



ACT Government Gazette

Gazetted Notices for the week beginning 10 May 2012

Executive Notices

Chief Minister and Cabinet

Note: The following Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Jeremy Lasek – Executive Director, Culture and Communications (E476) 10 May 2012

Community Services

Variation – Transfer

Francis Duggan – Senior Director, Workforce Capability Project (E679) performing other duties. Section 80A(1)(a) of the Public Sector Management Act 1994.

Justice and Community Safety

Contract Cessation

Note: The following Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Stephen Goggs – Deputy Director-General, Community Safety (E478) 29 April 2012

Treasury Directorate

Contract Cessation

Note: The following Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Kim Salisbury – Director, Economics (E402) 6 May 2012

VACANCIES

ACT Auditor General's Office

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

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

Corporate Services

**Manager/Senior Manager Corporate Services
Audit Band 2 \$89,501 - \$124,108, Canberra (PN: 42800)**

Gazetted: 15 May 2012

Closing Date: 29 May 2012

The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. We need a person with excellent communication and interpersonal skills, a demonstrated ability to work closely with the Office's executive and management teams and highest levels of personal integrity to provide high level support for corporate services functions of the Office.

Eligibility/Other Requirements: Relevant tertiary qualifications and work experience are highly desirable. This position is security assessed at the Highly Protected clearance level.

Note: This is a temporary vacancy for a period of six months. Depending on the skills and experience of the successful applicant, an annual salary in the range of \$89,501 to \$124,108 plus superannuation and other conditions of service is offered.

Contact Officer: Bernie Sheville (02) 6207 0821 bernie.sheville@act.gov.au

Calvary Health Care ACT (Public)

Allied Health

Pharmacy Department

Pharmacy Department

Clinical Pharmacy Mentor and Student Coordinator

Health Professional Level 4 \$88,006 - \$94,890, Canberra (PN: 7936)

Gazetted: 14 May 2012

Closing Date: 11 June 2012

Allied Health Pharmacy Department Clinical Pharmacy Mentor and Student Coordinator Health Professional Level 4
Must have extensive experience and skill in the coordination, education and supervision of under-graduate, post-graduate and intern student programs. You will have experience in implementing quality improvement projects and research programs and mentoring of students and junior staff involved in the promotion of the quality use of medicines. You will provide professional supervision, mentoring and senior clinical leadership to staff, students and other health care professionals within the organization.

Eligibility/other requirements: Australian resident, Bachelor of Pharmacy (or equivalent) registerable with the National Pharmacy Board. Postgraduate qualifications highly desirable.

Contact Officer: Liisa Nurmi, Director of Pharmacy 02 6201 6269 or email liisa.nurmi@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria Contact Officer: Liisa Nurmi 02 6201 6269 liisa.nurmi@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Clare Holland House

Clare Holland House

Palliative Care Nurse Specialist Liaison

Registered Nurse Level 3 \$86,796 - \$90,368, Canberra (PN: Various)

Gazetted: 14 May 2012

Closing Date: 28 May 2012

Registered Nurse Level 3 - Palliative Care Nurse Specialist Liaison Calvary Health Care ACT Clare Holland House Palliative Care Permanent Full Time A position exists for a RN Level 3 Palliative Care Nurse Specialist Liaison with extensive palliative care nursing experience to join the specialist palliative care team at Clare Holland House. The Palliative Care Nurse Specialist Liaison will provide a consultancy liaison role for patients with a life limiting illness at the Calvary Hospital. Working in collaboration with the treating medical teams, the Palliative Care Medical Specialist and the multidisciplinary team the Palliative Care Nurse Specialist Liaison provide primary assessment and care planning, initiate implement nursing measures and refer patients to the specialist palliative care service as required. The PCNS will be involved with discharge planning for those patients with a Palliative Care diagnosis who require ongoing care and assistance at home through the Home Base palliative Care service. Eligibility Criteria: Registered as a General Nurse with Australian Health Practitioners Regulation Agency (AHPRA). Demonstrated extensive clinical experience in specialist palliative care nursing. Current ACT unrestricted drivers license

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Jane Etchells 02 6264 7300 jane.etchells@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Pharmacy Department

Pharmacy Department

Quality Use of Medicines Pharmacists

Health Professional Level 4 \$83,618 - \$90,372, Canberra (PN: 7338)

Gazetted: 14 May 2012

Closing Date: 11 June 2012

Be responsible for the quality use of medicines within the hospital through coordinating research projects, audits and promotion of medication safety and antimicrobial stewardship. Ability to evaluate and assess medication management practices. Develop and implement hospital wide policies and procedures related to QUM, Medication safety and AMS, including Drug & Therapeutic Committee directives.

Eligibility/other requirements: Australian resident, Bachelor of Pharmacy (or equivalent) registerable with the National Pharmacy Board. Postgraduate qualifications desirable.

Contact Officer: Liisa Nurmi, Director of Pharmacy 02 6201 6269 or email liisa.nurmi@calvary-act.com.au Eligibility/Other

Requirements: Selection Criteria Contact Officer: Liisa Nurmi 02 6201 6269 liisa.nurmi@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Clare Holland House

Clare Holland House

Registered Nurse

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: Various)

Gazetted: 14 May 2012

Closing Date: 11 June 2012

Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit, and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. It is located in beautiful parkland settings on the shores of Lake Burley Griffin, with views to the surrounding Brindabella Mountains. Clare Holland House is looking for a Registered Nurse leader to fill the position of Registered Nurse Level 2. Experience in Palliative Care Nursing is required. This is a part time permanent position.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Sarah Coulson 02 6264 7300 sarah.coulson@calvary-act.com.au Applications can be forwarded to:

recruitment@calvary-act.com.au

Medical Services

Medical Services

Medical Administration

Medical Services Co-ordinator

Administrative Services Officer Level 4 \$56,879 - \$61,756, Canberra (PN: 7751)

Gazetted: 16 May 2012

Closing Date: 23 May 2012

We are seeking an individual, who can bring to the Medical Administration Unit a consistent sense of order, and the capacity to create a team approach to managing the business of the day. The successful candidate will bring to this role:

High level liaison and interpersonal skills, particularly relating to multidisciplinary communication and difficult situations. Sound knowledge and understanding of medical allocations, rostering and human resource management in a tertiary hospital. A high degree of self direction and initiative. High level of computer skills and demonstrated experience in the operation of Microsoft packages, spreadsheet preparation and analysis and data base maintenance. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. All applications must address selection criteria For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Marcia Beere 02 6264 7129 marcia.beere@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Occupational Therapy

Occupational Therapy

Occupational Therapy

Health Professional Level 1/2 \$54,188 - \$70,459, Canberra (PN: 7253)

