Kylie Beer (02) 6205 9269 kylie.beer@act.gov.au

**Housing and Community Services**

**Business Development Unit**

**Policy Officer**

**Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 11230)**

Gazetted: 13 September 2010

Closing Date: 27 September 2010

Provide secretariat services, including correspondence, and management of the Housing ACT tenant participation group. Provide assistance to the Team Leader of the Complaints Management Unit in setting up systems to better streamline enquiries and complaints originating from the Ombudsman, and Consumer Advocacy and Quality Service. Provide

assistance to the Senior Manager, Business Development in the preparation of papers to the various national housing conferences, councils, policy committees, and forums. Provide administrative and coordination support and office management duties for the Business Development Section. Provide assistance to Senior Policy Officers in relation to Freedom of Information, Ombudsman and Human Rights investigations as needed.

Note: The successful applicant may be chosen on application and referee reports only.

Contact Officer: Michelle Anderson (02) 6207 1507 michelle.anderson@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.

**Disability ACT**

**Policy and Sector Development**

**Business Support Unit**

**Business Support Officer**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 13154)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

Disability ACT is seeking a motivated and energetic officer to perform the role of Business Support Officer. The successful occupant of this position will be required to assist with the busy day-to-day operations of the Business Support Unit and other Teams with the provision of various administrative support, research and project work to be undertaken when required.

Eligibility/Other Requirements: Experience with a range of software packages and databases is highly desirable.

Note: This is a temporary position available until February 2011.

Contact Officer: Karen Taylor (02) 6207 8028 karen.taylor@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](mailto:jobs@act.gov.au)**

**School Improvement**

**Northern/Gungahlin Network**

**Gungahlin College**

**Executive Teacher**

**School Leader C \$90,412, Canberra (PN: 19919, several)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

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 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Gai Beecher (02) 6142 1000 gai.beecher@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**

**Instrumental Music Program**

**Executive Teacher**

**School Leader C \$90,412, Canberra (PN: 07796)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

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 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Naida Blackley (02) 6205 8265 naida.blackley@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.

**Corporate Services**

**Finance and Corporate Support**

**Financial Services**

**Assistant Manager**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 19961)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

Manage a Financial Services sub section, prepare financial and management accounting reports for internal and external clients, develop and maintain budgets and prepare correspondence on financial and other matters.

Eligibility/Other Requirements: Accounting qualifications are highly desirable.

Note: Temporary vacancy available from 1 November 2010 to 31 October 2012.

Contact Officer: Mark Scanes (02) 6205 5478 mark.scanes@act.gov.au

**School Improvement**

**South/Weston Network**

**Alfred Deakin High School**

**IT Support Officer**

**Information Technology Officer Class 1 \$51,916-\$59,360, Canberra (PN: 07906)**

Gazetted: 15 September 2010

Closing Date: 29 September 2010

Manage the school computer networks and IT needs for both staff and students in conjunction with the IT Co-ordinator and in line with Department of Education and Training protocols.

Eligibility/Other Requirements: Completion, or completion by the end of the year in which applications are invited, of an associate diploma or higher qualification in Computing/Information Science; or significant relevant work experience (generally two or more years).

Note: This position is temporary for the period asap until 21 December 2012.

Contact Officer: Jay Bellchambers (02) 6205 5566 jay.bellchambers@ed.act.edu.au

**Education and Training**

**North/Gungahlin Network**

**Jervis Bay School**

**Indigenous Education Worker**

**School Assistant 3 \$40,904-\$44,147, Canberra (PN: 19967)**

Gazetted: 14 September 2010

Closing Date: 28 September 2010

Provide support for Indigenous students to assist them to achieve their potential in the school environment. Communicate and encourage parents/carers to take an active part in the school community. Assist teachers with individuals and small groups of Indigenous students in matters affecting their progress. Implement programs relating to Indigenous Studies.

Work within the school community to raise awareness of Indigenous issues and appreciation for Indigenous perspectives.

Establish and maintain effective relationships with Indigenous parents/caregivers.

Eligibility/Other Requirements: This is an Aboriginal and Torres Strait Peoples identified position.

Note: This is a temporary position available from October 2010 to August 2011 with the possibility of extension.

Contact Officer: Robert Pastor (02) 4442 1002 robert.pastor@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**

**Gold Creek School**

**Laboratory Assistant**

**School Assistant 2 \$35,912-\$39,824, Canberra (PN: 01254)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The successful applicant will be required to provide support to the teaching staff, and under general direction assist in the preparation of classroom activities and in the implementation of Science educational programs. The assistant is expected to be proactive, exercise judgement and initiative and work with limited supervision.

Eligibility/Other Requirements: Desirable, Certificate III in relevant laboratory technology or relevant experience in a science context. First Aid qualification or willingness to undertake appropriate training.

Note: This position is being readvertised as a part-time position at 25 hours per week. Previous applicants need not apply all previous applications will be considered.

Contact Officer: Kerry Lyttle (02) 6205 1743

**School Improvement**

**South/Weston Network**

**Telopea Park School**

**Principal**

**School Leader A \$102,742-\$140,258, Canberra (PN: 01670)**

Gazetted: 09 September 2010

Closing Date: 28 September 2010

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

Eligibility/Other Requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Steve Kyburz (02) 6207 7938 steve.kyburz@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](mailto:jobs@act.gov.au)

**Office of Regulatory Services**

**Independent Competition and Regulatory Commission**

**Senior Policy Advisor**

**Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 19929)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Commission is an independent statutory authority set up to regulate pricing and infrastructure access arrangements for regulated industries (water, sewerage and energy), and to advise the ACT Government on other industry matters. The Commission also licenses utilities and regulates the ACT's Greenhouse Gas Abatement Scheme. The Commission is looking for a highly motivated person to provide high-level advice on industry and regulatory policy, and to support the Commission's regulatory responsibilities for licensed utilities.

Eligibility/Other Requirements: Tertiary qualifications in Economics and/or Regulatory Policy and knowledge of industry policy and regulation (in particular, energy and water utilities) is highly desirable.

Contact Officer: Shelley Schreiner (02) 6205 2773 [shelley.schreiner@act.gov.au](mailto:shelley.schreiner@act.gov.au)

**Legislation and Policy**

**Criminal Law Group**

**Senior Legal Policy Officer**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 42747)**

Gazetted: 15 September 2010

Closing Date: 29 September 2010

This position covers a diverse range of legal and policy issues that impact on the criminal justice system in the ACT, including although not restricted to, preparation of briefs for the Attorney General, prepare related reports and correspondence, manage justice related projects, engage in consultation with the community, government and participate in national forums.

Eligibility/Other Requirements: Experience in a policy, criminal justice or legal environment.

Contact Officer: Nicole Mayo (02) 6205 0201 [nicole.mayo@act.gov.au](mailto:nicole.mayo@act.gov.au)

**Office of Regulatory Services**

**Compliance**

**Fair Trading Inspectorate**

**Manager**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 47523, several)**

Gazetted: 13 September 2010

Closing Date: 27 September 2010

Manage, and monitor a stream of the Fair Trading Inspectorate including the development of a team work plan and setting of the stream's work priorities. Make recommendations to more senior management in relation to the varying legislation administered by the Office of Regulatory Services (ORS). Manage and direct staff in the provision of high level advice and compliance activities for ORS clients. Foster an environment of working together across the various disciplines within ORS. Implement and monitor policy and processes to provide best outcomes across a range of regulatory responsibilities. Establish effective working relationships with stakeholders, both internal and external. In accordance with relevant legislation, perform the functions of an authorised Inspector and, where required, perform delegated functions. Prepare complex correspondence, reports, and briefings. Represent ORS at a range of forums both locally and interstate. Maintain records, including those relating to team activities and outcomes, in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current driver's licence required. The completion of a Police check is a mandatory requirement prior to engagement in all ACT Public Service positions. Willingness to complete a Certificate IV in Government (Statutory Investigation and Enforcement) or equivalent. Qualifications relevant to the work of the Compliance Section would be desirable.

