



ACT Government Gazette

**Gazetted Notices for the week beginning 13 January
2011**

VACANCIES

ACT Health

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

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

Population Health

Epidemiology

Manager

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 25498)

Gazetted: 20 January 2011

Closing Date: 27 January 2011

The Epidemiology Branch is responsible for collecting, analysing and reporting on the health status of the ACT population. The Branch manages the ACT Cancer Registry, and the ACT Maternal and Perinatal Data Collection. The Branch is also responsible for coordinating ACT Health surveys including: the ACT General Health Survey; the ACT Secondary Student Alcohol and Drug Survey; and the ACT Year 6 Physical Activity and Nutrition Survey. The successful applicant will be responsible for managing the Information Management Section of the Epidemiology Branch to ensure that quality information is available on the health of the ACT population that can inform policy and program development.

Eligibility/Other Requirements: Tertiary qualifications in epidemiology/public health, information management or other health-related discipline are desirable but not mandatory.

Note: This position is a full-time permanent position but part-time applicants will be considered. Selection may be made on application and referees reports only. Salary packaging with fringe benefits tax-free threshold up to \$9095 is available.

Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

Contact Officer: Linda Halliday (02) 6207 4036

The Canberra Hospital

Acute Support

Social Worker

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 28714)

Gazetted: 20 January 2011

Closing Date: 3 February 2011

If you are an experienced Social Worker interested in working in an ever-changing and challenging acute hospital environment, this position is for you. Social Workers work in multidisciplinary and social work teams to provide service to adult, maternity and paediatric inpatient and outpatient clinical areas. You will be encouraged and supported to undertake quality improvement activities, provide professional supervision, rotate areas of clinical responsibility, participate in professional development activities and post graduate education programs.

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

Contact Officer: Mary Sinclair-Vogt (02) 6244 2155 mary.sinclair-vogt@act.gov.au

The Canberra Hospital

Pathology Services

Anatomical Pathology

Medical Typist

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 27062)

Gazetted: 20 January 2011

Closing Date: 27 January 2011

The successful applicant will be part of a small team of administrative staff providing administrative assistance and secretarial services to the Anatomical Pathology Department of ACT Pathology.

Note: This is a temporary position for 12 months with the possibility of extension. Please attach referee reports addressing the selection criteria to your application.

Contact Officer: Mary Abbey (02) 6244 2874

The Canberra Hospital

Medical Imaging

Medical Officers

Interventional/General Radiologist

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

Senior Specialist \$185,984, Canberra (PN: 15154)

Gazetted: 20 January 2011

Closing Date: 17 February 2011

Applications are invited for the above position from suitably qualified medical graduates eligible for medical specialist registration in the Australian Capital Territory and with a FRANZCR or equivalent. It is expected that the applicants will have considerable experience and expertise in interventional and General radiology. Duties include provision of clinical services, participation in the on call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. A sub-speciality area of expertise is desirable in interventional radiology. The Medical Imaging Department is a fully integrated facility including MRI, helical CT, Ultrasound, Nuclear Medicine and interventional radiology with a complex and interesting workload. In near future the department will be providing Diagnostic Breast services and PET CT. The Department has fifteen salaried staff specialist (13.8FT) and nine Registrar positions and one interventional fellow that are fully accredited with the Royal Australian and New Zealand College of Radiologists. 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 500-bed hospital providing most major medical and surgical sub-specialty services. The Hospital is currently the major teaching hospital for the Australian National University Medical School (ANUMS) and has strong links to other Research Centres and Schools in the College of Medicine and Health Sciences of the ANU. The Interventional Radiology section has two state of the art interventional suites, 1.Philips FD20 with 3D rotational angio and Xper CT facility and 2.Siemens Axiom Atris TA unit. Canberra is a family-friendly city, with a relaxed lifestyle, outstanding education institutions and numerous outdoor activities. It is surprisingly close to both the coast and the NSW snowfields and is linked to Sydney and Melbourne by a major highway as well as excellent air and rail links. The preferred applicant will be offered a conjoint appointment with The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the ACT Health appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the Professor of the University Department of Medical Imaging on academic matters and to the Director of Medical Imaging at the Canberra Hospital for clinical matters.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Radiologists. Contact Officer: Enquiries about the clinical role may be directed to Professor Graham Buirski, Director Medical Imaging (02) 6244 2159 or graham.buirski@act.gov.au General enquiries may be directed to Annie Leonard (02) 6244 2528 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