Gazetted: 16 May 2012

Closing Date: 6 June 2012

Occupational Therapy Department Fulltime position available on 12 month contract, with possibility of extension The OT Department at Calvary Hospital, Canberra is looking for a new therapist to join us from July 2012 on a fulltime 12 month contract. This is an exciting opportunity to work in a supportive team to accomplish great things. The HP1/2 position will rotate through the following clinical areas: medical, surgical, private hospital, adult mental health, and aged care & rehabilitation. New graduates are encouraged to apply. The Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff. A competency development and staff supervision program is in place and all staff complete an Annual Development Plan. We are also committed to evidence based practice, and there is a focus on continual professional development and involvement in research projects. We offer a very competitive salary, free uniforms, salary packaging, free parking, and the potential for on site accommodation. Successful interstate applicants can also be reimbursed for some of their relocation costs. If you are successful in your application, commencement dates are flexible. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Michael Malcomess 6201 6087 michael.malcomess@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Clare Holland House

Clare Holland House

Registered Nurse

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

Gazetted: 14 May 2012

Closing Date: 11 June 2012

Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit, and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. It is located in beautiful parkland settings on the shores of Lake Burley Griffin, with views to the surrounding Brindabella Mountains.

Clare Holland House is looking for a Registered Nurse leader to fill the position of Registered Nurse Level 1.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Sarah Coulson 02 6264 7300 sarah.coulson@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Nursing

Ward 5W

Enrolled Nurse 2

Enrolled Nurse 2 \$52, 818, Canberra (PN: Various)

Gazetted: 16 May 2012

Closing Date: 28 May 2012

Applications are sought for Division 2 Enrolled Nurses wishing to work part-time and short shifts. On excellent opportunity exists for two Enrolled Nurses to work on an Acute Medical Ward at Calvary Hospital. The successful applicants will work opposite shifts to cover a 7 day a week roster, 4 hours a day. The successful applicant will have demonstrated skills and knowledge in Acute General Medical Nursing. They will be contributing to the provision of excellence in nursing care to inpatients in our acute medical ward at our hospital.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become vacant in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Anne Reed 02 6201 7131 anne.reed@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Nursing

Clare Holland House

Enrolled Nurse

Enrolled Nurse \$49,366 - \$51,938, Canberra (PN: Various)

Gazetted: 15 May 2012

Closing Date: 12 June 2012

Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit, and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. It is located in beautiful parkland settings on the shores of Lake Burley Griffin, with views to the surrounding Brindabella Mountains.

Clare Holland House is looking for an Enrolled Nurse to fill the position of Enrolled Nurse with the Hospice. For selection documentation and further information about Calvary Health Care ACT visit our website [at www.calvary-act.com.au](http://www.calvary-act.com.au). All applications must provide a response to the selection criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Sarah Coulson 02 6264 7300 sarah.coulson@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Canberra Institute of Technology

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

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

Centres

Learning Centre

Liaison Librarian

Professional Officer Class 1 \$46,164 - \$64,764, Canberra (PN: 54245)

Gazetted: 14 May 2012

Closing Date: 29 May 2012

The Canberra Institute of Technology's, Learning Centre's Library Services seek applicants who can demonstrate experience in applying technologies for the provision of information services; understand the learning needs of users in an educational institution; show commitment and leadership in high quality customer services; possess well developed liaison, communication and presentation skills; and the ability to work in a flexible team environment.

Eligibility/Other Requirements: An appropriate degree or diploma together with training in Information Studies which qualifies for admission to Associate membership of the Australian Library and Information Association (ALIA).

Notes: This position is temporary for the period 2 July 2012 until 3 July 2013 with the possibility of permanency under the *Canberra Institute of Technology Enterprise Agreement 2011-2013*. Part-time hours will be considered.

Contact Officer: Julieanne Paulazzo (02) 6207 3374 julianne.paulazzo@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

Centenary of Canberra

Government Writer

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 24154)

Gazetted: 14 May 2012

Closing Date: 5 June 2012

Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director, Robyn Archer AO. The Government Writer is responsible for managing all aspects of government writing required for the Centenary of Canberra team. This includes drafting speeches, reports, submissions, Questions on Notice, Question Time briefs and various other documents, to a high standard. The occupant of this position will also oversee the procurement and administrative functions of the area and monitor the regulatory and governance requirements of the Centenary program.

Notes: This is a temporary position for six months commencing July 2012 until December 2012.

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

**Therapy ACT
Psychologist**

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 07324, several)

Gazetted: 14 May 2012

Closing Date: 29 May 2012

Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based teams in a range of community settings. Therapy ACT has permanent work available for Psychologists who hold unconditional registration. Duties include assessing, planning, implementing and evaluating individual and group programs for children with delays in development or disabilities in collaboration with clients, families and relevant stakeholders.

Eligibility/Other Requirements: Must hold unconditional registration as a psychologist in the ACT and must have at least three years experience as an unconditionally registered psychologist. Current driver's licence.

Notes: There are several permanent positions both part-time and full-time hours.

Contact Officer: Tej Kaur (02) 6205 1242 tej.kaur@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Client Support Coordinator

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 25178)

Gazetted: 16 May 2012

Closing Date: 29 May 2012

The Client Support Coordinator provides specialist advice and support to public housing tenants who may be experiencing issues that impact on their ability to maintain a tenancy. We are looking for a person who is able to provide innovative and flexible service responses to achieve better housing and social outcomes. The successful applicant will have a good understanding of the role Housing ACT plays in the community. They will need to demonstrate that they have excellent interpersonal, problem solving, communication (oral and written) and time management skills.

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

Contact Officer: Chris Butler (02) 6207 1451 chris.butler@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

Business Support Unit

Scheduling Office

Scheduling Coordinator

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 24190)

Gazetted: 14 May 2012

Closing Date: 21 May 2012

The position is responsible for managing the provision of rostering services across Disability ACT, including the relief disability support staff. The position incumbent will be required to demonstrate a commitment to the Vision and Values of Disability ACT.

Eligibility/Other Requirements: Qualifications and/or experience in human services is desirable. Current driver's licence, equivalent to ACT drivers' licence Class CA.

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

Contact Officer: Cherry Wang (02) 6207 8081 cherry.wang@act.gov.au

Policy and Organisational Services

Organisational Services

Learning and Community Education

Training Coordinator

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 07834)

Gazetted: 11 May 2012

Closing Date: 29 May 2012

You will be part of a team providing training and community education for the Community Services Directorate staff and our community partners. The successful application will have a proven capacity to coordinate develop and deliver quality training. The position requires a strong understanding of out of home care and child protection. We are looking for a person who can be flexible in their work hours and has well developed organisational skills.