Note: The successful applicant may be required to work after hours, or be on call.

Contact Officer: Derise Cubin (02) 6205 3732 [derise.cubin@act.gov.au](mailto:derise.cubin@act.gov.au)

**Legislation and Policy**

**Criminal Law**

**Senior Legal Policy Officer**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 42986)**

Gazetted: 10 September 2010

Closing Date: 17 September 2010

Cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT, including although not restricted to, preparation of briefs for the Attorney General, prepare related reports and correspondence, manage justice related projects, engage in consultation with the community, government and participate in national forums.

Note: This is a temporary vacancy for the period asap until 4 October 2011.

Contact Officer: Nicole Mayo (02) 6205 0201

**Office of Regulatory Services**

**Independent Competition and Regulatory Commission**

**Financial Controller**

**Senior Officer Grade C/B \$81,772-\$108,766, Canberra (PN: 19858)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Commission is an independent statutory authority set up to regulate pricing and infrastructure access arrangements for regulated industries (water, sewerage and energy), and to advise the ACT Government on other industry matters. The Commission also has responsibility for licensing utilities and for regulating the ACT's Greenhouse Gas Abatement Scheme. The position is for a highly motivated person to oversee management of the Commission's budget and provide a range of financial and accounting services.

Eligibility/Other Requirements: Tertiary or other professional qualifications in accounting and financial management is highly desirable.

Note: This is a part-time position at 12 hours a week to be filled as a Senior Officer Grade C/B dependent on the skills and experience of the successful candidate. Salary subject to increase in line with recent Enterprise Bargaining Agreement negotiations.

Contact Officer: Shelley Schreiner (02) 6205 2773 shelley.schreiner@act.gov.au

**Director of Public Prosecutions**

**Corporate**

**CASES Administrator**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 19317)**

Gazetted: 15 September 2010

Closing Date: 29 September 2010

The successful applicant will be responsible for management of the Director of Public Prosecutions Case Management system. The role provides advice and technical support to internal and external users of the system.

Eligibility/Other Requirements: IT qualifications or substantial progress towards completion desirable. The successful applicant will be required to undergo a criminal record check.

Contact Officer: Mercy Wilkie (02) 6207 5350 mercy.wilkie@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.

**Emergency Services Agency**

**Rural Fire Service**

**Training Coordinator**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 07270)**

Gazetted: 14 September 2010

Closing Date: 28 September 2010

A dynamic opportunity exists working with volunteers and members of the ACT Rural Fire Service to coordinate essential training.

Eligibility/Other Requirements: Certificate IV in Training and Assessment is desirable. Current driver's licence is essential.

Note: The successful applicant will be required to meet and maintain service fitness level standards and to undertake some duties outside normal business hours and on weekends.

Contact Officer: Brian Murphy (02) 62072591 brian.murphy@act.gov.au

**Office of the Director of Public Prosecutions**

**Corporate**

**Paralegal**

**Paralegal Grade 2 \$55,317-\$58,213, Canberra (PN: 19384, several)**

Gazetted: 15 September 2010

Closing Date: 29 September 2010

The successful applicant will be required to provide administrative assistance, in the preparation of matters for prosecution in the Magistrates and Supreme Courts. Attend court to assist legal staff and undertake research and analysis tasks.

Eligibility/Other Requirements: An understanding of the legal process would be an advantage. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Susan Little (02) 6207 5269 susan.little@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 Magistrates Court**

**Senior Officers**

**Legal Officer**

**Legal 1 \$49,558-\$101,612, Canberra (PN: 42388)**

Gazetted: 15 September 2010

Closing Date: 28 September 2010

Under broad direction of the Legal Manager, Magistrates Court: Exercise the statutory powers and responsibilities of a Senior Deputy Registrar of the Magistrates Court. Provide legal advice, counsel/opinion, statutory interpretation and recommendations on questions of law or legal practice to staff within the ACT Law Courts and Tribunals. Develop sound working relationships with a range of key stakeholders. Initiate, plan and conduct research projects in relation to the functions of the Magistrates Court. Assist in the development of policies and procedures for the ACT Law Courts and

Tribunals. Assist the Legal Manager of the Magistrates Court as required. Develop and advise on legislative reform initiatives relevant to the work of the ACT Law Courts and Tribunals.  
Eligibility/Other Requirements: Admission to practise as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory.  
Contact Officer: Hugh Jorgensen (02) 6207 1044 hugh.jorgensen.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.

**Victim Support ACT**

**Victim Support Intake Officer**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 13809)**

Gazetted: 13 September 2010

Closing Date: 28 September 2010

Provide appropriate skilled assessment, information, assistance and intervention to victims of crime, with support: exercise independent judgement on routine matters and under decreasing professional supervision when performing novel, complex or critical tasks; and liaise with carers and other service providers as required.

Eligibility/Other Requirements: Tertiary qualifications in Psychology or Social Work with current ACT registration where applicable and/or eligible for membership of appropriate professional organisation.

Note: This is a temporary position available asap until 12 September 2011.

Contact Officer: Margaret Ford (02) 6205 2066 margaret.ford@act.gov.au

**Director of Public Prosecutions**

**Corporate**

**Paralegal Grade 1 Upper**

**Paralegal Grade 1 (upper) \$49,354-\$53,616, Canberra (PN: 04291, several)**

Gazetted: 15 September 2010

Closing Date: 29 September 2010

The successful applicant will be responsible for providing administrative support services to the legal staff in the preparation of matters for prosecution in the Magistrates and Supreme Courts. Support to junior paralegals, preparation of more complex documents and sound interpersonal skills

Eligibility/Other Requirements: An understanding of the legal process would be an advantage. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Susan Little (02) 6207 5269 susan.little@act.gov.au

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

**Office of the Director of Public Prosecutions**

**Corporate**

**Paralegal**

**Paralegal Grade 1 (lower) \$42,233-\$46,832, Canberra (PN: 43748, several)**

Gazetted: 15 September 2010

Closing Date: 29 September 2010

The successful applicant will be responsible for providing administrative support services to legal staff in the preparation of matters for prosecution in the Magistrates and Supreme Courts.

Eligibility/Other Requirements: An understanding of the legal process would be an advantage. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Susan Little (02) 6207 5269 susan.little@act.gov.au

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

**Office of the Regulatory Services**

**Independent Competition and Regulatory Commission**

**Principal Policy Advisor**

**Senior Officer Grade A/Senior Officer Grade B \$112,211 SOG A / \$96,618-\$108,766 SOG B, Canberra (PN: 17373)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Commission is an independent statutory authority set up to regulate pricing and infrastructure access arrangements for regulated industries (water, sewerage and energy), and to advise the ACT Government on other industry matters. The Commission also licenses utilities and regulates the ACT's Greenhouse Gas Abatement Scheme. The Commission is looking for a highly motivated person to provide high-level advice and support for its economic and other industry regulation and advisory responsibilities.

