



ACT Government Gazette

Gazetted Notices for the week beginning 24 November 2011

**Chief Minister and Cabinet Directorate
Community Services Directorate**

Variation - Transfer

Leanne Power – Director, Disability ACT (E567) to Director, Quality and Systems, Office for Children, Youth and Family Support (E390) Section 80A(1)(a) of the Public Sector Management Act 1994

VACANCIES

Canberra Institute of Technology

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

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

Centres

Student Services Hub

Counselling and Equity

Student Counsellor (Psychologist/Social Worker)

Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 54347, several)

Gazetted: 28 November 2011

Closing Date: 13 December 2011

Enthusiastic and energetic student counsellor(s) required for the Canberra Institute of Technology. Work as part of a supportive counselling team to assist our students on their pathways to successful course completion.

Eligibility/Other Requirements: Tertiary qualification in Psychology/Social work. For Psychologists: Registration with the Australian Health Practitioner Regulation Agency (Psychology Board of Australia) for Social Workers: Eligibility for membership of the AASW.

Note: This position is for temporary filling till December 2012 with a view to permanency.

Contact Officer: Christina Esser (02) 6207 3289 christina.esser@cit.edu.au

Chief Minister and Cabinet

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

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

Culture and Communications

Chief Minister's Support and Protocol

Chief Minister's Functions Coordinator

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 42084)

Gazetted: 28 November 2011

Closing Date: 13 December 2011

The Chief Minister's Functions Coordinator is responsible for managing and coordinating high level functions and events hosted by the Chief Minister, including associated budget management. The occupant also coordinates and manages function and meeting briefs for the Chief Minister's Office, including liaison with ministerial staff and ACT Government officials. Other responsibilities include preparing briefings and correspondence, and managing and maintaining the official gifts register, stores and associated records.

Contact Officer: Chris Wilson (02) 6205 0192 chris.wilson@act.gov.au

Community Services

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

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

Housing and Community Services

Housing ACT

Director Housing ACT

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E315)

Gazetted: 24 November 2011

Closing Date: 8 December 2011

The Director, Housing ACT is responsible for providing strategic leadership, managing human and financial resources and providing direction to staff. The position occupant reports directly to the Executive Director, Housing and Community

Services and exercises statutory delegations for the Commissioner for Social Housing. The Director provides strategic policy advice and support to the Director-General and the Senior Executive Team on the provision of housing assistance for applicants for social housing as well as tenants; and the policy, service delivery and legislative frameworks governing the provision of social housing and homelessness.

Eligibility/Other Requirements: The successful candidate should be able to demonstrate leadership, highly developed strategic capability, policy development and inter-governmental relations. They should also have experience in dealing with policy, financial and people management issues. Experience in government, the wider community and business would be highly regarded.

Note: The successful applicant will be engaged under a performance based contract for up to two years with an attractive remuneration package ranging from \$195,141 to \$206,068 depending on current superannuation arrangements, including a cash component of \$156,093.

Contact Officer: Sue McInnes (02) 6207 1396 sue.mcinnnes@act.gov.au

**Disability ACT
Policy, Planning and Sector Development
Manager**

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 24205)

Gazetted: 24 November 2011

Closing Date: 1 December 2011

This position is responsible for the provision of high-level advice to the Disability ACT Executive in relation to key policy, planning, intergovernmental and intra-governmental reform and community engagement in relation to issues that affect the lives of people with disability and the families who care for them and for ensuring that the Policy and Planning Team delivers on its workplan. The position incumbent will be 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: Sarah King (02) 6205 0889 sarah.king@act.gov.au

**Policy and Organisational Services
artsACT**

Public Art and Infrastructure Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 20337)

Gazetted: 30 November 2011

Closing Date: 22 December 2011

Lead and manage the planning, delivery and ongoing management including staffing of all capital works, arts facilities matters and public art for artsACT. Provide high level advice, expertise and policy development on capital works, arts facilities and public art. Manage the development, delivery and implementation of capital works and repairs and maintenance projects, including the management of procurement processes in a government context, and public art. Represent artsACT and the ACT Government at meetings and events, undertake negotiations and coordination across the Directorate, government, arts sector and broader community, and in relevant national fora.