Eligibility/Other Requirements: A current Certificate IV in Training and Assessment. A sound understanding of foster care and extensive experience working with children, young people and families would be an advantage is desirable.

Contact Officer: Sally Markham (02) 6207 1344 sally.markham@act.gov.au

Policy and Organisational Services

Office of Multicultural, Aboriginal and Torres Strait Islander Affairs

Multicultural Affairs

Policy Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 55119)

Gazetted: 10 May 2012

Closing Date: 24 May 2012

The Office of Multicultural, Aboriginal and Torres Strait Islander Affairs is seeking a motivated person to work in a busy and rewarding team environment. The successful applicant will deliver complex policy and advice, possess excellent communication skills and a proven ability to work within multiple priorities. The successful applicant will exemplify integrity, personal drive and organisational management.

Contact Officer: Jancye Winter (02) 6205 3153 jancye.winter@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.

Housing and Community Services

Housing ACT

Housing Initiatives

Youth Housing Manager

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 14076)

Gazetted: 16 May 2012

Closing Date: 29 May 2012

The role of the Youth Housing Manager is to assist young people to access public housing and provide a more responsive and supportive housing service. Applicants for this position will need to demonstrate an understanding of issues facing young people and that they have relevant experience in working with young people. We are looking for someone who is committed to innovation and flexible service responses and has a problem solving attitude, to assist young people to achieve better housing and social outcomes.

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

Contact Officer: Kellie Laggner (02) 6207 4779 kellie.laggner@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

Psychologist

Health Professional Level 1/2 \$49,178 - \$72,925, Canberra (PN: 04406, several)

Gazetted: 14 May 2012

Closing Date: 29 May 2012

Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based teams in a range of community settings. Therapy ACT has permanent work available for Psychologists. These positions will be suitable for new graduates for employment at the Health Professional Level 1 or recent graduates with a minimum of 12 months relevant post graduate experience eligible for employment at the Health Professional Level 2. The positions need to be filled promptly and full-time or part-time hours will be considered. 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 or disabilities in collaboration with clients, families and relevant stakeholders.

Eligibility/Other Requirements: Must have registration or be eligible for registration as a Psychologist. Applicants eligible for conditional registration will be considered for Health Professional Level 1 positions and are encouraged to apply.

Current driver's licence essential.

Notes: There are several permanent positions both part-time and full-time hours.

Contact Officer: Tej Kaur (02) 6205 1242 tej.kaur@act.gov.au

Disability ACT

Service Delivery

Services for Adults Team, Children and Young People's Team and Intensive Treatment and Support Team.

Support Worker

Disability Support Officer Level 1 \$42,287 - \$43,982, Canberra (PN: 28173, several)

Gazetted: 14 May 2012

Closing Date: 1 June 2012

Are you looking for a rewarding and enjoyable position? Do you enjoy interacting with a variety of people? Disability ACT is seeking individuals who are committed to assisting people with a disability to be active members of the ACT Community. Do you feel that people with a disability are entitled to the same respect and quality of life as everyone else? If so Disability ACT would like to hear from you. We have several permanent full-time and part-time and casual positions available! To find out more about the role of a Disability Support Officer please attend one of our information sessions on: Wednesday 23 May 2012 at 12:30pm – 1:30pm or 5:00pm – 6:00pm. Location: Disability ACT, Nature Conservation House, Cnr Emu Bank and Benjamin Way, Belconnen.

Eligibility/Other Requirements: If you do not have the relevant experience, your diverse life and work experiences can be transferred to support people with a disability. You will need a current driver's licence. Disability ACT will provide all additional training.

Note: Penalty payments increase the salary range significantly. The salary is pro rata based on the hours worked.

Contact Officer: Julia Sargent (02) 6207 1372 julia.sargent@act.gov.au

Director of Public Prosecutions

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

Legal Support

Executive

Deputy Director

Executive Level 2.4 \$219,150 to \$231,587 depending on current superannuation arrangements, Canberra (PN: E697)

Gazetted: 16 May 2012

Closing Date: 4 June 2012

This position reports directly to the Director of Public Prosecutions. The position requires an incumbent with a comprehensive knowledge and mastery of criminal law and advocacy, and a proven commitment and ability to contribute to the professional development of legal and paralegal staff. The position's main accountabilities include: Appear as leading counsel in complex and difficult superior court criminal trials and appeals, including those of great significance to the community and to the development of the criminal law; Exercise without supervision, where appropriate, the discretion to initiate, vary and discontinue serious criminal charges; Act as the Director, as required and represent both the Director and the Office outside the courts; and exercise leadership to improve staff professional development and skills formation. Eligibility/Other Requirements: Admission as a legal practitioner in the Australian Capital Territory, or in a State or another Territory. Not less than five years practice as a legal practitioner. Ability to satisfy DPP security clearance.

Notes: Engagement will be under a performance based contract for a period of five years with an attractive remuneration package ranging from \$219,150 to \$231,587 depending on current superannuation arrangements, including a cash component of \$177,661.

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

Legal Support

Executive

Assistant Director

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E698, several)

Gazetted: 16 May 2012

Closing Date: 29 May 2012

This position reports to the Director of Public Prosecutions. The position requires an incumbent with a comprehensive knowledge and mastery of criminal law and advocacy, and a proven commitment and ability to contribute to the professional development of legal and paralegal staff. The position's main accountabilities include: Appear as counsel in complex and difficult superior court criminal trials and appeals, including those of great significance to the community and to the development of the criminal law; Exercise where appropriate the discretion to initiate, vary and discontinue serious criminal charges; Represent both the Director and the Office outside the courts; and Contribute to and support through the exercise of leadership, staff professional development and skills formation.

Eligibility/Other Requirements: Admission as a legal practitioner in the Australian Capital Territory, or in a State or another Territory. Not less than five years practice as a legal practitioner. Ability to satisfy DPP security clearance.

Notes: Engagement will be under a performance based contract for a period of five 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: Leeanne Hollow (02) 6207 5399 leeanne.hollow@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

Murrumbidgee Education and Training Centre

Transition Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 30530)

Gazetted: 10 May 2012

Closing Date: 29 May 2012

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

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

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

Contact Officer: Steve Watson (02) 6207 3528 steve.watson@act.gov.au

Office for Schools

South/Weston Network

Farrer Primary School

Business Manager

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 00564)

Gazetted: 11 May 2012

Closing Date: 25 May 2012

An exciting opportunity exists to join the collaborative educational team at Farrer Primary School. The successful applicant will be required to manage and administer all the school's finance and student records, other budgetary and operational tasks and provide administrative support to the Principal and School Board. The position includes supervision of administrative staff, liaising with a diverse client group including students, parents, members of the public, teaching staff, contractors and central office directorate personnel ensuring a high quality customer service is delivered. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: First aid qualifications, or willingness to undertake appropriate training desirable.