Eligibility/Other Requirements: Tertiary qualifications in economics or related disciplines, and knowledge of industry policy and regulation (in particular, energy and water utilities) is highly desirable.

Note: This position will be filled at either Senior Officer Grade A or B depending on the applicant's qualifications and experience. The salary is expected to increase 2.5% in line with recent Enterprise Bargaining Agreement negotiations.

Contact Officer: Shelley Schreiner (02) 6205 2773 shelley.schreiner@act.gov.au

**Governance**

**Ministerial Services Unit**

**Senior Manager**

**Senior Officer Grade A \$112,211, Canberra (PN: 18580)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The successful applicant will be responsible for managing and providing leadership on organisational governance issues relating to Cabinet, Parliamentary, Ministerial and whole of government input matters including undertaking the development of complex cabinet submissions and ministerials and providing advice on complex cabinet policy issues.

Eligibility/Other Requirements: The successful applicant will have experience in managing Assembly, Cabinet and Ministerial processes.

Contact Officer: Christine Murray (02) 6207 4813 christine.murray@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](mailto:jobs@act.gov.au)**

**Community and Infrastructure Services**

**ACT Property Group**

**Tenancies**

**Senior Tenancy Officer**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 11394)**

Gazetted: 15 September 2010

Closing Date: 22 September 2010

The Tenancies Section develops and manages the relationship with government and non-government tenants and is responsible for the management of buildings which are available for leasing to community groups, small businesses and some commercial orientated organisations. The successful applicant will have demonstrated experience in property management, and a sound understanding of leasing practices and good customer service skills.

Eligibility/Other Requirements: Relevant experience in a government or commercial field highly desirable. Current driver's licence is essential.

Note: This is a temporary position available asap until 7 September 2011. Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application

Contact Officer: Mike Brown (02) 6207 6908 mike.brown@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](mailto:jobs@act.gov.au)**

**Land Management and Planning**

**Asset Acceptance**

**Asset Acceptance**

**Senior Project Engineer Greenfield and Brownfield**

**Senior Professional Officer Grade B \$96,618-\$108,766, Canberra (PN: 15159)**

Gazetted: 13 September 2010

Closing Date: 28 September 2010

The position reports directly to the Senior Manager Asset Acceptance and is part of the Management Team in Asset Acceptance. The position is a subject specialist responsible for the management of the development approval process for Greenfield infrastructure assets on behalf of the Department of Territory and Municipal Services, including interaction with internal and external stake holders. Challenges faced by the position include the delivery of optimal value-added acceptance outcomes in accordance with Design Standards of Urban Infrastructure, Design Specification for Urban Infrastructure and other relevant standards and provide authoritative professional, strategic, technical and policy advice to the Senior Manager Asset Acceptance, the TAMS Executive, the Minister and members of the public as appropriate on various issues related to Greenfield and Brownfield developments.

Eligibility/Other Requirements: Degree in Civil Engineering or equivalent. Current driver's licence.

Note: This position is temporary for a fixed period up to four years.

Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@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.

**InTACT**

**Operations**

**Health ICT- Projects**

**Project Manager**

**Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 17730)**

Gazetted: 09 September 2010

Closing Date: 28 September 2010

An opportunity exists for a project manager to join the ICT Health Projects team to aid in the delivery of a number of Health projects within the Clinical Systems, Support Services and Digital Health Infrastructure streams. The successful applicant will be expected to take the lead on delivering ICT projects in the ACT Health environment. Development and maintenance of appropriate project documentation will be required.

Eligibility/Other Requirements: Knowledge of MSP, PRINCE2, and ITIL frameworks would be highly advantageous.

Note: This position was advertised in the ACTPS Gazette of 8 July 2010 and the Canberra Times of 10 July 2010.

Previous applicants will be considered and need not re-apply.

Contact Officer: Robyn Major (02) 6207 0202 robyn.major@act.gov.au

#### **Shared Services**

#### **Finance Services**

#### **Financial Applications Support Team**

#### **Manager**

#### **Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 18753)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

An exciting opportunity exists for a motivated and well organised manager to manage the Financial Applications Support Team within Shared Services. The successful applicant will be required to provide complex systems administration support, undertake data retrieval and analyse and report on complex financial information. This position is directly responsible for managing upgrades and enhancements for the ACT government's financial and business applications.

Eligibility/Other Requirements: A working knowledge of Oracle E-Business Suite, Oracle Discoverer, Oracle Archiving, Systems administration, team management and project management skills will be highly regarded.

Note: Qualifications and security checks may be undertaken prior to employment.

Contact Officer: Elaine Temby (02) 6205 3810 elaine.temby@act.gov.au

#### **InTACT**

#### **Planning and Development**

#### **Infrastructure Services-Development and Test Environment**

#### **Development and Test Environment (DTE) Capacity Manager**

#### **Senior Information Technology Officer Grade C \$81,772-\$88,168, Canberra (PN: 15779)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Development and Test Environment (DTE) Capacity Manager tracks the capacity, allocation and performance of DTE services and ensures the provision of suitable and cost effective development and test environments for InTACT customers.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised technical IT discipline would be an advantage. Knowledge of the principles and practices of the Information Technology Infrastructure Library (ITIL) framework would be an advantage.

Contact Officer: Tulio Losanno (02) 6207 7290 tulio.losanno@act.gov.au

#### **InTACT**

#### **Operations**

#### **Service Support/Customer Support**

#### **Technical Team Manager**

#### **Senior Information Technology Officer Grade C \$81,772-\$88,168, Canberra (PN: 05099)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The successful applicant will be required to manage and provide technical leadership to a team of ICT staff responsible for providing technical and operational onsite support.

Eligibility/Other Requirements: Incumbents may be required to participate in or manage staff participating in an on-call arrangement that operates 24 hours, seven days a week. Incumbents may be required to manage staff providing onsite support across the ACT and must be willing to rotate between identical roles if required. A current driver's licence is highly desirable.

Contact Officer: Bob Parkes (02) 6207 5024 bob.parkes@act.gov.au

#### **Transport and Infrastructure**

#### **Roads ACT**

#### **Strategic Asset Management**

#### **Senior Road Asset Management Engineer**

#### **Senior Professional Officer Grade C \$81,772-\$88,168, Canberra (PN: 27715)**

Gazetted: 09 September 2010

Closing Date: 28 September 2010

Roads ACT is seeking a motivated suitably experienced road engineer to join the Strategic Asset Management team. The team is responsible for asset management of roads and associated infrastructure. You will assist with the development of asset management plans, service level and design standards, maintenance policies and contract management of road and bridge rehabilitation projects.

Eligibility/Other Requirements: Tertiary Qualifications - Civil Engineering with experience in Roads Industry.

Note: This position is being readvertised. Previous applicants will need to reapply to be considered for this vacancy.

Contact Officer: Karl Cloos (02) 6207 6871 karl.cloos@act.gov.au



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

**Corporate Support  
Governance**

**Security and Risk**

**Business Assurance Officer**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 12833)**

Gazetted: 10 September 2010

Closing Date: 24 September 2010

TAMS is seeking a Business Assurance Officer, this position is responsible for Business Continuity, Security and Emergency Management activities, including developing, maintaining or promoting a range of policies, processes and procedures. The position includes the role of the Agency Security Officer, and requires the incumbent to represent the Department at a variety of whole of government forums.