Eligibility/Other Requirements: Qualifications and experience in design, landscape architecture or related fields within the government sector is desirable. Demonstrated experience in project management would be an advantage.

Contact Officer: Franco Frino (02) 6205 0751 franco.frino@act.gov.au

**Therapy ACT
School Age South Team
Psychologist**

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

Gazetted: 30 November 2011

Closing Date: 14 December 2011

Therapy ACT seeks experienced Health Professionals to join their dynamic team. Successful applicants will work with a multidisciplinary age based team and be part of a progressive group of psychologists. Duties include assessing, planning, implementing and evaluating individual and group programs for children with delays in development and people with a developmental disability in collaboration with clients, families and relevant stakeholders. Additional duties include, advising, training and supervising HP1 and HP2 psychologists and students on clinical placement.

Eligibility/Other Requirements: Must have unconditional registration or be eligible for unconditional registration as a Psychologist. Current driver's licence essential.

Note: Two positions are available: one permanent part-time position available from January 2012; one temporary position available from 1/02/2012-1/2/2013 at either full-time or part-time hours.

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

**Policy and Organisational Services
Finance and Budget
Management Accountant
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 27055, several)**

Gazetted: 24 November 2011
Closing Date: 8 December 2011

Applications are sought to fill the position of Management Accountant in the Community Services Directorate. This position is part of the Finance and Budgets team and is responsible for assisting in the preparation of the Directorate's annual budget; costing and analysis; developing internal budgets; coordinating the preparation of monthly management reports and performance reports. Interested applicants should address the selection criteria, include a curriculum vitae and the contact details of two referees. Short listing and selection may be based on application only.

Eligibility/Other Requirements: Accounting qualifications or progress towards accounting degree is highly desirable.
Contact Officer: Danny O'Mara (02) 6205 5273 danny.omara@act.gov.au

Housing and Community Services

Housing ACT

Gateway Services

Housing Asset Assistance Program Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 03466)

Gazetted: 28 November 2011
Closing Date: 13 December 2011

The Housing Asset Assistance Program Officer is responsible for managing a portfolio of housing tenancies held by community agencies and ACT Government Directorates, and for providing advice and support to these agencies to assist them in management of the properties and tenancies. The successful applicant must have well developed oral and written communication skills including the ability to build relationships, liaise and negotiate with community and government services and colleagues and analytical, problem solving and research skills of a high order.

Eligibility/Other Requirements: Experience in using a range of IT business and office applications and a current driver's licence.

Contact Officer: Louise Griffiths (02) 6207 2376 louise.griffiths@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.

Therapy ACT

School Age North Team

Psychologist

Health Professional Level 1/2 \$47,515 - \$70,459, Canberra (PN: 03880)

Gazetted: 29 November 2011
Closing Date: 13 December 2011

Therapy ACT has contract work available for a psychologist. The position would be suitable for new graduates (HP1) or recent graduates with a minimum of 12 months experience (HP2). The successful applicant will work with a multidisciplinary age based team and be part of a progressive group of psychologists. Duties include assessing, planning, implementing and evaluating individual and group programs for children with delays in development and people with a developmental disability in collaboration with clients, families and relevant stakeholders.

Eligibility/Other Requirements: Must have registration or be eligible for registration as a psychologist. Current driver's licence essential.

Note: This is a temporary position available from January 2012 until February 2013 and full-time or part-time hours will be considered. This position may be filled at the HP1 or 2 level, dependent on experience. HP2 candidates will require 12 months post graduate experience as a psychologist. Conditionally registered psychologists are welcome to apply at the HP1 level.