The Canberra Hospital

Surgical SMT

Emergency

Staff Specialist Emergency Department

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

Senior Specialist \$185,984, Canberra (PN: TBA)

Gazetted: 20 January 2011

Closing Date: 10 February 2011

Canberra Hospital Emergency Department is seeking applications for appointment as staff specialists. These positions are newly created to add to the existing dynamic and progressive team. Applications should be eligible for unconditional registration as a medical specialist in the ACT and should possess FACEM or an equivalent higher medical qualification in Emergency Medicine. The Emergency Department has approximately 57,000 attendances per annum, (about 30% paediatrics) with a diverse casemix including trauma and an admission rate of approximately 30%. There is an active and successful postgraduate education and training program. Duties include provision of on-call clinical services, teaching undergraduate and postgraduate students. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of 0.5 million. It is a modern 600 bed hospital for the Australian National University (ANU) Medical School and has strong links to other faculties in the ANU. In addition, there are strong links with the pre-hospital and retrieval medical service.

Note: Applications from those expected to complete FACEM within 6 months will also be considered. Full time positions are preferred. Applicants with specific interests in pre-hospital and retrieval medical may negotiate a position with the Capital Region Retrieval Service. An attractive remuneration package is offered including allowances and employer funded superannuation component.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Capital Territory Medical Board. Fellowship of the Australasian College for Emergency Medicine (FACEM) or expected to complete FACEM within 6 months or an equivalent higher specialist qualification.

Contact Officer: Dr Greg Hollis (02) 6244 3309 gregory.hollis@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

ACT Planning and Land Authority

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

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

**Planning Services
Development Policy
Project Officer**

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 00291)

Gazetted: 13 January 2011

Closing Date: 1 February 2011

The Territory Plan Variation Unit is seeking a highly motivated person with well developed organisational, analytical, GIS, mapping and technical writing skills to assist with the administration of the Territory Plan. The successful applicant will be required to assist with the maintenance of spatial data and the preparation of variations to the Territory Plan.

Eligibility/Other Requirements: Tertiary qualifications or experience in planning, geographic information systems, urban geography or related disciplines are desirable.

Note: This position is temporary for the period commencing asap to 15 September 2011.

Contact Officer: Justin McEvoy (02) 6205 9468 justin.mcevoy@act.gov.au or Marijke Gilchrist (02) 6207 1962 marijke.gilchrist@act.gov.au

Client Services

Surveying and Spatial Data

Geographic Information Officer

Technical Officer Level 3 \$57,082-\$64,764, Canberra (PN: 16694)

Gazetted: 18 January 2011

Closing Date: 8 February 2011

The ACT Planning and Land Authority is looking for a Geographic Information System (GIS) officer to assist in maintenance of the Spatial Data Management System and ACT street addressing. The position offers the opportunity to develop a wide range of data skills and expertise.

Eligibility/Other Requirements: Relevant tertiary qualifications.