Eligibility/Other Requirements: This is a Designated Security Assessed Position and as such requires the successful applicant to hold or gain a national security clearance at SECRET level. Applicants may be appointed to the role pending a security clearance, but failure to gain a clearance will result in the appointment being terminated.

Note: This position is initially available as a temporary position until December 3010, with the possibility of extension and permanency from this process.

Contact Officer: John Brockelsby (02) 6205 0218 john.brockelsby@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**

**Forestry and Fire Management**

**Senior Fire Management Officer**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN:20117)**

Gazetted: 15 September 2010

Closing Date: 5 October 2010

Parks and Conservation (PC) is a branch within Land Management and Planning Division of the ACT Government's Department of Territory and Municipal Services (TAMS). The organisation is responsible for planning and management of ACT nature parks, reserves, forestry and Namadgi National Park. In addition to its land management functions, a key role of the organisation is to provide bushfire emergency support for the ACT Emergency Services Agency. The Forestry and Fire Management Section is seeking interest for a Senior Officer to assist with the delivery of the Bushfire Operations Plan and overall bushfire management in the ACT. The position answers to the Senior Fire Management Officer within the Forestry and Fire Management Section of Parks and Conservation.

Eligibility/Other Requirements: Relevant qualifications/experience in forestry, natural resources management or equivalent. Prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis. Prepared to wear a uniform. A current driver's licence. Able to meet the appropriate fire fighting fitness standards. (The ability to pass the National Fire Fitness Assessment at the Arduous level, which involves walking 4.8km in 45 minutes carrying a 20kg pack yearly).

Contact Officer: Ross Burden (02) 6027 5452 ross.burden@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**

**Forestry and Fire Management**

**Fire Management Crew Supervisor**

**General Service Officer Level 9 \$55,690-\$63,184, Canberra (PN:20108)**

Gazetted: 15 September 2010

Closing Date: 5 October 2010

Parks and Conservation (PC) is a branch within Land Management and Planning Division of the ACT Government's Department of Territory and Municipal Services (TAMS). The organisation is responsible for planning and management of ACT nature parks, reserves, forestry and Namadgi National Park. In addition to its land management functions, a key role of the organisation is to provide bushfire emergency support for the ACT Emergency Services Agency.

The Fire and Forestry Management Section is seeking interest for a General Services Officer to assist with the delivery of the Bushfire Operations Plan and overall bushfire management in the ACT. The position answers to a Fire Management Officer within the Forestry and Fire Section of Parks and Conservation.

Eligibility/Other Requirements: Relevant qualifications/experience in forestry, natural resources management or equivalent. Prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis. Prepared to wear a uniform. A current driver's licence. Able to meet the appropriate fire fighting fitness standards. (The ability to pass the National Fire Fitness Assessment at the Arduous level, which involves walking 4.8km in 45 minutes carrying a 20kg pack yearly).

Contact Officer: Ross Burden (02) 6027 5452 ross.burden@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  
Shopfront Services  
Operations Manager**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 04439)**

Gazetted: 14 September 2010

Closing Date: 21 September 2010

Expressions of interest are sought from highly motivated and suitably experienced individuals to fill the role of Operations Manager, Canberra Connect Shopfront Service. This position is responsible for the operations management of the Canberra Connect Shopfront Services. They will be required to be responsible for the contract and project management, resource coordination, implementation of new initiatives, quality assurance for business processes, procedures and reporting including management of the queuing system. The successful applicant will need to demonstrate a high level of written and oral communication skills including high level liaison and interpersonal skills; demonstrated ability to plan, prioritise, coordinate and manage workflows and have demonstrated leadership skills and an ability to work in a team environment working closely with the Manager, Canberra Connect Shopfront Services. It is also highly desirable that the successful candidate have knowledge of transport business systems including rego.act and the Receipting and Payment System (RAPS).

Eligibility/Other Requirements: 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.

Note: This is a temporary position available from 27 September 2010 to 21 August 2011 with the possibility of permanent filling from this process. Selection of the successful candidate may be based on written applications and referee reports.

Contact Officer: Ann Armstrong (02) 6205 0221 ann.armstrong@act.gov.au

**Land Management and Planning**

**Asset Acceptance**

**Asset Acceptance**

**Sub-Division Engineer**

**Senior Professional Officer Grade C \$81,772-\$88,168, Canberra (PN: 14177, several)**

Gazetted: 13 September 2010

Closing Date: 28 September 2010

The position is responsible for assisting the Senior Manager, Asset Acceptance and Managers for Subdivision, Affordable and Industrial Development and Commercial. Development with the day-to-day management of the acceptance process of infrastructure assets including roads, storm water, cycle paths, footpaths and public landscape works as well as the administrative duties within the Unit. The position reports to the Managers within Asset Acceptance. The position will be required to review, assess and provide high level advice on a wide range of development matters, submissions and applications for compliance against standards, codes and guidelines. The position will need to develop a strong understanding of the design standards of the Territory and ensure that these are complied with when assessing submissions or accepting development works. The position will also be required to visit construction sites both prior to, during and at handover stages.

Eligibility/Other Requirements: Degree in Civil Engineering and/or tertiary qualifications. People with other qualifications and demonstrated relevant significant experience also will be considered. Current driver's licence.

Note: This position is temporary for a fixed period up to four years.

Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@act.gov

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.

**InTACT**

**Operations**

**ICT Government Services - ICT JACS-Court**

**Courts AS400 ICT Programming Officer**

**Information Technology Officer Class 2 \$64,583-\$74,188, Canberra (PN: 14651)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

Provide operational ICT Support to Courts and specifically in relation to programming tasks on the AS400 system in Report Program Generator (RPG) to provide total solutions to the agency as part of InTACT support infrastructure.

Contact Officer: David Hay (02) 6205 3336 david.hay@act.gov.au

**Transport and Infrastructure**

**Transport Regulation**

**Dickson Test Station**

**Manager, Test Station**

**Technical Officer Level 4 \$64,583-\$74,188, Canberra (PN: 02424)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

Manage the day to day operations of the Dickson Motor Vehicle Registry inspection station. Provide leadership, training, advice and support to vehicle inspectors and technical officers. Provide technical advice to customers and engineers.

Liaise with staff from various other agencies to ensure standards and practices remain current.

Eligibility/Other Requirements: An Associate Diploma in Mechanical Engineering or comparable qualification or relevant experience and training would be highly regarded.

Contact Officer: Maz Benn-Clibborn (02) 6207 5238 maz.benn-clibborn@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**

**ACT NOWaste**

**Contracts Inspector**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 20063)**

Gazetted: 09 September 2010

Closing Date: 28 September 2010

The contracts supervisor will be tasked with the inspection of a range of waste related contracts.

Eligibility/Other Requirements: Current Driver's Licence.

Note: This position is temporary for the period asap until 30 June 2011 with the possibility of extension.

Contact Officer: Graham Mannall (02) 6207 6356 graham.mannall@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**

**Asset Acceptance**

**Asset Acceptance**

**Project Officer Landscape**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 29589)**

Gazetted: 13 September 2010

Closing Date: 28 September 2010

The position is responsible for assisting the Senior Manager, Asset Acceptance and Managers for Subdivision, Affordable and Industrial Development and Commercial. Development with the day-to-day management of the acceptance process of infrastructure assets including roads, storm water, cycle paths, footpaths and public landscape works as well as the administrative duties within the Unit. The position works under the supervision of Manager Affordable and Industrial Development on matters related to approval of the Development Applications, development submissions a primary focus on assessing hard and soft landscape works for compliance. The challenges faced by the position are primarily to assess submissions and deliver optimal value-added acceptance outcomes for new or amended infrastructure assets in accordance with Design Standards for Urban Infrastructure, Standard Specification for Urban Infrastructure and other relevant Codes and Standards.