Notes: This is a temporary position available until 21 December 2012 with the possibility of an extension.

Contact Officer: Rachel Burke (02) 6205 7911 rachel.burke@ed.act.edu.au

Office for Schools

North/Gungahlin Network

Kingsford Smith School

Laboratory Assistant

School Assistant 3 \$43,394 - \$46,835, Canberra (PN: 15969)

Gazetted: 11 May 2012

Closing Date: 25 May 2012

Kingsford Smith School is seeking a highly motivated Laboratory Assistant to provide technical and procedural advice to teachers regarding the implementation of Science and Hospitality educational programs. The successful applicant will be responsible for the safe storage and disposal of equipment, chemicals, food, biological and biochemical materials. This position also requires safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment.

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

Contact Officer: Lyndsee Mahl (02) 6207 4455 lyndsee.mahl@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

Director

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E141)

Gazetted: 14 May 2012

Closing Date: 21 May 2012

The Environment and Sustainable Development Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. The Director, Environment Protection and Water Regulation, reports to the Executive Director, Regulation and Services. The position requires a person with exceptional leadership and executive management skills to provide leadership and direction in the administration, regulation and enforcement of ACT laws related to water resource management and environment protection.

Notes: This is a temporary position available from asap to 21 November 2012. The successful applicant will be engaged under an executive contract. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly. 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. Selection maybe based on applications only.

Applications should be sent to Diana Chen (diana.chen@act.gov.au)

Contact Officer: John Meyer (02) 6207 2644 john.meyer@act.gov.au

Regulation and Services

Environment Protection and Water Regulation

Environment Protection

Environment Protection Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 10967)

Gazetted: 10 May 2012

Closing Date: 17 May 2012

The position provides advice and data management support to the EPA and Environment Protection Officers involved in natural resource management and regulatory investigations. Assist in the development and implementation of natural resource management data, strategies and reporting requirements. Develop, modify and augment Microsoft Access databases including development of forms, reports and queries. Design import and export algorithms and interfaces to meet statutory external data reporting responsibilities. Design Web based interface for databases. Produce or modify user manuals for database and information systems. Administer Water Resources Information System (WRIS), Water Quality database and the Environment Protection Information Management System.

Note: This is a temporary position available for 12 months with the possibility of a 12 month extension.
Contact Officer: Daniel Walters (02) 6207 2230 Daniel.Walters@act.gov.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**Regulation and Services
Construction Services
Utilities, Land and Lease Regulation
Inspector**

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 22814, several)

Gazetted: 16 May 2012

Closing Date: 23 May 2012

The Environment and Sustainable Development Directorate is seeking an enthusiastic and responsible person to take on the role of inspector within the Investigation Team. The Investigation Team investigates complaints relating to breaches of building law, planning law, and leases. We work closely with other units within Construction Services Branch and the ACT Government as a whole to ensure that the building industry and wider community are aware of their obligations under the laws we administer and comply fully with those laws. Knowledge of the built environment, construction practices, planning, law, government investigation and building surveying would be highly regarded as would skills in writing and conflict resolution. Possession of a driver's license would also be an advantage.

Notes: This is a temporary position available asap to 15 July 2012. This process may be based on application only .
Contact Officer: Reuben Gaze 6207 6282 reuben.gaze@act.gov.au

Health

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

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

**Canberra Hospital and Health Services
Surgery and Oral Health
Medical Staff**

Plastic Surgeon

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

Visiting Medical Officer - Negotiable, Canberra (PN: 19289)

Gazetted: 17 May 2012

Closing Date:

The Position: Positions are available at Canberra Hospital for Plastic Surgeons to join the Plastic Surgery Unit and to provide comprehensive services in Plastic Surgery for patients in the ACT and surrounding NSW. The Plastic Surgery Unit is a busy service and has access to excellent imaging and diagnostic facilities. The current service manages on average 1400 patient separations per annum. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National University (ANU) Medical School. Strong research links are maintained with the ANU and the University of Canberra. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$137,660-\$169,877 Senior Staff Specialist: \$185,984 Visiting Medical Officer: Negotiable Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-15% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$223,841 - \$296,752.

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

Note: No Agency enquiries at this time. Overseas Trained Medical Practitioner's will be considered. Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online:

<http://www.health.act.gov.au/professional/medical>

Contact Officer: Barbara Reid, Executive Director, Surgery & Oral Health (02) 6244 3515 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Director General Reports

Financial Management

Budget Development Officer/Client Manager

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 23035)

Gazetted: 17 May 2012

Closing Date: 24 May 2012

The Financial Management Unit is seeking a suitably qualified and energetic team member who has experience or interest in working in the Budget Management sub-section. Duties include: assisting in the development of the Directorate's external and internal budgets; liaison with ACT Treasury; financial client support to a number of corporate

areas of the Directorate; performance reporting; maintenance of financial delegations; and the oversighting of the Directorate's cash management responsibilities.

Note: The position is temporary commencing in July 2012 for a period of 11 months.

Contact Officer: Jean-Paul Donda (02) 6205 0915

Director General Reports

Health Protection Service

Environment Health Management

Public Health Officer

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 27603, several)

Gazetted: 17 May 2012

Closing Date: 31 May 2012

The Health Protection Service has recently undergone structural changes to create two inspectorial sections in the Environmental Health Operations Section. The restructure has created two managerial positions at the Health Professional 4 level. These positions will lead quality development of the Environmental Health Operational section. We also have additional vacancies at the Health Professional 3 and 2 levels. The Health Protection Service provides excellent career opportunities for applicants wishing to have an influence within the relative sectors of public health management. The positions provide scope for professional officers with sound judgement and strategic thinking skills that would assist the Environmental Health team achieve organisational objectives

Eligibility/Other Requirements: If you have a Degree of Applied Science (Environmental Health) and willing to take the challenge, you are invited to apply. Appointment to the various levels will be dependent upon experience and qualifications. Recent graduates with the required degree are also encouraged to apply. Current driver's licence.

Desirable: Appropriate and current qualification and/or competencies under the National Regulatory Food Safety Auditor Framework; and Certification for auditing high-risk processes and activities.