Contact Officer: Rene DeKieffe (02) 6207 1607 rene.dekiefte@act.gov.au

Calvary Health Care ACT (Public)

Allied Health

Occupational Therapy Department

Occupational Therapist, Aged Care Rehabilitation Ward

Health Professional Level 3 \$70,774 - \$74,676, Canberra (PN: 7143)

Gazetted: 17 January 2011

Closing Date: 3 February 2011

Provide a high level of appropriate Occupational Therapy assessment and intervention in the delivery of this service. Exercise independent professional judgement in solving problems and managing cases, and when necessary expand, adapt or modify existing principles and techniques. Liaise with carer's and other service provider's to facilitate effective service provision. Contribute to the planning, development and evaluation of client programs and services. Contribute to the evaluation and analysis of policies and procedures applicable to the Occupational Therapy service. Provide professional supervision and training, education and professional development activities for the Occupational Therapy department, hospital staff and students. Participate in the implementation of quality improvement projects, and research programs through liaising and networking within the hospital, external agencies/groups and professional bodies. Complete case and program records to standards required and meet reporting and data collection requirements. Maintain ongoing professional education, and current clinical knowledge, to ensure ongoing standards of high quality patient care is provided

Eligibility/Other Requirements: MANATORY. An appropriate Degree or Diploma in Occupational Therapy (or equivalent). ACT drivers licence. Highly developed clinical reasoning skills and demonstrated ability to manage patient caseload within a contemporary hospital setting, which is compliant with OT Australia code of conduct and consistent with current occupational therapy practice. Proven ability in initiating quality improvement activities and demonstrated ability in evaluating clinical care. Well developed leadership, communication and negotiation skills with a proven ability to develop and lead a functional team. Commitment to maintain current professional knowledge in clinical area of responsibility.

Note: Full time - temporary - 12 month position

Contact Officer: Michael Malcomess 02 62016087 michael.malcomess@calvary-act.com.au Applications can be forwarded to: www.recruitment@calvary-act.com.au

Allied Health

Occupational Therapy Department

Senior Hand Therapist

Health Professional Level 3 \$70,774 - \$74,676, Canberra (PN: 7247)

Gazetted: 17 January 2011

Closing Date: 7 February 2011

Lead a team which will provide a high standard of appropriate Occupational Therapy assessment and intervention across all acute wards at Calvary Healthcare ACT. Exercise independent professional judgement in solving problems and managing cases, and when necessary expand, adapt or modify existing principles and techniques. Liaise with carer's and other service provider's to facilitate effective service provision. Contribute to the planning, development and evaluation of client programs and services. Contribute to the evaluation and analysis of policies and procedures applicable to the Occupational Therapy service. Provide professional supervision and training, education and professional development activities for the occupational therapy department, hospital staff and students. Participate in the implementation of quality improvement projects, and research programs through liaising and networking within the hospital, external agencies/groups and professional bodies. Complete case and program records to standards required and meet reporting

and data collection requirements. Maintain ongoing professional education, and current clinical knowledge, to ensure ongoing standards of high quality patient care is provided.

Eligibility/Other Requirements: Mandatory. An appropriate Degree or Diploma in Occupational Therapy (or equivalent). Australian drivers licence or recognised international equivalent. Highly Desirable: Highly developed skills in the delivery and management of contemporary hand therapy services within the acute care sector. Demonstrated ability and experience in managing a full hand therapy caseload with minimal supervision. Proven ability in initiating quality improvement activities and demonstrated ability in evaluating clinical care. Highly developed communication, supervision and negotiation skills, with a proven ability to clinically supervise junior therapists effectively. Commitment to maintain current professional knowledge in clinical area of responsibility. Eligibility for Membership of the Australian Association of Occupational Therapists.

Note: Full time - temporary - 6 month position

Contact Officer: Michael Malcomess 02 62016087 michael.malcomess@calvary-act.com.au Applications can be forwarded to: www.recruitment@calvary-act.com.au

**Administrative / Technical
Information & Communications Technology Department
Client Services Officer
Information Technology Officer Class 1 \$51,916 - \$59,360, Canberra (PN: 7039)**

Gazetted: 17 January 2011

Closing Date: 1 February 2011

1. Actively participate in provision of the ICT Service Desk functions and support other functions of the ICT Department. 2. Provide Level 1 assistance in the resolution of Service Desk calls, prioritise jobs and escalate them to appropriate staff for resolution as required. 3. Maintain the corporate ICT Client Service System (HEAT) and knowledge base. 4. Participate in on-call and shift roster. 5. Prepare user documentation. 6. Liaise with vendors and suppliers for the acquisition, installation and implementation of both software and hardware. 7. Undertake other relevant duties as required.