Eligibility/Other Requirements: A tertiary qualification in Landscape Architecture, Horticulture or related discipline and/or extensive experience and knowledge relevant to the position. Current driver's licence.

Note: This position is temporary for a fixed period up to four years.

Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@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**

**Conservation Planning and Research**

**Fire Ecology Project Officer**

**Professional Officer Class 2 \$64,583-\$74,188, Canberra (PN: 17705)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

This position will provide on-going support and management of the Land Management and Planning Division fire research and monitoring programs. This will include supporting the ecological management of the Divisions Bushfire Operational Plan including on-ground activities and working with staff on the mitigation of possible environmental impacts. Work will include assisting in the analysis and preparation of data and written material, including reports, information papers and correspondence; and organising an active information and research strategy of fire science in the Division. Preference will be given to applicants with experience in and understanding of fire in the Australian landscape, project implementation and design, terrestrial ecology, and stakeholder consultation. More information is available in the position description.

Eligibility/Other Requirements: A current manual driver's licence. A willingness to participate in fire suppression and fire training (including a fitness test). Willingness to work in remote locations, out of hours and in adverse weather conditions and the ability to work independently in the field.

Note: This is a temporary position for a period of two years with the possibility of an extension.

Contact Officer: Margaret Kitchin (02) 6207 7623 margaret.kitchin@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**

**ACT NOWaste**

**Research, Data Management and Auditing Officer**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 00332)**

Gazetted: 14 September 2010

Closing Date: 28 September 2010

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

Eligibility/Other Requirements: Current driver's licence.

Note: This position is temporary available ASAP to 30 June 2012.

Contact Officer: Jo Clay (02) 6205 5341 joanne.clay@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**

**Forestry and Fire Management**

**Fire Management Crew Leader**

**General Service Officer Level 7 \$47,429-\$50,194, Canberra (PN:20111, several)**

Gazetted: 15 September 2010

Closing Date: 5 October 2010

Parks and Conservation (PC) is a branch within Land Management and Planning Division of the ACT Government's Department of Territory and Municipal Services (TAMS). The organisation is responsible for planning and management of ACT nature parks, reserves, forestry and Namadgi National Park. In addition to its land management functions, a key role of the organisation is to provide bushfire emergency support for the ACT Emergency Services Agency.

The Forestry and Fire Management Section is seeking interest for a General Services Officers to assist with the delivery of the Bushfire Operations Plan and overall bushfire management in the ACT. The position answers to the Senior Fire Management Officer within the Forestry and Fire Section of Parks and Conservation.

Eligibility/Other Requirements: Relevant qualifications/experience in forestry, natural resources management or equivalent. Prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis. Prepared to wear a uniform. A current driver's licence. Able to meet the appropriate fire fighting fitness standards. (The ability to pass the National Fire Fitness Assessment at the Arduous level, which involves walking 4.8km in 45 minutes carrying a 20kg pack yearly).

Contact Officer: Ross Burden (02) 6027 5452 ross.burden@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**

**Forestry and Fire Management**

**Fire Management Crew**

**General Service Officer Level 5/6 \$41,573-\$45,943, Canberra (PN:20121, several)**

Gazetted: 15 September 2010

Closing Date: 5 October 2010

Parks and Conservation (PC) is a branch within Land Management and Planning Division of the ACT Government's Department of Territory and Municipal Services (TAMS). The organisation is responsible for planning and management of ACT nature parks, reserves, forestry and Namadgi National Park. In addition to its land management functions, a key role of the organisation is to provide bushfire emergency support for the ACT Emergency Services Agency. The Forestry and Fire Management Section is seeking interest for General Services Officers to assist with the delivery of the Bushfire Operations Plan and overall bushfire management in the ACT. The position answers to the Fire Management Crew Supervisor within the Forestry and Fire Section of Parks and Conservation.

Eligibility/Other Requirements: Relevant qualifications/experience in forestry, natural resources management or equivalent. Prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis. Prepared to wear a uniform. A current driver's licence. Able to meet the appropriate fire fighting fitness standards. (The ability to pass the National Fire Fitness Assessment at the Arduous level, which involves walking 4.8km in 45 minutes carrying a 20kg pack yearly).

Contact Officer: Ross Burden (02) 6027 5452 ross.burden@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**

**Forestry and Fire Management**

**Fire Management Officer**

**Technical Officer Level 4 \$64,583-\$74,188, Canberra (PN: 30404, several)**

Gazette Date: 15 September 2010

Closing Date: 05 October 2010

Parks and Conservation (PC) is a branch within Land Management and Planning Division of the ACT Government's Department of Territory and Municipal Services (TAMS). The organisation is responsible for planning and management of ACT nature parks, reserves, forestry and Namadgi National Park. In addition to its land management functions, a key role of the organisation is to provide bushfire emergency support for the ACT Emergency Services Agency. The Fire and Forestry Management Section is seeking interest for a Technical Officer to assist with the delivery of the Bushfire Operations Plan and overall bushfire management in the ACT. The position answers to the Senior Fire Management Officer within the Fire, Forestry and Roads Section of Parks and Conservation.

Eligibility/Other Requirements: Relevant qualifications/experience in forestry, natural resources management or equivalent. Prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis. Prepared to wear a uniform. A current driver's licence. Able to meet the appropriate fire fighting fitness standards. (The

ability to pass the National Fire Fitness Assessment at the Arduous level, which involves walking 4.8km in 45 minutes carrying a 20kg pack yearly).

Contact Officer: Ross Burden (02) 6207 5452 ross.burden@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 Division**

##### **City Services**

##### **Open Space Planning**

##### **Urban Forest Policy and Planning**

##### **Technical Officer Level 4 \$64,583-\$74,188, Canberra (PN: 17872)**

Gazetted: 13 September 2010

Closing Date: 28 September 2010

Assist and advise in the development of the Government's tree management and tree protection policies. Facilitate advice (expert and community) and prepare relevant reports with respect to the renewal of Canberra's urban forest. Open space planning and work order coordination.

Eligibility/Other Requirements: Demonstrated analytical and problem solving skills with a capacity to manage complex tasks and a sound understanding of environmental and sustainability issues. Tertiary qualifications in a discipline related to environmental sustainability are highly desirable. A current driver's licence is essential.

Note: This is a temporary position available for a period of 12 months. Selection may be based upon application and referee reports only.

Contact Officer: Fleur Flanery (02) 6205 5263 fleur.flanery@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**

##### **Marketing and Business Development**

##### **Sales Coordinator**

##### **Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 55417)**

Gazetted: 15 September 2010

Closing Date: 29 September 2010

The Exhibition Park Corporation is seeking a suitably experienced Sales Coordinator to join the Marketing and Business Development Team. The successful applicant will have demonstrated high level skills in sales and business development. Reporting to the Marketing and Business Development Manager, the Sales Coordinator is tasked with attracting new clients and business to Exhibition Park in Canberra (EPIC) from within and outside the ACT. The Sales Coordinator will be required to develop and meet targets in conjunction with the sales and marketing strategy.