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

Cultural Facilities Corporation

Canberra Theatre Centre

Operations

Venue Booking Co-ordinator

Administrative Service Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 010)

Gazetted: 30 November 2011
Closing Date: 21 December 2011

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

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

Note: Applications must address the selection criteria. 12 month temporary contract with the possibility of an extension

Contact Officer: Hannah Ley 6243 5715 hannah.ley@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au

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**

Emergency Services Agency

ACT Ambulance Service

Operations

Clinician (Communications Centre)

Intensive Care Paramedic 2 \$80,087 - \$88,986 plus penalties, Canberra (PN: 23899, several)

Gazetted: 29 November 2011

Closing Date: 22 December 2011

The Clinician (Communications) will work within the ACT Ambulance Service (ACTAS) section of the ACT Emergency Services Agency Communications Centre (Comcen) on a 24/7 basis with primary duties linked to the provision of a higher level of clinical advice in the grading of ambulance cases, pre-arrival advice and alternative clinical pathways for the patients of the ACT Ambulance Service. To succeed in this role you will require a demonstrated ability to make sound decisions under pressure and provide expert clinical advice in a call centre environment. The role requires excellent communication and interpersonal skills and the ability to work effectively in a multi-disciplinary team. The position involves rotating shift work on a 12/12 roster.

Eligibility/Other Requirements: Advanced Diploma of Paramedical Science (Ambulance) or equivalent. Authority to Practice (Intensive Care Paramedic) and three years practicing at this level.

Note: Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory. The position is entitled to salary packaging with a fringe benefits tax-free threshold up to \$9095.00

Contact Officer: Barbara Stephens (02) 6205 0388 ESAAmbulance_WorkforcePlanning@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 Ambulance Services

Operations

Emergency Operations

Ambulance Paramedic

Ambulance Paramedic \$58,363 - \$65,899 plus penalties, Canberra (PN: 25080, several)

Gazetted: 29 November 2011

Closing Date: 5 January 2012

Applications are sought from Ambulance Paramedics holding current qualifications to commence employment with the ACT Ambulance Service. Applicants should possess the ability to work in a solo capacity or in small teams, have highly developed written and oral communications skills and a commitment to personal and professional development of others.

Eligibility/Other Requirements: Mandatory -Diploma of Paramedical Science (Ambulance) or Bachelor Degree (Paramedical Science) or equivalent. Minimum of 12 months experience as an ambulance paramedic. Current or recent ambulance experience. Current ACT C driver's licence or interstate equivalent.

Note: Reasonable relocation expenses are available to successful interstate applicants to assist with relocation to the Australian Capital Territory. These positions are also entitled to salary packaging with fringe benefits tax-free threshold up to \$9095.00. These positions involve shiftwork (including weekends and public holidays).

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

Territory and Municipal Services

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au**

Business Enterprise Division

Canberra Cemeteries

Customer Service Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 07827)

Gazetted: 28 November 2011

Closing Date: 13 December 2011

Working in a team based environment, the Customer Service Officer is responsible for providing information and services in a high quality customer service environment.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Hamish Horne (02) 6204 0200 hamish.horne@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.

Economic Development

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

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

**Economic Development, Policy and Governance
Executive Assistant to Deputy Director-General
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 24487)**

Gazetted: 24 November 2011

Closing Date: 8 December 2011

The Deputy Director-General Economic Development, Policy and Governance Division is seeking the services of an Executive Assistant to provide high level executive and administrative support. The successful applicant will also be responsible for coordinating Divisional and/or Directorate input and reporting requirements, tracking correspondence and monitoring staffing and financial issues on behalf of the Division.

Eligibility/Other Requirements: Highly developed interpersonal skills combined with strong analytical capability and attention to detail.

Contact Officer: Catherine Hudson (02) 6207 2185 catherine.hudson@act.gov.au

Education and Training

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

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

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

School Leader C \$91,769, Canberra (PN: 02163)

Gazetted: 24 November 2011

Closing Date: 8 December 2011

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

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

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

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

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

**School Improvement
North and Gungahlin Network
Dickson College
Executive Teacher - Student Well Being and Positive Practices and Partnerships
School Leader C \$91,769, Canberra (PN: 02007)**

Gazetted: 29 November 2011

Closing Date: 13 December 2011

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

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

Contact Officer: Beth Mitchell (02) 6205 6455 beth.mitchell@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
Black Mountain School
Executive Teacher
School Leader C \$91,769, Canberra (PN: 32852, several)**