Eligibility/Other Requirements: Selection Criteria: Strong client focus with a commitment to respond to client needs effectively, efficiently and in a timely manner. Ability to work effectively as a team member and adapt to changing situations whilst under pressure. Good problem resolution skills and demonstrated ability to prepare user documentation to a high standard. High level of oral and written communication and interpersonal skills including the ability to liaise effectively at all levels. Good technical skills and experience working on an IT helpdesk. Highly Desirable: Knowledge or experience of ICT standards and methodologies as they relate to the provision of ICT operational activities following Information Technology Infrastructure Library (ITIL). Tertiary qualifications in Information Technology as well as demonstrated commitment to personal professional development.

Contact Officer: Hakan Gultekin 02 6201 6348 Hakan.Gultekin@Calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

**Nursing
Clare Holland House
Registered Nurse
Registered Nurse Level 1 \$51,872 - \$70,092, Canberra (PN: Several_RN1)**

Gazetted: 17 January 2011

Closing Date: 14 February 2011

Duties: 1. Promote an environment that facilitates the continual development and maintenance of standards of safe practice and delivery of comprehensive and effective nursing care. 2. Directly provide comprehensive and coordinated patient focused care. 3. Act as a professional role model and resource person for junior members of the team. 4. Support the ongoing development of excellence in specialist palliative care nursing by: (a) Empowering patients and their families to be active participants in their plan of care. (b) Actively fostering knowledge and provision of specialist palliative care with new and less experienced staff using a framework as described in the PCA/LCMHC Standards for the provision of palliative care. 5. Actively support and facilitate communication as a member of the interdisciplinary team 6. Undertake professional development, and Annual Development Plan. 7. Actively support and commit to the values and philosophy of the Little Company of Mary.

Eligibility/Other Requirements: MANDATORY: Registered General Nurse with the ACT Nurses Board. HIGHLY DESIREABLE: Demonstrated competency in caring for palliative care patients. Demonstrated ability to provide an excellent standard of active, compassionate patient-centred care (acknowledging the patient and their significant others as a unit of care. Demonstrated effective interpersonal skills and the ability to communicate effectively with other members of the interdisciplinary health care team. Demonstrated capacity precept other staff. Evidence of commitment to professional development. Computer literacy

Note: Several positions

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

**Nursing
Clare Holland House
Enrolled Nurse
Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: Several_EN1)**

Gazetted: 17 January 2011

Closing Date: 14 February 2011

Under the supervision of a registered nurse 1. Provide holistic care to patients and their families in accordance with the ANMC National Competency Standards 2. Comply with relevant legislation and organisational policy and procedural guidelines. 3. Accept accountability and responsibility for own actions and decisions within the scope of enrolled nurse

level 1 practice. 4. Support the ongoing development of excellence in specialist palliative care nursing by: (a) Empowering patients and their families to be active participants in their plan of care. (b) Actively fostering knowledge and provision of specialist palliative care with new and less experienced staff using a framework as described in the Australian Standards for Palliative Care. 5. Collaborate as a member of the interdisciplinary team to ensure best outcomes for the patients and their family members 6. Undertake professional development, and Annual Development Plan. 7. Contribute to the promotion of safety, security and personal integrity of individuals and groups within the scope of enrolled nurse practice. Eligibility/Other Requirements: MANDATORY: Enrolled or eligible to be enrolled as an Enrolled Nurse with the Nursing and Midwifery Board of Australia. HIGHLY DESIREABLE: Demonstrated special interest in caring for palliative care patients. Demonstrated ability to deliver competent nursing care under the guidance of a registered nurse in accordance with the ANMC national Competency Standards for Enrolled Nurses. Demonstrated ability to contribute to the formulation of care plans in collaboration with registered nurses and members of the multidisciplinary team. Demonstrated effective interpersonal skills and the ability to communicate effectively with other members of the interdisciplinary health care team. § Demonstrated capacity precept other staff. Evidence of commitment to professional development. Computer literacy; Demonstrated knowledge and commitment to high quality customer service, equity and diversity, occupational health and safety. An understanding of and commitment to the organisations values.