Note: Apply online for these available vacancies - Health Professional Level 2 please refer to Requisition ID 004MD, Health Professional Level 3 please refer to Requisition ID 004MP, Health Professional Level 4 please refer to Requisition ID 004M1. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Brian Jones or Melissa Langhorne (02) 6205 1713

Director General Reports

Health Protection Service

Environment Health Management

Public Health Officer

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 29640)

Gazetted: 17 May 2012

Closing Date: 31 May 2012

The Health Protection Service has recently undergone structural changes to create two inspectorial sections in the Environmental Health Operations Section. The restructure has created two managerial positions at the Health Professional 4 level. These positions will lead quality development of the Environmental Health Operational section. We also have additional vacancies at the Health Professional 3 and 2 levels.

The Health Protection Service provides excellent career opportunities for applicants wishing to have an influence within the relative sectors of public health management. The positions provide scope for professional officers with sound judgement and strategic thinking skills that would assist the Environmental Health team achieve organisational objectives.

Eligibility/Other Requirements: If you have a Degree of Applied Science (Environmental Health) and willing to take the challenge, you are invited to apply. Current driver's licence. Desirable: Appropriate and current qualification and/or competencies under the National Regulatory Food Safety Auditor Framework; and Certification for auditing high-risk processes and activities.

Note: Apply online for these available vacancies - Health Professional Level 2 please refer to Requisition ID 004MD, Health Professional Level 3 please refer to Requisition ID 004MP, Health Professional Level 4 please refer to Requisition ID 004M1. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Melissa Langhorne or Brian Jones (02) 6205 1700

Canberra Hospital and Health Services

Operational Support

Acute Care

Senior Occupational Therapist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 30505, several)

Gazetted: 17 May 2012

Closing Date: 31 May 2012

We are looking for a number of Occupational Therapists to fill key positions in our acute services team. A range of full time, part time, permanent and temporary positions exist for people with the right skills. We are specifically looking for therapists with experience in hands/burns/plastics, neurology and generalist occupational therapy at a senior level.

So if you want to be a part of a fresh and dynamic team that is building its presence in acute service delivery in a changing environment then this could be the job you always wanted.

Eligibility/Other Requirements: Degree or diploma in Occupational Therapy and eligibility for full membership of Occupational Therapy Australia. Current driver's licence. Be registered to practice Occupational Therapy with AHPRA by

1 July 2012, or already registered in another state or territory of Australia and transitioning for registration with the national scheme by 1 November 2012.

Note: These positions may be required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Domenico Tripodi (02) 6244 3286

**Strategy and Corporate
Professional Leadership Research and Education**

Allied Health Adviser

Allied Health Clinical Education Officer

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 18726)

Gazetted: 17 May 2012

Closing Date: 24 May 2012

This is an exciting opportunity to make a significant contribution to the allied health clinical education agenda, specifically the student clinical placements. The primary function of this position is to provide coordination and monitoring of the allied health student clinical placements within the Student Clinical Placement Unit. The position will also provide support for the Allied Health Clinical Education Coordinator in the development of allied health education across the Organisation with a focus on student education.

Eligibility/Other Requirements: Candidates will be expected to have sound clinical experience including student supervision and a range of experience with different computer applications as this position will be required to work with the ACT Health Directorate's Student Placements Online database (SPO). Experience with the ACT Health Directorate's, Capability system, or similar application, is strongly recommended, or an ability to quickly learn such an application.

Appropriate Tertiary qualification in an Allied Health Discipline. Registration with the relevant Health Professional Registration Board and/or eligibility for professional membership.

Note: This is a part-time position at four days a week. The position will initially be based at the Canberra Hospital campus, the Student Clinical Placement Unit, Building 5, Level 1. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Karen Murphy (02) 6205 0893

Canberra Hospital and Health Services

Capital Region Cancer Services

Screening and Support

Radiographer - Mammographer

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 14988)

Gazetted: 17 May 2012

Closing Date: 24 May 2012

An opportunity has opened at BreastScreen ACT, which is part of BreastScreen Australia, a national, population based program aimed at reducing breast cancer morbidity and mortality. We have a great opportunity for you to join our dynamic and committed multidisciplinary team to undertake digital breast imaging work for screen mammography and assessment for clients of BreastScreen ACT.

Eligibility/Other Requirements: Degree or Diploma in Applied Science (Medical Imaging). Eligible for membership of the Australian Institute of Radiography.

Contact Officer: Yvonne Epping (02) 6205 1540

Strategy and Corporate

People Strategy and Services

Compliance, Quality and Risk Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 19639)

Gazetted: 17 May 2012

Closing Date: 24 May 2012

This position is responsible for the coordination of the accreditation process, in accordance with the ACHCS Standards for the People Strategy and Services Branch. This role also coordinates the responses in respect of risk management and audit. You will need to be able to maintain systems regarding correspondence and provide secretarial support to the Executive Director, People Strategy and Services Branch.

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

Contact Officer: Judi Childs (02) 6205 1083

Director General Reports

Financial Management

Revenue and Financial Support

Visiting Medical Officer Claims Manager

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 24077)

Gazetted: 17 May 2012

Closing Date: 24 May 2012

As part of the Revenue and Financial Services team the Visiting Medical Officer Claims Manager performs compliance audits which involve interpretation of the MBS and VMO contracts. The ability to work individually and as part of a team with a demonstrated knowledge and usage of ACTPAS and PICS, complimented by excel spread sheeting and word document skills.

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

Contact Officer: Clare Crawford (02) 6244 2008

Director General Reports

Financial Management

Revenue and Financial Support

Billing Officer

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 01977)

Gazetted: 17 May 2012

Closing Date: 24 May 2012

The Patients Accounts Office provides financial and administrative support including processing accounts receivable, resultant follow-up and liaison and debt recovery for both inpatients and outpatients of the Canberra Hospital. The team also provides a Sundry Debtor and the Cashier Service for all operational areas of the Health Directorate. The Billing Officer is responsible under general direction for the raising of invoices within the billing system, using appropriate documentation and procedures.

Note: Part-time officers will be considered, please state preferred days and times in your application. To complete your application you must prepare responses to the Selection Criteria as fully as possible as a document to be uploaded and included with your application. Selection may be based on application and referee reports only.

Contact Officer: Clare Crawford (02) 6244 2008

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Supervisor

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 18527)

Gazetted: 17 May 2012

Closing Date: 24 May 2012

Supervise and lead the reception and booking clerks in Medical Imaging. Prepare monthly, on-call and weekly rosters for administration staff. Develop and maintain appropriate policies and procedures; set priorities and conduct staff appraisals; and staff training. Liaise with clients, Departmental and other staff to resolve difficult enquiries and other problems in a tactful and discrete manner.

Eligibility/Other Requirements: Knowledge of Medical Terminology. Current driver's licence.