Gazetted: 30 November 2011

Closing Date: 10 December 2011

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

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

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

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

**School Improvement
South/Weston Network
The Woden School
Executive Teacher**

School Leader C \$91,769, Canberra (PN: 02556)

Gazetted: 30 November 2011

Closing Date: 14 December 2011

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

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

Contact Officer: Ian Copland (02) 6205 5966 ian.copland@ed.act.edu.au

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

**School Improvement
Aboriginal and Torres Strait Islander Education and Student Support
Disability Education
Communication Support Assistant**

School Assistant 3 \$41,927 - \$45,251, Canberra (PN: 02815, several)

Gazetted: 29 November 2011

Closing Date: 13 December 2011

Disability Education is seeking highly motivated and engaging individuals who are proactive and exercise judgement and initiative to provide communication support for students with a hearing impairment and to assist them in developing their sign and spoken language skills. The successful applicants will provide, under general direction support to teachers for school activities and the implementation of educational programs to enable students with a hearing impairment to achieve optimum learning outcomes.

Eligibility/Other Requirements: Proficient in Auslan and Signed English. Certificate in Sign Language, First Aid qualification, or willingness to undertake appropriate training desirable.

Contact Officer: Barbara Rayner (02) 6205 6792 Barbara.Rayner@ed.act.edu.au

Environment and Sustainable Development

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

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

**Regulation and Services
Environment Protection and Water Regulation
Environment Protection
Industry Liaison Officer**

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 01659)

Gazetted: 30 November 2011

Closing Date: 20 December 2011

Expressions of interest are invited to fill a position as Industry Liaison Officer for Environment Protection and Water Regulation. The successful applicant will be required to liaise with selected industry sectors to increase industry knowledge and understanding of environment protection issues and establish and maintain a communication network with peak industry bodies. Additional responsibilities include preparation of communication material including information sheets, guidelines and website maintenance.

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

Contact Officer: Rodney Dix (02) 6207 2586 rodney.dix@act.gov.au

**Corporate
Human Resources and Corporate
Assistant Records Manager
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 24494)**

Gazetted: 29 November 2011

Closing Date: 6 December 2011

The Human Resources and Corporate team are looking for an enthusiastic, self motivated person to fill the role of assistant records manager. Applicants will require a sound understanding of the *Territory Records Act 2002* as well as experience managing records in a primarily digital environment.

Eligibility/Other Requirements: Relevant Tertiary qualifications would be highly regarded. Minimum baseline security clearance or willingness to obtain required security clearance.

Note: Selection may be based on application only.

Contact Officer: Ruth Adams (02) 6207 5587 ruth.adams@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.

Justice and Community Safety

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

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

Office of Regulatory Services

Finance and Budgets

Senior Manager

Senior Professional Officer Grade B \$99,033 - \$111,485, Canberra (PN: 20246)

Gazetted: 28 November 2011

Closing Date: 12 December 2011

The Office of Regulatory Services (ORS) is looking for a motivated and professional officer to undertake the following duties under the broad direction of the Executive Director: Lead the development and maintenance of ORS's finance planning policies and systems, ensuring ORS's financial systems, policies, procedures and practices adhere to best practice and relevant accounting standards, including adherence to the *Financial Management Act 1996* and the Chief Executive Accounting Standards; Manage ORS budget and provide high level advice to ORS managers; Oversee the provision of reports against performance measures to the ORS managers including gathering, collating, presenting, analysing and auditing financial information and statistics and provide input into estimates and Ministerial briefings; Lead the enhancement of ORS's financial governance arrangements; Deliver a range of quality services and projects, including procurement, asset management and support services; Manage the operations of finance services including effective leadership, guidance and support to the finance and budget unit; Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Tertiary qualifications in Finance or other relevant qualifications is mandatory.