Note: Several positions

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

www.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

Centre

Centre for Health, Community and Wellbeing

Community Services Teacher

Teacher Band 1 \$58,254-\$78,380, Canberra (PN: 15562, several)

Gazetted: 14 January 2011

Closing Date: 1 February 2011

The Community Services Program at CIT is seeking experienced people with professional knowledge and practical skills in online development and delivery appropriate to teaching a range of Community Development training programs delivered traditionally, flexibly, online and at workplaces.

Eligibility/Other Requirements: Appropriate tertiary qualifications or equivalent in the community services sector including competencies equivalent to those delivered in the relevant VET qualifications from Certificate III to Advanced Diploma in Community Services is mandatory. At least five years of relevant vocational/industrial professional experience in two of the following fields: community work, correctional practice, community development, alcohol and other drug work, youth work, mental health work and family services/child protection work highly advantageous.

Note: These are temporary positions available for a period of two years, starting February 2011 with the possibility of permanent appointment under clause 21 of the Canberra Institute of Technology Teachers' Enterprise Agreement 2009 – 2011. The positions will be offered at either full time or part time. There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Contact Officer: Rhonda Fuzzard (02) 62074914 rhonda.fuzzard@cit.edu.au

Chief Minister's Department

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

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

Business and Industry Development

Executive Assistant

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 55568)

Gazetted: 14 January 2011

Closing Date: 1 February 2011

The Department is seeking to appoint an Executive Assistant at the Administrative Service Officer 5 level, to provide high level administrative and secretarial support to the General Manager of Business and Industry Development, and other members of the unit as required. The successful applicant will provide a high level of coordination and advice on administrative activities within the office; Examine, evaluate and take appropriate action on reports, submissions and information submitted to the General Manager to ensure completeness and accuracy; Undertake minor research and prepare less complex responses to correspondence; Assist in the provision of corporate and business reporting as required and coordinate a range of administrative tasks on behalf of Business and Industry Development.

Note: This is a temporary position from 24/03/2011 to 24/12/2011. This position is part-time, working hours of 9am-3pm (can be negotiated) from Monday to Friday. This position is being readvertised and previous applicants will be considered. Contact Officer: Janet Hughes (02) 6207 1641 janete.hughes@act.gov.au

Australian Capital Tourism

**Canberra and Region Visitor Centre
Reservations Administrator**

Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 43424)

Gazetted: 13 January 2011

Closing Date: 1 February 2011

Australian Capital Tourism is seeking a suitable candidate to fill the role of Reservations Administrator at the Canberra and Region Visitors Centre. Working in a team based environment you will be responsible for administering the reservations system, processing bookings, liaising with the digital marketing team for quality assurance and proactively contributing to all areas of the organisation.

Eligibility/Other Requirements: Current driver's licence, First Aid Certificate and the ability to work flexible hours including weekends.

Contact Officer: Michael Salmon (02) 6205 0661 michael.salmon@act.gov.au

**Australian Capital Tourism
Canberra Region and Visitors Centre
Visitor Services Assistants**

Administrative Services Officer Class 2 \$42,233-\$46,832, Canberra (PN: C04148, several)

Gazetted: 17 January 2011

Closing Date: 24 January 2011

Australian Capital Tourism is seeking suitable candidates for its casual on call visitor services assistants at the Canberra and Region Visitors Centre. Working in a team based environment you will be responsible for providing a high level of customer service to visitors and callers, coordinating and booking travel and accommodation.