Note: This is a temporary vacancy available from 7 June 2012 until 19 December 2012. This position involves shiftwork. An order of merit will be formed from this selection process that may be utilised to fill any full-time/part-time, temporary or casual positions (at level), which may occur within the following 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee comments only and interviews may not be held.

Contact Officer: Jean Dumbrell (02) 6244 2159

Director General Reports

Health Protection Service

Environment Health Management

Public Health Officer

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 29632)

Gazetted: 17 May 2012

Closing Date: 31 May 2012

The Health Protection Service has recently undergone structural changes to create two inspectorial sections in the Environmental Health Operations Section. The restructure has created two managerial positions at the Health Professional 4 level. These positions will lead quality development of the Environmental Health Operational section. We also have additional vacancies at the Health Professional 3 and 2 levels.

The Health Protection Service provides excellent career opportunities for applicants wishing to have an influence within the relative sectors of public health management. The positions provide scope for professional officers with sound judgement and strategic thinking skills that would assist the Environmental Health team achieve organisational objectives.

Eligibility/Other Requirements: If you have a Degree of Applied Science (Environmental Health) and willing to take the challenge, you are invited to apply. Current driver's licence. Desirable: Appropriate and current qualification and/or competencies under the National Regulatory Food Safety Auditor Framework; and Certification for auditing high-risk processes and activities.

Note: Apply online for these available vacancies - Health Professional Level 2 please refer to Requisition ID 004MD, Health Professional Level 3 please refer to Requisition ID 004MP, Health Professional Level 4 please refer to Requisition ID 004M1. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Melissa Langhorne or Brian Jones (02) 6205 1700

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**

Security and Emergency Management Branch

Policy Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 11817)

Gazetted: 10 May 2012

Closing Date: 29 May 2012

The Security and Emergency Management Branch is responsible for the development of strategic policy on whole-of-government issues including emergency management, counter-terrorism, protective security, critical infrastructure protection, natural disaster resilience, development, maintenance and activation of the Territory Crisis Centre and the ACT CCTV network. Under the limited direction of the Executive Director the successful applicant will be required to assist with the development and implementation of strategic policy advice on protective security, emergency management, resilience, counter-terrorism and critical infrastructure protection across government. Assist with the development, implementation and delivery of internal and external governance arrangements for protective security and emergency management issues. Assist with a range of secretariat tasks for relevant committees. Provide assistance with the development and activation of the Territory Crisis Centre. Undertake specific projects as required. Maintain records in accordance with the *Territory Records Act 2002*. Rotate throughout other positions at the same classification within the Security and Emergency Management Branch.

Eligibility/Other Requirements: This is a Designated Security Assessment Position to "Negative Vetting 1" (Secret) Level. The successful applicant will be required to undergo, and be granted, a security clearance to the above level. If a clearance is not granted employment in the role will not commence or, if already commenced, will be terminated.

Note: This is a temporary position available until 30 April 2013, with the possibility of extension.

Contact Officer: David Parkinson (02) 6205 8196 david.parkinson@act.gov.au

Victim Support ACT

Senior Case Manager

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 28842)

Gazetted: 10 May 2012

Closing Date: 7 June 2012

Victim Support ACT is looking for a Social Worker, Psychologist or Counsellor to provide assessment, case management, support and justice advocacy for victims of crime in the ACT. The Senior Case Manager is responsible for delivering support and counselling interventions for clients who have experienced trauma and present with a range of complex issues. It is highly desirable that applicants enjoy working in a team environment and have a personal commitment to delivering high quality customer service.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or a Post Graduate Diploma in Counselling and full clinical membership of a professional counselling association. Current registration with the relevant registration body; or eligibility for membership of the Australian Association of Social Workers.

Notes: Due to operational requirements this is a full-time position. This is a readvertised position, previous applicants need not reapply.

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

ACT Government Solicitor

Government Law

Solicitor

Legal 1 \$52,575 - \$107,797, Canberra (PN: 09354, several)

Gazetted: 11 May 2012

Closing Date: 29 May 2012

The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the Australian Capital Territory, government agencies, ministers and office holders. The Government Law team provides legal services in the following areas: employment and industrial relations; regulation and licensing; human rights and discrimination; child welfare; information privacy and access; administrative law; machinery of government; and public and constitutional law. Successful applicants will provide oral and written legal advice and appear for clients before courts, Fair Work Australia, the ACT Civil and Administrative Tribunal and boards. These positions will be filled on a permanent or contract basis.

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

Notes: Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria.

Contact Officer: Rebekah Knox (02) 6205 3714 rebekah.knox@act.gov.au

ACT Corrective Services

Custodial Operations

Permanent/Casual Correctional Officer Class 1

Correctional Officer Class 1 \$51,611 - \$61,934, Canberra (PN: 13287, several expected vacancies)

Gazetted: 15 May 2012

Closing Date: 5 June 2012

ACT Corrective Services. Many backgrounds. One rewarding career.

Are you interested in playing a crucial role in protecting the community and assisting in the rehabilitation of offenders? ACT Corrective Services is looking for persons with maturity and life experience, with high personal integrity, self-confidence, good communication skills, the ability to operate individually in a team and the capacity to deal with people in a wide range of different situations.

Contact Officer: Kate Walton (02) 6207 0438 kate.walton@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 Regulatory Services

Road User Services

Traffic Camera Office

Adjudicator

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 21756)

Gazetted: 10 May 2012

Closing Date: 24 May 2012

Road User Services promotes road safety through the administration of road transport legislation, including the issuing and adjudication of traffic camera detected offences. To assist in achieving these goals we require an enthusiastic person for the position of Adjudicator, Traffic Camera Office. In this role, the work of the successful applicant will include, but not be restricted to: Adjudication of images for traffic camera detected offences, responding to counter and telephone enquiries, actioning and responding to customer correspondence, performing delegated responsibilities according to legislation pursuant to the *Road Transport Act 1999* and/or any subsequent legislative changes that may take effect and maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Daniel Laundess (02) 6207 5204 daniel.laundess@act.gov.au

Office of Regulatory Services

Road Transport

Parking Review

Parking Review Officer

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 04986)

Gazetted: 11 May 2012

Closing Date: 18 May 2012

Details: Under the direction of the Team leader, Parking Review; Receipt, investigate and respond to correspondence. Answer phone and counter enquiries from clients regarding their rights and responsibilities concerning infringements. Assess and process disputes of infringement notices in accordance with guidelines, legislation and discretionary powers. Efficiently maintain, update and operate office systems. Assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current driver's licence.

Note: This is a temporary position available asap until 31 July 2012 with possibility of extension.