Contact Officer: Brett Phillips (02) 6205 5074 brett.phillips@act.gov.au

ACT Government Solicitor

Executive

Senior Accounts Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 00395)

Gazetted: 29 November 2011

Closing Date: 13 December 2011

The ACT Government Solicitor is seeking the services of a Senior Accounts Officer to undertake the accounts receivable function for the ACT Government Solicitor including coding and processing of accounts into two electronic systems (Oracle and Open Practice). The successful applicant will also be required to reconcile credit card statements, petty cash and travel accounts, prepare monthly billing and assist the Manager, Governance and Finance with the preparation of monthly journals, FBT returns and other finance related functions.

Eligibility/Other Requirements: Experience in processing accounts payable and receivable and experience in the use of Oracle financial system and Open Practice Management system are highly desirable.

Note: This is a temporary position available from 16/01/2012 - 31/07/2012 with the possibility of extension.

Contact Officer: Larissa Duggan (02) 6207 0631 larissa.duggan@act.gov.au

Treasury

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

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

Shared Services

Shared Services ICT

Customer Relations

Strategic Relationship Manager

Senior Officer Grade A \$115,016, Canberra (PN: 23923, several)

Gazetted: 29 November 2011

Closing Date: 13 December 2011

The successful applicant will have demonstrated skills and experience in professional client relationship management within the Information and Communication Technology (ICT) industry including negotiation, diplomacy and advocacy abilities. A strong ability to interact and influence at a strategic level and demonstrated competence in developing and implementing strategic plans for ICT.

Eligibility/Other Requirements: Professional and/or tertiary qualifications in a relevant ICT field. Knowledge of the ITIL framework would be highly advantageous.

Note: This position does not manage the ongoing or day to day delivery of ICT services to the customer directorate/s. An attractive remuneration package may be offered to the successful applicant. Further information is available from the Contact Officer.

Contact Officer: Chris Tully (02) 6207 9678 chris.tully@act.gov.au

Shared Services

Shared Services ICT

Operations/Service Integrity and Compliance

Configuration Manager

Senior Information Technology Officer Grade C \$83,816 - \$90,372, Canberra (PN: 01298)

Gazetted: 30 November 2011

Closing Date: 12 December 2011

The Configuration Manager is responsible for the planning, implementation and ongoing maintenance of the Shared Services ICT Configuration Management process. This includes coordinating the development of policies, standards and procedures in line with the requirements of each Shared Services ICT branch, developing and maintaining the Configuration Management data model and planning ongoing improvements and expansion.

Eligibility/Other Requirements: Possession of ITIL Foundations Certificate and/or ITIL Configuration Management Practitioner Certificate would be advantageous. Previous experience in a data modelling and database design role would be advantageous.

Note: This is a temporary position available to 21 April 2012 with the possibility of extension.

Contact Officer: Nicola Berry (02) 6207 7807 nicola.berry@act.gov.au

Shared Services

Shared Services ICT

ICT Security

IT Security Analyst

Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 27101)

Gazetted: 29 November 2011

Closing Date: 13 December 2011

Keen on IT Security? The Shared Services ICT Security Team has a temporary vacancy available within our security testing team until 30 June 2012. Linux, networking and Windows experience is a must, and extensive training and mentoring will be provided.

Eligibility/Other Requirements: Cert IV or Diploma in ICT, and/or Professional Information Security would be an advantage.

Note: This is a temporary position from 1 December 2011 to 30 June 2012.

Contact Officer: Ben Dexter (02) 6207 0368 ben.dexter@act.gov.au

Shared Services

Shared Services ICT

Finance and Accounting

Voice Finance Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 12342)

Gazetted: 28 November 2011

Closing Date: 13 December 2011

The successful applicant will be responsible for coordinating and completing requests for mobile phones and associated services including advice on costs and maintenance of the Voice Billing System.

Eligibility/Other Requirements: Experience in working in an Information Communications and Technology (ICT) environment would be advantageous.