Eligibility/Other Requirements: Current driver's licence, able to work flexible hours including weekends, ability to speak a foreign language would be an advantage.

Note: Applicants should complete a one to two page expression of interest in the position addressing the selection criteria and provide a current resume. An order of merit will be created from this selection process to fill casual vacancies in this position that occur over the next 12 months.

Contact Officer: Michael Salmon (02) 6205 0661 michael.salmon@act.gov.au

Department of Disability, Housing and Community Services

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

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

Housing and Community Services

**Office of Multicultural and Aboriginal and Torres Strait Islander Affairs
Policy Officer**

Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 55076)

Gazetted: 19 January 2011

Closing Date: 8 February 2011

This position is available in the Office of Multicultural Affairs for a committed, highly organised officer to significantly contribute to the implementation of high profile programs. To successfully fill this role you will be required to have strong interpersonal, written and organisational skills, as well as a flexible approach in responding to tight deadlines, undertaking representational duties and working sensitively with all stakeholders.

Eligibility/Other Requirements: Experience in working in the community sector would be an advantage.

Contact Officer: Carmen Ryan (02) 6205 3153 carmen.ryan@act.gov.au

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Case Manager / Indigenous Liaison Officer

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 07829)

Gazetted: 14 January 2011

Closing Date: 1 February 2011

The successful applicant will be a member of the Bimberi Programs and Services Team providing culturally appropriate case management services and delivering rehabilitative, therapeutic and educative programs in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. On a day-to-day basis, as part of a multi-disciplinary team, this position provides the case management and program delivery for a number of young people on remand or committal. Provide specialist staff training, advice and assistance in matters related to Aboriginal and Torres Strait Peoples.

Eligibility/Other Requirements: Possession of a current driver's licence. Tertiary qualifications, or equivalent, in, psychology or social work desirable.

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

Contact Officer: Leanne Rourke (02) 6207 3384 leanne.rourke@act.gov.au

Policy and Organisational Services

Senior Finance Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 00459)

Gazetted: 13 January 2011

Closing Date: 27 January 2011

Applications are sought to fill the position of Senior Finance Officer in the Department of Disability, Housing and Community Services. This position is part of the Finance and Budgets team and provides financial support for Community Development Services, the Office for Multicultural, Aboriginal and Torres Strait Islander Affairs and the Offices for Ageing and Women.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting or progress towards an accounting degree is highly desirable.

Note: Interested applicants should address the selection criteria; include a curriculum vitae and the contact details of two referees. Previous applicants need not apply.

Contact Officer: Lynette Daly (02) 6205 0143 lynette.daly@act.gov.au

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Contracts Officer

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 55877)

Gazetted: 14 January 2011

Closing Date: 1 February 2011

The Contracts Officer will be responsible for undertaking a range of activities that supports the Department's contracts and/or community grants schemes. This will include administration, analysing and reporting on contracts in a context of ensuring compliance with legislation and policy.

Eligibility/Other Requirements: Knowledge and experience of ACT procurement processes would be an advantage.

Contact Officer: Danny O'Mara (02) 6205 5273 danny.o'mara@act.gov.au

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Youth Worker

Administrative Services Officer Class 3/4 \$49,306-\$59,668, Canberra (PN: 02913, several)

Gazetted: 17 January 2011

Closing Date: 1 February 2011

Bimberi signals a new era in Youth Justice. We are looking for people who have the ability to relate to people from different ethnic and cultural backgrounds; enjoy challenging and varied work with young people; will treat young people fairly, consistently and in a non-judgemental way and can be positive role models for young people in the youth justice system. Staff will receive an attractive remuneration package and the opportunity for professional development. Training will be provided.