Eligibility/Other Requirements: Two to three years experience in a similar role with a demonstrated track record of achievement in sales and/or hospitality.

Note: Two written referees are to be provided with application.

Contact Officer: Sally Pulford (02) 6241 3022 sally@epic.act.gov.au

#### **Corporate Support**

##### **Human Resources**

##### **Reporting and Coordination Team**

##### **Human Resources Advisor**

##### **Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 17963)**

Gazetted: 15 September 2010

Closing Date: 17 September 2010

Suitably qualified persons are invited to submit expressions of interest for the position of Human Resource Advisor. This position, situated within the Corporate Support Division, Human Resources Branch, Territory and Municipal Services (TAMS), is responsible for providing coordination and communication activities, including reporting, liaison and relationship development with the Departmental Divisions and ACT Government.

Note: This is a temporary vacancy for the period 23 October 2010 to 21 October 2011. 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.

Contact Officer: Melina Gannon (02) 6205 9977 melina.gannon@act.gov.au

#### **Shared Services**

##### **Executive**

##### **Executive Assistant**

##### **Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 04437)**

Gazetted: 15 September 2010

Closing Date: 22 September 2010

Shared Services is seeking an experienced and highly organised person to provide coordination and administrative support to the Executive Director. The Executive Assistant provides a range of administrative support services to the Executive Director including the day to day coordination of meetings, correspondence, diary management, reports etc. The successful applicant will have an ability to manage sensitive and confidential issues along with the drive and initiative to develop and maintain efficient administrative processes.

Contact Officer: Daren Stinson (02) 620 78786 daren.stinson@act.gov.au

**Transport and Infrastructure**

**Transport Regulation**

**Road User Services**

**Driving Examiner**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 21818)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

Under general direction, conduct practical C class driving assessments and record results in accordance with standards approved by the ACT Road Transport Authority. Provide feedback to clients on the results of assessments. Prepare and maintain reports including the recording of results on an online database.

Eligibility/Other Requirements: Full C Class driver licence.

Contact Officer: Brett Swale (02) 6207 7077 brett.swale@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 Division**

**Transport Regulation**

**Road User Services**

**Business Support and Training Officer**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 20006)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

The Business Support and Training Officer works in a small team responsible for facilitating Road Transport Authority (RTA) training programs, developing RTA procedures and operating the rego.act Helpdesk. The successful applicant will have well developed communication skills and demonstrated experience in providing high level customer service in a regulatory environment. You will have an understanding of adult learning principles and practices and the ability to present face-to-face training programs. You will also have the ability to work with computer systems and provide advice and assistance to rego.act users through a systems helpdesk.

Note: Selection may be based on application and referee reports only.

Contact Officer: Geoff Davidson (02) 6207 7195

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 & Planning**

**Yarralumla Nursery**

**Finance & Administration**

**Finance & Administration Officer**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 14634)**

Gazetted: 15 September 2010

Closing Date: 29 September 2010

Yarralumla Nursery is the largest production nursery in the Southern Tablelands. We are currently seeking applications for the position of Finance and Administration Officer. The successful applicant will be required to possess excellent time management skills and be able to work under limited supervision. Duties include being responsible for the processing of accounts payable and receivable, maintaining customer accounts, personnel, and assisting in preparation of financial and budgetary reports.

Eligibility/Other Requirements: Considerable experience in the use of MYOB, Excel and other relevant software packages is highly desirable.

Note: Applicant will be ranked according to order of merit which may be used to fill any future vacancies within a twelve month period.

Contact Officer: Jennifer Everett (02) 6207 2453 jennifer.everett@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 Division**

**Licensing and Compliance Branch**

**Domestic Animal Services**

**DAS Ranger**

**Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 17768)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

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) Rangers deal 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 ranger 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, safety of visitors to the DAS facility, on road patrolling and investigations of offences reported primarily under the *Domestic Animals Act 2000*. Rangers are also required to provide

administrative support to the Deputy Registrar, Senior Rangers and participate in training activities. DAS provides its services to the Canberra Community 24 hours a day 365 days a year.

Eligibility/Other Requirements: Must be prepared to wear a uniform as required, ability to work a rotating 3 day roster, work overtime and be on-call as required. Must have a current, non-restricted driver's licence, maintain the physical ability to walk extensively, lift large dogs into a vehicle and undertake other manual tasks including cleaning patrol vehicles and animal shelters. Desirable: Certificate IV in Government (Investigation) or a willingness to obtain within 12 months of employment and demonstrated experience in operations of an animal care facility, as well as experience working in a regulatory/compliance area.

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

Contact Officer: Peter Dinan (02) 6207 2369 (enter Contact Officer email)

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**

##### **Road User Services**

##### **Licence and Registration Officer**

##### **Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 01913)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

This position is responsible for gathering information to assist delegates to decide on applications for restricted licences made by individuals convicted of driving under the influence and underage licences, and also manage the public vehicle driver police character check process. The officer assists RTA delegates with preparation of correspondence, liaison with drivers and managing the licence disqualification process.

Contact Officer: Diana Sollazzo (02) 6207 7063 diana.sollazzo@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.

#### **InTACT**

##### **Planning and Development**

##### **Infrastructure Service**

##### **Data Centre Operator**

##### **Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 14379)**

Gazetted: 13 September 2010

Closing Date: 27 September 2010

InTACT are seeking an appropriately skilled and experienced person to join the Facilities Operations team as a Data Operator. The successful applicant will be required to assist in the management of the media database and media rotations and undertake activities associated with Backup and Recovery procedures.

Eligibility/Other Requirements: The occupant of this position is required to participate in an on-call arrangement that operates 24 hours per day, 7 days a week. Experience in the use of the following software applications would be advantageous, but not essential: EMC/Legato Networker 7.x Hewlett Packard DataProtector 5.x.

Contact Officer: Ash Rutledge (02) 6207 5293 ash.rutledge@act.gov.au

#### **Territory Services Division**

##### **Sport and Recreation Services**

##### **ACT Academy of Sport**

##### **Strength and Conditioning Coach**

##### **Professional Officer Class 1 \$45,038-\$63,184, Canberra (PN: 15088, several)**

Gazetted: 10 September 2010

Closing Date: 24 September 2010

To provide Strength and Conditioning services to specified Australian Capital Territory Academy of Sport athletes and sports programs, liaise with key stakeholders to ensure a multidisciplinary approach to the development of athletes; ensure best practise delivery models are in place and maintained.

Eligibility/Other Requirements: Undergraduate qualification in a sports related subject. 2 years coaching experience within a high performance sport environment. Level 2 ASCA Accreditation (or equivalent).

Note: Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application.