Contact Officer: Zoe Silec (02) 6207 5019 zoe.silec@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Amanda George 821-02907, Section 68(1), 21 November 2011

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

Joanne Kwiatkowski 821-02042, Section 68(1), 21 November 2011

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

Nikki Lee Orton 821-01410, Section 68(1), 21 November 2011

Economic Development

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

Claire Thomson 827-26381, Section 68(1), 24 November 2011

Education and Training

Information Technology Officer Class 1 \$53,214 - \$60,844

Mahbubur Rahman 827-54243, Section 68(1), 28 November 2011

Environment and Sustainable Development

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

Angelina Aloisi 827-43341, Section 68(1), 28 November 2011

Exhibition Park in Canberra

Administrative Services Officer Class 6 Marketing & Business Development Manager

Paula Sanchez 780-75395, Section of the Act: Part 5 Division 5.3 Section 68, 1 December 2011

Health

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

Emily Beltrami 831-23224, Section 68(1), 29 November 2011

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

Ceara Collins 827-56003, Section 68(1), 21 November 2011

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

Alison Cox 833-46428, Section 68(1), 12 December 2011

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

Toby Robert Ellison 831-22408, Section 68(1), 28 November 2011

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

Neetha Jose 827-50859, Section 68(1), 1 December 2011

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

Kim O'Connell 827-52555, Section 68(1), 17 November 2011

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

Amanda Rattey 827-56513, Section 68(1), 28 November 2011

Justice and Community Safety

Ambulance Paramedic \$58,363 - \$65,899 plus penalties

James Arneman 827-54198, Section 68(1), 28 November 2011

Graduate Paramedic Intern \$55,852 plus penalties

Gavin Atherton 827-53945, Section 68(1), 28 November 2011

Graduate Paramedic Intern \$55,852 plus penalties

Hannah Brennan 827-53937, Section 68(1), 28 November 2011

General Service Officer Level 8 \$52,847 - \$55,954

Nigel Ian Brown 827-56329, Section 68(1), 12 December 2011

General Service Officer Level 8 \$52,847 - \$55,954

Paul Anthony Emerton 827-29304, Section 68(1), 23 November 2011

Graduate Paramedic Intern \$55,852 plus penalties

Michael Hamill 827-53961, Section 68(1), 28 November 2011

General Service Officer Level 8 \$52,847 - \$55,954

Michael John Harvey 827-25987, Section 68(1), 23 November 2011

Ambulance Paramedic \$58,363 - \$65,899 plus penalties

Liam Langford 827-54200, Section 68(1), 28 November 2011

Graduate Paramedic Intern \$55,852 plus penalties

Annika Marie Leslie 827-53929, Section 68(1), 28 November 2011

General Service Officer Level 8 \$52,847 - \$55,954

Stephen Michael O'Rourke 827-57065, Section 68(1), 12 December 2011

General Service Officer Level 8 \$52,847 - \$55,954

Francois Norbert Patron 827-28475, Section 68(1), 23 November 2011

General Service Officer Level 8 \$52,847 - \$55,954

Craig Andrew Webb 827-33100, Section 68(1), 23 November 2011

Graduate Paramedic Intern \$55,852 plus penalties

Claire Whitehead 827-53953, Section 68(1), 28 November 2011

Territory and Municipal Services

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

Heling Cao 827-56732, Section 68(1), 28 November 2011

Park Ranger 1 \$49,306 - \$53,214

Mark Elford 814-93977, Section 68(1), 24 November 2011

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

Jennie Clare Gannon 827-56708, Section 68(1), 6 December 2011

Treasury

Senior Professional Officer Grade B \$99,033 - \$111,485

Noel Thomas Boniface 827-42234, Section 68(1), 21 November 2011

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

Ben de Carvalho 827-53697, Section 68(1), 22 November 2011

Senior Professional Officer Grade B \$99,033 - \$111,485

Steven Gaunt 827-17602, Section 68(1), 21 November 2011

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

Donald Nightingale 825-46989, Section 68(1), 28 November 2011

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

Peter Alexander Parry-Fielder 821-25690, Section 68(1), 22 November 2011

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

Timothy Shortis 827-12457, Section 68(1), 21 November 2011

TRANSFERS

Justice and Community Safety

Paula Jayne Jaensch: 821-19004

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 05514) (Gazetted 26 September 2011)

PROMOTIONS

Chief Minister and Cabinet

Governance Division

Public Sector Management Group

Oakley Stuart-Holmes: 791-31731

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

Health

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

Chief Minister and Cabinet, Canberra (PN. 14236) (Gazetted 7 July 2011)