Eligibility/Other Requirements: Completion or partial completion of the Youth Worker Level 3 or 4 certificate or qualification in the behavioural sciences desirable. Applicants will be required to undergo psychometric testing as part of the recruitment process. Possession of a current driver's licence and Senior First Aid Certificate.

Contact Officer: Mark Stephens (02) 6207 3346 leanne.rourke@act.gov.au

Disability ACT

Service Delivery

Accommodation Support

Disability Support Officer

Disability Support Officer Level 1 \$40,857-\$42,495, Canberra (PN: 28039, several)

Gazetted: 19 January 2011

Closing Date: 11 February 2011

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. If you do not have the relevant experience, your diverse life and work experiences can be transferred to support people with a disability. Disability ACT will provide all additional training.

Eligibility/Other Requirements: You will need a current driver's licence.

Note: To find out more about the role of a Disability Support Officer, please attend one of our information sessions on: Wednesday, 2 February 2011, at 12:30pm – 1:30pm or 5:00pm – 6:00pm. Location: Disability ACT, Ground Floor, Nature Conservation House, Cnr Emu Bank and Benjamin Way, Belconnen. We have several permanent, full-time and part-time and casual positions available. Penalty payments increase the salary range significantly. The salary is pro rata based on the hours worked.

Contact Officer: Pam Emery (02) 6205 0233 pam.emery@act.gov.au

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Contracts Officer

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 33229, several)

Gazetted: 13 January 2011

Closing Date: 1 February 2011

The Contracts Officer is responsible for undertaking a range of activities that supports the Department's contracts and/or community grants schemes including: administration, analysing and reporting on contracts in a context of ensuring compliance with legislation and policy.

Eligibility/Other Requirements: Knowledge and experience of ACT procurement processes would be an advantage.

Contact Officer: Danny O'Mara (02) 6205 5273 danny.o'mara@act.gov.au

Department of Justice and Community Safety

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

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

**Office of Regulatory Services
Registration and Client Services**

Senior Manager

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 42693, several)

Gazetted: 14 January 2011

Closing Date: 28 January 2011

Provide high level service and advice to customers of the Registrar-General's Office. Perform the functions of the Deputy Registrar-General and/or an officer of the ACT Public Service as per relevant legislation, policy and procedures. These functions may include: The critical examination of more complex documents for registration; Ensuring all transactions, particularly those of a complex nature comply with relevant legislation; Resolving more complex issues for customers and other staff; Perform more complex reconciliation of cash and trust accounts. Undertake the responsibility of manager of a business unit. This would require the officer to supervise, train and develop business unit staff. Maintain electronic records and ensure procedures are in place to ensure a high level of data integrity and accuracy. Liaise with representatives of government, industry and members of the public in various contexts. Manage and foster effective relationships with key stakeholders. Represent the organisation in a professional manner. Assist in the management of the Registrar-General's Office to ensure objectives are met. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Danielle Krajina (02) 6207 0490 danielle.krajina@act.gov.au

ACT Corrective Services

Alexander Maconochie Centre

Finance Manager

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 43669)

Gazetted: 17 January 2011

Closing Date: 31 January 2011

Under the direction of the Superintendent and in liaison with the Resource Manager: Manage the financial and general operational support activities with the Alexander Maconochie Centre (AMC) in accordance with relevant legislation, operating procedures and performance indicators. Specific duties include but are not limited to: Providing varying levels of management, support and supervision of Administration and Finance staff; taking specific responsibility for Administration and Finance staff performance management, staff development and associated general aspects of staff administration.

Eligibility/Other Requirements: Experience in a financial work environment and advanced Excel spreadsheets or financial modelling. Relevant accounting qualifications or significant progress toward it is highly desirable. Eligible candidates will be required to undergo a criminal history check.

Note: This is a temporary position available March 2011 until April 2012.