Contact Officer: Phil Moreland (02) 6207 4404 phil.moreland@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**

##### **Community and Visitor Programs**

##### **Caring for Country Trainee**

##### **Administrative Services Officer Class 2 \$42,233-\$46,832, Canberra (PN: 16013, several)**

Gazetted: 14 September 2010

Closing Date: 28 September 2010

Parks and Conservation in the Department of Territory and Municipal Services are seeking applications from Aboriginal and Torres Strait Peoples interested in joining the Parks and Conservation Caring for Country Traineeship. Two trainees

will be recruited to the two year program to study Certificate 3 in Conservation and Land Management, and rotate through a number of work areas to develop cultural interpretation, natural resource and land management skills. Applicants need to have good communication skills and the ability to work well as a part of a team, be self-motivated, and have an understanding and interest in promoting cultural heritage and natural resource management. Initial employment will be on a temporary fixed term basis. Permanent employment will be offered on the successful completion of the traineeship. Eligibility/Other Requirements: Evidence of Aboriginality or Torres Strait Peoples descent. Current driver's licence at commencement of employment

Note: This is an Aboriginal and Torres Strait Peoples identified position. It is a genuine occupational requirement that this position be filled by an Aboriginal or Torres Strait person. Applications which do not address the selection criteria will not be considered. You are encouraged to contact the Indigenous recruitment service Habitat Personnel on (02) 6285 2422 for assistance compiling your application and addressing the selection criteria.

Contact Officer: Deb Melaluca (02) 6207 5525 deb.melaluca@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, Conservation and Lands  
Tidbinbilla Nature Reserves**

**General Manager**

**Senior Officer Grade A \$112,211, Canberra (PN: 12592)**

Gazetted: 09 September 2010

Closing Date: 23 September 2010

We are seeking an experienced General Manager to lead and manage Tidbinbilla Nature Reserve/Birrigai Outdoor School combined sites with a strong background in leading and managing a complex enterprise in a parks environment.

Tidbinbilla Nature Reserve and Birrigai Outdoor School are two adjacent ACT Government properties jointly managed to deliver unique learning experiences, ecotourism, and effective management of natural and cultural values. You will ideally possess extensive experience in the management of parks and the planning and delivery of educational programs, with understanding of managing high visitation tourism/recreation sites. You will also possess well developed communication skills and be able to demonstrate a strong team approach, being a member of the Parks and Conservation Senior Management Team.

Eligibility/Other Requirements: Experience in development of innovative learning experiences and managing wildlife programs would be valuable. Current driver's licence.

Note: An attractive remuneration package is available to the successful applicant. Selection may be based upon application and referee reports only.

Contact Officer: Fay Steward (02) 6207 6399 fay.steward@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 Development Agency**

**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](mailto:jobs@act.gov.au)**

**Executive Unit**

**Executive Officer**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 11194)**

Gazetted: 14 September 2010

Closing Date: 28 September 2010

This position coordinates a range of support functions relevant to the activities of the Land Development Agency (LDA).

You will require highly-developed communication and interpersonal skills and have experience in the preparation and coordination of simple and complex briefings, correspondence, article, speeches and presentations, Legislative Assembly business (QON, QTB, Ministerials etc) and the ability to review material prepared by agency staff for the Chief Executive Officer, the LDA Board and the Chief Minister.

Note: This is a temporary position available until 7 October 2011 with the possibility of extension.

Contact Officer: Annette Wright (02) 6207 8263 annette.wright@act.gov.au

**ACT Health**

**Senior Specialist, \$185,984**

Lisa Zuccherelli: 813-16911, Section 68(1), 5 July 2010

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

Marta Kot: 822-93184, Section 68(1), 19 July 2010

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

Marni Austin: 780-56880, Section 68(1), 21 August 2010



**Health Professional Level 2 \$49,557-\$68,740**

Elizabeth Cole 827-82201, Section 68(1), 2 September 2010

**Enrolled Nurse Level 1 \$45,683-\$48,967**

Tracey Gainey 828-65728, Section 68(1), 27 September 2010

**Registered Nurse Level 2 \$71,180-\$75,582**

Jody Hook 825-49012, Section 68(1), 28 September 2010

**Registered Nurse Level 1 \$50,607-\$68,382**

Colleen Kirkwood 828-65824, Section 68(1), 16 September 2010

**Registered Nurse Level 1 \$50,607-\$68,382**

Jane Maddison 827-23236, Section 68(1), 6 September 2010

**Registered Nurse Level 2 \$71,180-\$75,582**

Archana Sharma 827-81428, Section 68(1), 16 September 2010

**Enrolled Nurse Level 1 \$45,683-\$48,967**

Kylie Simons 827-22305, Section 68(1), 6 September 2010

**Health Professional Level 1 \$46,356-\$59,584**

Cindy Steele 827-23156, Section 68(1), 30 August 2010

**Health Service Officer Level 3 \$38,397-\$39,776**

Stephen Walker 828-66691, Section 68(1), 10 September 2010

**Health Professional Level 2 \$49,557-\$68,740**

Nicholas West 828-65445, Section 68(1), 2 September 2010

Calvary Health Care ACT (Public)

**Registered Nurse Level 1 \$50,607 - \$68,382**

Eva Glasson, Section 68(1), 6 September 2010

**Registered Nurse Level 1 \$50,607-\$68,382**

Kym Perrett Section 68(1), 4 October 2010

Canberra Institute of Technology

**Technical Officer Level 3 \$55,690-\$63,184**

Michaela Popham 821-00135, Section 68(1), 8 September 2010

Chief Minister's Department

**Administrative Services Officer Class 6 \$64,583-\$74,188**

Jasmine Foxlee 821-18052, Section 68(1), 7 September 2010

Department of Justice and Community Safety

**Correctional Officer Grade 1 \$48,650-\$58,380**

Warrick Manning 821-17172, Section 68(1), 13 September 2010

Department of Territory and Municipal Services

**Information Technology Officer Class 1 \$51,916-\$59,360**

Kelly Chesterfield 820-72429, Section 68(1), 9 September 2010

**Administrative Services Officer Class 4 \$53,616-\$58,213**

Jennifer Cutler 827-22065, Section 68(1), 21 September 2010

**Senior Officer Grade C \$81,772-\$88,168**

Karen Jabbour 799-94377, Section 68(1), 16 September 2010

**Administrative Services Officer Class 4 \$53,616-\$58,213**

Dean Janssen 821-08321, Section 68(1), 7 September 2010

**Administrative Services Officer Class 4 \$53,616-\$58,213**

Paul Janssen 820-99189, Section 68(1), 7 September 2010

**Administrative Services Officer Class 5 \$59,800-\$63,409**

Joanest To 827-22559, Section 68(1), 20 September 2010

**TRANSFERS**

**ACT Planning and Land Authority**

**Ben Green: 772-38033**

From: Senior Officer Grade C \$81,772-\$88,168

ACT Planning and Land Authority

To: Senior Officer Grade C \$81,772-\$88,168

ACT Planning and Land Authority, Canberra (PN. 19535) (Gazetted 8 July 2010)

**Department of Disability, Housing and Community Services**

**Jenny McKee: 786-87519**

From: Administrative Services Officer Class 4 \$53,616-\$58,213

Department of Disability, Housing and Community Services

To: Administrative Services Officer Class 4 \$53,616-\$58,213

Department of Disability, Housing and Community Services, Canberra (PN. 12011) (Gazetted 17 June 2010)

**Department of Education and Training**

**Margaret Sharon Hayes: 744-96483**

From: School Leader C \$90,412

Department of Education and Training

To: School Leader C \$90,412

Department of Education and Training, Canberra (PN. 02630) (Gazetted 29 July 2010)

**Sharron Margaret Rose: 033-35439**

From: School Leader C \$90,412

Department of Education and Training

To: School Leader C \$90,412

Department of Education and Training, Canberra (PN. 02561) (Gazetted 29 July 2010)