Contact Officer: Greg Mirenda (02) 6207 7099 gregory.mirenda@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

Roads and Public Transport

ACTION

Finance

Manager Financial Accounting and Audit

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: A20500)

Gazetted: 10 May 2012

Closing Date: 29 May 2012

ACTION buses employs over 800 staff and is responsible for significant capital assets including a fleet of over 400 buses, two major depots and workshops. ACTION manages an expenditure budget in excess of \$115 million each year and generates around \$20 million in fares revenue from over 17 million passenger boardings. ACTION is seeking an experienced accountant to work as part of a small team, and take responsibility for all aspects of monthly and annual financial reporting, in addition to management of ACTION's internal financial audit program. The successful applicant will have good communication and interpersonal skills and demonstrate an ability to proactively contribute to the achievement of ACTION's business needs.

Eligibility/Other Requirements: CA or CPA qualifications will be highly regarded.

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

Contact Officer: Charmaine Murfet (02) 6207 3353 charmaine.murfet@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

HR Services

Employee Relations and Training

Senior Advisor

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 08524)

Gazetted: 10 May 2012

Closing Date: 24 May 2012

The successful applicant will investigate, report and make recommendations on complex employment matters, including disciplinary action, internal reviews, appeals and underperformance issues; manage and promote a productive and effective client Directorate/Agency relationship; liaise with client Directorates/Agencies on industrial and employment related matters; represent Shared Services and client Directorates/Agencies in a range of forums and assist agencies through the provision of advice and training on complex employment matters.

Eligibility/Other Requirements: Qualifications in a HR related discipline and/or conducting investigations are desirable, however not essential.

Notes: This is a temporary position available for a period of 12 months. The successful applicant may be eligible for appointment or promotion to this position after performing the duties of the office for a period of 12 months, should a permanent vacancy arise.

Contact Officer: Karen Jabbour (02) 6205 3812 karen.jabbour@act.gov.au

Shared Services

Shared Services ICT

Business Development/Business Applications and Support

Shared Systems Administrator

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 14358, several)

Gazetted: 10 May 2012

Closing Date: 25 May 2012

Resolve technical and functional issues related to one or other of the following shared application production environments such as IDMS, Trim, OHASIS, Marval, RAPS. Manage and/or undertake the systems administration processes for these shared application environments, including access and security, audit, archiving, applications database maintenance, modifications, upgrades and interfaces.

Eligibility/Other Requirements: Knowledge of the Information Technology Infrastructure Library (ITIL) framework is desirable.

Contact Officer: Marianne Wein (02) 6207 5261 marianne.wein@act.gov.au

Finance and Budget

Executive

Executive Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 03868)

Gazetted: 11 May 2012

Closing Date: 29 May 2012

Treasury is looking for an experienced Executive Officer with expertise in the provision of high level executive support to the Senior Executive of the Division. The successful applicant will have a demonstrated ability to plan, coordinate and manage the workflows of the Division; possess strong written skills; and high order skills in relation to reviewing briefs, correspondence and other written material. The position also requires strong conceptual and analytical skills, and high level negotiation and communication skills.

Contact Officer: Elizabeth Kirkham (02) 6207 0310 elizabeth.kirkham@act.gov.au

Shared Services

Shared Services ICT

Customer Relations/Education and Training ICT

Schools Capital Works Administration Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 30565)

Gazetted: 14 May 2012

Closing Date: 28 May 2012

The successful applicant will be required to manage and coordinate Information, Communication and Technology (ICT) projects and activities on time and within budget.

Identify the scope of assigned information technology projects and document project plans and schedules. Coordinate project resources and key stakeholders in accordance with the relevant project timetable to meet objectives.

Eligibility/Other Requirements: A white card for accessing a construction site is essential.

Notes: This is a temporary position available until 30 April 2013.

Contact Officer: Mal Smith (02) 6205 5501 mal.smith@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Teacher Band 1 \$60,293 - \$81,123

Rebecca Lyons 793-86072, Section 68(1), 7 May 2012

Community Services

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

Melinda Valerie McGregor 835-70737, Section 68(1), 14 May 2012

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

Dawn Vernon 835-63457, Section 68(1), 15 May 2012

Economic Development

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

Daniel Chan 835-71457, Section 68(1), 14 May 2012

Education and Training

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

John Clink 835-69760, Section 68(1), 14 May 2012

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

Steven Lawrence 835-70710, Section 68(1), 14 May 2012

School Assistant 2/3 \$38,098 - \$46,835

Rosemary Nicholls 835-62788, Section 68(1), 15 May 2012

Environment and Sustainable Development

Professional Officer Class 2 \$68,515 - \$78,705

Vidya Singh 827-43480, Section 68(1), 23 May 2012

Health

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

Anusha Boojala 833-44940, Section 68(1), 14 May 2012

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

Sandra Hickmott 835-69592, Section 68(1), 7 May 2012

Radiation Therapist Grade 2 \$53,020 - \$74,029

Paria Pourjavaheri 835-69111, Section 68(1), 23 April 2012

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

Glenn Yepes 821-58695, Section 68(1), 15 May 2012

Justice and Community Safety

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

Elissa Berry 835-78886, Section 68(1), 14 May 2012

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

Thomas Aidan Evers 827-4622, Section 68(1), 10 May 2012

Graduate Paramedic Intern \$55,852 plus penalties

Kinza Graham 835-70526, Section 68(1), 14 May 2012

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

Julia Therese Lamb 834-51228, Section 68(1), 14 May 2012

Graduate Paramedic Intern \$55,852 plus penalties

Michael Moldoveanu 835-68485, Section 68(1), 14 May 2012

Paralegal Grade 2 \$52,359 - \$56,879

Julia Nanette Noble 835-71596, Section 68(1), 4 May 2012

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

Richard O'Neill 827-35296, Section 68(1), 3 May 2012

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

Ross Shadbolt 835-68442, Section 68(1), 14 May 2012

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

Lachlan Alexander Shaw 835-71481, Section 68(1), 14 May 2012

Graduate Paramedic Intern \$55,852 plus penalties
Christian Winship 835-71318, Section 68(1), 14 May 2012

Territory and Municipal Services

Bus Operator - Training \$56,486
Stefan Beyer 140-730, Section 68(1), 11 May 2012

Bus Operator - Training \$56,486
Nicole Chase 140-709, Section 68(1), 11 May 2012

Senior Officer Grade C \$86,750 - \$93,535
Stuart Finch 835-70286, Section 68(1), 14 May 2012

Bus Operator - Training \$56,486
Paul McLinden 140-725, Section 68(1), 11 May 2012

Bus Operator - Training \$56,486
Stuart O'Callaghan 140-727, Section 68(1), 11 May 2012

Bus Operator - Training \$56,486
Dharwinder Singh 140-706, Section 68(1), 11 April 2012