Community Services

Housing and Community Services

Housing ACT

Tenancy Operations

David Grace: 783-28284

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

Justice and Community Safety

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

Community Services, Canberra (PN. 25858) (Gazetted 19 September 2011)

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

Education and Training

Tertiary and International Education

Training and Tertiary Education

Transitions, Careers and Vocational Learning

Penelope Christine Butt: 779-24690

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

Education and Training

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

Education and Training, Canberra (PN. 07266) (Gazetted 24 August 2011)

School Improvement

Aboriginal and Torres Strait Islander Education and Student Support

Murrumbidgee Education and Training Centre

Timothy Cornforth: 821-26239

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

Education and Training

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

Education and Training, Canberra (PN. 12227) (Gazetted 28 September 2011)

School Improvement

South and Weston Network

Teloepa Park School

Mary Ryan: 779-18311

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

Education and Training

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

Education and Training, Canberra (PN. 26133) (Gazetted 5 October 2011)

Environment and Sustainable Development

Regulation and Services

Client Services

Customer Services

Lindsay Crowe: 820-89909

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 13942) (Gazetted 23 September 2011)

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

Corporate and Culture

Corporate

Communications

Mayumi Samantha Smith: 817-48087

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 16619) (Gazetted 4 October 2011)

Regulation and Services

Client Services

Customer Services

Maria Wood: 772-40045

From: Administrative Services Officer Class 5 \$61,295 - \$64,994
Environment and Sustainable Development
To: †Administrative Services Officer Class 6 \$66,198 - \$76,043
Environment and Sustainable Development, Canberra (PN. 14473) (Gazetted 22 September 2011)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Health

Canberra Hospital and Health Service

Joan Gavan: 825-47682

From: Registered Nurse Level 1 \$51,872 - \$70,092
Calvary Health Care ACT (Public)
To: †Registered Nurse Level 3.1 \$79,623 - \$82,289
Health, Canberra (PN. 24006) (Gazetted 25 August 2011)

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

Helen Govey: 740-94687

From: Registered Nurse Level 2 \$72,960 - \$77,472
Health
To: †Registered Nurse Level 4.1 \$94,804
Health, Canberra (PN. 29093) (Gazetted 20 October 2011)

Canberra Hospital and Health Service

Surgery and Oral Health

Medical Imaging

John McCarthy: 789-43703

From: Health Professional Level 2 \$50,796 - \$70,459
Health
To: Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
Health, Canberra (PN. 28800) (Gazetted 3 November 2011)

Justice and Community Safety

Public Trustee for the ACT

Public Trustee for the ACT

Kurt Petrunia: 827-36387

From: Trust Officer Level 1 \$54,417 - \$62,592
Justice and Community Safety
To: Trust Officer Level 2 \$65,551 - \$80,060
Justice and Community Safety, Canberra (PN. 43732) (Gazetted 28 September 2011)

ACT Government Solicitor

Civil Litigation

Emma Sherman: 827-24845

From: Administrative Services Officer Class 3 \$49,306 - \$53,214
Justice and Community Safety
To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Justice and Community Safety, Canberra (PN. 10302) (Gazetted 12 September 2011)

Territory and Municipal Services

Transport and Infrastructure

ACTION

Belconnen Depot

Damian Paul Whitelum: 133-890

From: Bus Operator \$56,213 - \$62,577
Territory and Municipal Services
To: †Transport Officer Grade 3 (ACTION) \$81,705
Territory and Municipal Services, Canberra (PN. A11755) (Gazetted 28 September 2011)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Treasury

Shared Services

Shared Services Procurement

Infrastructure Procurement

Sophie Gray: 795-56844

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

To: †Senior Professional Officer Grade B \$99,033 - \$111,485
Treasury, Canberra (PN. 11115) (Gazetted 25 July 2011)

Corrigenda

Health

Joan Gavan: 825-47682

Incorrectly notified in the Gazette of 27/10/2011 as Appointment Section 68 (1), 24/10/2011. Should have read Promotion.