**PROMOTIONS**

**ACT Health**

**Aged Care and Rehabilitation**

**Aged Care and Rehabilitation Administration**

**Laureen Blyton: 771-95846**

From: Administrative Services Officer Class 3 \$48,103-\$51,916

ACT Health

To: Administrative Services Officer Class 4 \$53,616-\$58,213

ACT Health, Canberra (PN. 13593) (Gazetted 22 July 2010)

**Mental Health ACT**

**Adult Community and Older Persons**

**Helen Braun: 772-01935**

From: Registered Nurse Level 3.1 \$81,816-\$85,182

ACT Health

To: †Health Professional Level 4 \$81,772-\$88,168

ACT Health, Canberra (PN. 25275) (Gazetted 10 June 2010)

**Mental Health ACT**

**Adult Community and Older Persons**

**Dannielle Caldwell: 825-47009**

From: Registered Nurse Level 2 \$71,180-\$75,582

ACT Health

To: †Health Professional Level 4 \$81,772-\$88,168

ACT Health, Canberra (PN. 25956) (Gazetted 10 June 2010)

**Aged Care and Rehabilitation Service**

**Community Based**

**Nigel Freeman: 820-70415**

From: Health Professional Level 1 \$46,356-\$59,584

ACT Health

To: Health Professional Level 2 \$49,557-\$68,740  
ACT Health, Canberra (PN. 19775)  
Promotion to non advertised position under section 178.5 ACT Health Clerical, Health Professional, Technical, Health Service Officer's Union Collective Agreement 2007-2010.

**Policy**

**Aboriginal and Torres Strait Islander Health Staff**

**Yvonne Mills: 820-82774**

From: Administrative Services Officer Class 6 \$64,583-\$74,188  
ACT Health  
To: †Senior Officer Grade C \$81,772-\$88,168  
ACT Health, Canberra (PN. 02753) (Gazetted 26 August 2010)

**The Canberra Hospital**

**Surgical SMT**

**Oonagh Rutledge: 789-43324**

From: Administrative Services Officer Class 3 \$48,103-\$51,916  
ACT Health  
To: Administrative Services Officer Class 4 \$53,616-\$58,213  
ACT Health, Canberra (PN. 19432) (Gazetted 24 June 2010)

**Aged Care and Rehabilitation**

**Rebecca Wells: 762-84513**

From: Administrative Services Officer Class 2 \$42,233-\$46,832  
ACT Health  
To: Administrative Services Officer Class 3 \$48,103-\$51,916  
ACT Health, Canberra (PN. P15197) (Gazetted 29 April 2010)

**ACT Planning and Land Authority**

**Development Services**

**Development Assessment**

**Aaron David Matthew Oshyer: 705-34112**

From: Senior Officer Grade B \$96,618-\$108,766  
ACT Planning and Land Authority  
To: †Senior Officer Grade A \$112,211  
ACT Planning and Land Authority, Canberra (PN. 14998) (Gazetted 10 June 2010)

**Nursing**

**Clare Holland House**

**Rachel Bilton-Simek**

From: Registered Nurse Level 2 \$71,180-\$75,582  
Home Based Palliative Care  
To: Registered Nurse Level 3 \$81,816-\$92,492  
Clare Holland House, Canberra (PN. 8467)

**Canberra Institute of Technology**

**Centres**

**Marketing and National Positioning Centre**

**Jyothi Jayaram: 767-73413**

From: Administrative Services Officer Class 6 \$64,583-\$74,188  
Canberra Institute of Technology  
To: †Senior Officer Grade C \$81,772-\$88,168  
Canberra Institute of Technology, Canberra (PN. 19663) (Gazetted 5 August 2010)

**Chief Minister's Department**

**Policy Division**

**Cabinet and Intergovernmental Relations**

**Intergovernmental Relations**

**Audrey Aquilina: 817-51737**

From: Administrative Services Officer Class 6 \$64,583-\$74,188  
Department of Justice and Community Safety  
To: †Senior Officer Grade B \$96,618-\$108,766  
Chief Minister's Department, Canberra (PN. 10899) (Gazetted 8 July 2010)

**Policy Division**

**Cabinet and Intergovernmental Relations**

**Machinery of Government**

**Jonathan Caldwell: 788-13087**

From: EL1 \$89,493-\$99,462

Office of National Assessments

To: †Senior Officer Grade A \$112,211

Chief Minister's Department, Canberra (PN. 04828) (Gazetted 17 June 2010)

**Business and Industry Development**

**Lena Desyatnykova: 788-61142**

From: Administrative Services Officer Class 5 \$59,800-\$63,409

Chief Minister's Department

To: Administrative Services Officer Class 6 \$64,583-\$74,188

Chief Minister's Department, Canberra (PN. 16061) (Gazetted 15 July 2010)

**Department of Disability, Housing and Community Services**

**Child, Youth and Family Support**

**Emily Bayles: 821-14270**

From: Indigenous Trainee \$37,316-\$41,241

Department of Disability, Housing and Community Services

To: Administrative Services Officer Class 2 \$42,233-\$46,832

Department of Disability, Housing and Community Services, Canberra (PN. 19859)

This promotion is to a non-advertised vacancy and is non-appealable.

**Policy and Organisational Services**

**Governance, Advocacy and Community Policy**

**Strategic Policy**

**Rowan Ford: 033-35877**

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: †Senior Officer Grade C \$81,772-\$88,168

Department of Disability, Housing and Community Services, Canberra (PN. 56048) (Gazetted 22 July 2010)

**Department of Education and Training**

**School Improvement**

**North/Gungahlin Network**

**Gungahlin College**

**Craig Edwards: 716-05074**

From: School Leader C \$90,412

Department of Education and Training

To: †School Leader B \$96,628

Department of Education and Training, Canberra (PN. 19522) (Gazetted 22 July 2010)

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**

**Hawker Primary School**

**Kate Greeney: 749-27079**

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: †School Leader C \$90,412

Department of Education and Training, Canberra (PN. 03635) (Gazetted 3 June 2010)

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 Land and Property Services**

**Executive Support**

**Yuka Pirani: 789-36650**

From: Administrative Services Officer Class 5 \$59,800-\$63,409

Department of Land and Property Services

To: †Senior Officer Grade C \$81,772-\$88,168

Department of Land and Property Services, Canberra (PN. 18593) (Gazetted 5 August 2010)

**Department of Territory and Municipal Services**

**Environment and Recreation  
Sport and Recreation Services  
Sports Facilities Management  
Anthony Binetti: 775-24064**

From: General Service Officer Level 5/6 \$41,573-\$45,943

Department of Territory and Municipal Services

To: †General Service Officer Level 7 \$47,429-\$50,194

Department of Territory and Municipal Services, Canberra (PN. 16532) (Gazetted 15 January 2009)

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

**Environment and Recreation  
Sport and Recreation Services  
Sports Facilities Management  
Daryl Murphy: 734-56551**

From: General Service Officer Level 5/6 \$41,573-\$45,943

Department of Territory and Municipal Services

To: †General Service Officer Level 7 \$47,429-\$50,194

Department of Territory and Municipal Services, Canberra (PN. 16533) (Gazetted 15 January 2009)

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.

**InTACT  
Operations  
Government ICT-ESA ICT Support  
Melissa Watson: 755-81575**

From: Senior Information Technology Officer Grade C \$81,772-\$88,168

Department of Territory and Municipal Services

To: †Senior Information Technology Officer Grade C \$81,772-\$88,168

Department of Territory and Municipal Services, Canberra (PN. 09730) (Gazetted 15 July 2010)