Bus Operator - Training \$56,486
Gurpreet Singh 140-705, Section 68(1), 11 May 2012

Bus Operator - Training \$56,486
Jan Viljoen 140-708, Section 68(1), 11 May 2012

Treasury

Administrative Services Officer Class 4 \$54,956 - \$59,668
Tanja Serdar 820-83224, Section 68(1), 15 May 2012

TRANSFERS

Community Services

Vijaya Goundar: 785-54864
From: Administrative Services Officer Class 6 \$68,515 - \$78,705
Community Services
To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Community Services, Canberra (PN. 19016) (Gazetted 17 February 2012)

Fiona Scicluna: 827-24757
From: Administrative Services Officer Class 6 \$68,515 - \$78,705
Community Services
To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Community Services, Canberra (PN. 27927) (Gazetted 27 January 2012)

Economic Development

Deidre O'Brien: 813-32663
From: Senior Officer Grade C \$86,750 - \$93,535
Economic Development
To: Senior Officer Grade C \$86,750 - \$93,535
Economic Development, Canberra (PN. 27981) (Gazetted 31 January 2012)

Health

Melanie Fitzpatrick: 786-46610
From: Registered Nurse Level 2 \$75,514 - \$80,184
Health
To: Registered Nurse Level 2 \$75,514 - \$80,184
Health, Canberra (PN. 19489) (Gazetted 1 March 2012)

Tina Calisto: 786-52367
From: Enrolled Nurse Level 2 \$52,818
Health

To: †Enrolled Nurse Level 2 \$52,818
Health, Canberra (PN. 17368) (Gazetted 1 March 2012)

PROMOTIONS

Community Services

Housing and Community Services

Asset Management

Business Development

Michael Rankins: 820-94708

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

To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Community Services, Canberra (PN. 20021) (Gazetted 2 December 2011)

Governance, Advocacy and Community Policy

Policy and Organisational Services

Organisational Governance

Kathryn Ross: 745-72853

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

To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Community Services, Canberra (PN. 09248) (Gazetted 28 March 2012)

Economic Development

Land Development Agency

Land Development

Lea Durie: 795-56828

From: Senior Officer Grade C \$86,750 - \$93,535
Economic Development

To: †Senior Officer Grade B \$102,499
Economic Development, Canberra (PN. 13822) (Gazetted 27 January 2012)

Economic Development, Policy and Governance

Workforce and Governance

Governance

Tracey Leanne Henry: 739-65479

From: Administrative Services Officer Class 6 \$68,515 - \$78,705
Economic Development

To: †Senior Officer Grade C \$86,750 - \$93,535
Economic Development, Canberra (PN. 30567) (Gazetted 31 January 2012)

Tourism, Events and Sport

Territory Venues and Events

Events

Adelina La Vita: 820-83689

From: Senior Officer Grade C \$86,750 - \$93,535
Economic Development

To: †Senior Officer Grade B \$102,499 - \$115,387
Economic Development, Canberra (PN. 28819) (Gazetted 23 March 2012)

Land Development Agency

Land Development

Mark Overton: 788-23875

From: Senior Officer Grade C \$86,750 - \$93,535
Economic Development

To: †Senior Officer Grade B \$99,033
Economic Development, Canberra (PN. 18818) (Gazetted 27 January 2012)

Land Development Agency

Land Development

Kathryn Thresher: 827-07893

From: Senior Officer Grade C \$86,750 - \$93,535
Economic Development

To: †Senior Officer Grade B \$102,499
Economic Development, Canberra (PN. 16120) (Gazetted 27 January 2012)

Environment and Sustainable Development

Regulation and Services

Construction Occupations

Utilities, Land and Lease Regulation

Reuben John Gaze: 783-09841

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

Environment and Sustainable Development

To: †Senior Officer Grade C \$93,535

Environment and Sustainable Development, Canberra (PN. 19535) (Gazetted 23 March 2012)

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

Office of the Director General

Office of the Commissioner for Sustainability and the Environment

Shalini (Monica) Mudaliar: 791-54933

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

Education and Training

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

Environment and Sustainable Development, Canberra (PN. 12890) (Gazetted 20 February 2012)

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

Health

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Operational

Belinda Pfeiffer: 820-91064

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

Health

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

Health, Canberra (PN. 21434) (Gazetted 22 March 2012)

Strategy and Corporate

Performance and Innovation

Health Performance

Silvija Stefanovic: 820-88359

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

Health

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

Health, Canberra (PN. 29719) (Gazetted 19 April 2012)

Canberra Hospital and Health Services

Critical Care and Imaging

Emergency

Luke Ward: 816-81863

From: Enrolled Nurse Level 1 \$48,464 - \$51,948

Health

To: †Enrolled Nurse Level 2 \$52,818

Health, Canberra (PN. 17372) (Gazetted 1 March 2012)

Justice and Community Safety

Legislation and Policy

Human Rights and Regulatory Policy

Pamela Jenkins: 771-11702

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

Justice and Community Safety

To: †Senior Officer Grade A \$119,042

Justice and Community Safety, Canberra (PN. 46234) (Gazetted 3 May 2011)

Office of Regulatory Services

Transport Regulation

Road User Services

Christopher Polzin: 827-44758

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 12565) (Gazetted 7 March 2012)

**Transport Regulation
Road User Services
Business Development and Information
Naveen Wijemanne: 817-52545**

From: Administrative Services Officer Class 5 \$63,440 - \$67,269
Justice and Community Safety
To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Justice and Community Safety, Canberra (PN. 20042) (Gazetted 27 March 2012)

Territory and Municipal Services

**Parks and City Services
City Services**

**Urban Treescapes
Matthew Badham: 779-78234**

From: Technical Officer Level 4 \$68,515 - \$78,705
Territory and Municipal Services
To: †Senior Officer Grade C \$86,750 - \$93,535
Territory and Municipal Services, Canberra (PN. 27679) (Gazetted 10 January 2012)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Parks and City Services
Executive**

Rachel Reid: 827-10769

From: Administrative Services Officer Class 5 \$63,440 - \$67,269
Territory and Municipal Services
To: †Administrative Services Officer Class 6 \$68,515 - \$78,705
Territory and Municipal Services, Canberra (PN. 27169) (Gazetted 9 January 2012)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Treasury

**Shared Services
Shared Services ICT
Operations/Platform Systems
Jamie Rochford: 816-82807**

From: Information Technology Officer Class 1 \$55,076 - \$62,974
Treasury
To: Information Technology Officer Class 2 \$68,515 - \$78,705
Treasury, Canberra (PN. 17896) (Gazetted 5 March 2012)