Contact Officer: Peta Chaney (02) 6207 2830 peta.chaney@act.gov.au

ACT Law Courts and Tribunal Administration

ACT Civil and Administrative Tribunal

Registrar

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 42395)

Gazetted: 17 January 2011

Closing Date: 1 February 2011

The ACT Civil and Administrative Tribunal is seeking an experienced lawyer to fill the role of Registrar. The Registrar must have excellent communication skills, a solid understanding of the work of tribunals and of the functions of a Registrar.

Eligibility/Other Requirements: Comprehensive knowledge of or experience in dispute resolution and tribunal or court practice and procedure. Tertiary qualifications in law are essential and qualifications in dispute resolution are highly desirable.

Note: This is a temporary position available until 30/11/2012.

Contact Officer: Athol Morris (02) 6207 1379 athol.morris@act.gov.au

**Office of Regulatory Services
Registration and Client Services**

Manager

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 42543, several)

Gazetted: 17 January 2011

Closing Date: 31 January 2011

Provide high level service and advice to customers of the Office of Regulatory Services. Perform the functions of a Deputy Registrar-General and/or an officer of the ACT Public Service as per relevant legislation, policy and procedures. These functions may include: The critical examination of more complex documents for registration; Ensuring all transactions, particularly those of a complex nature comply with relevant legislation; Resolving more complex issues for customers and other staff; Perform more complex reconciliation of cash and trust accounts and undertake the responsibility of manager of a business unit. This requires the officer to supervise, train and develop business unit staff; Maintain electronic records and ensure procedures are in place to ensure a high level of data integrity and accuracy; Liaise with representatives of government, industry and members of the public in various contexts; Manage and foster effective relationships with key stakeholders; Represent the organisation in a professional manner; Assist in the management of the Office of Regulatory Services to ensure objectives are met and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: The occupant of this position may be required to rotate throughout other positions at the same classification within Registration and Client Services. A current driver licence is desirable and relevant tertiary qualifications are an advantage.

Contact Officer: Nardia Layt (02) 6207 7889 nardia.layt@act.gov.au

**Office of Regulatory Services
Registration and Client Services
Client Services Officer**

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 42577, several)

Gazetted: 14 January 2011

Closing Date: 28 January 2011

Provide high level client service, either at the counter, over the phone, or in writing. Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office. Where delegated, critically examine documents for registration and reconcile relevant cash and trust accounts. Resolve more complex issues for clients and staff. Accept and account for a range of fees by exercising responsibilities as a collector of public monies. Assist with the supervision, management, training and development of other staff within a business unit. Maintain accurate records managed in a variety of databases and manual registers. Contribute to Office of Regulatory Services operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to efficient work practices and sound corporate governance. Contribute to workplace diversity, participative work practices and promote OHS principles. Assist senior staff members with work in the unit to ensure objectives are achieved.

Eligibility/Other Requirements: Occupant of this position may be required to rotate throughout other positions at the same classification within Registration and Client Services. Current driver's licence desirable.

Contact Officer: Dale Pegg (02) 6207 0458 dale.pegg@act.gov.au

**Office of Regulatory Services
Registration and Client Services
Client Services Officer**

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 42520, several)

Gazetted: 14 January 2011

Closing Date: 28 January 2011

Provide high level client service, either at the counter, over the phone, or in writing. Receive and process lodgements for a range of licences, registrations, permits or refunds administered by the office. Undertake cashier duties in accordance with the *Financial Management Act 1996*, including managing cash and daily balancing. Undertake responsibilities of data entry, scanning, indexing and searching databases to provide client services. Undertake other administrative functions as required, which may include opening and distributing mail and courier duties. Be the first point of contact for clients. Answer, screen and transfer telephone calls. Provide administrative support. Contribute to Office of Regulatory Services operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to efficient work practices and sound corporate governance. Contribute to workplace diversity, participative work practices and promote OHS principles. Assist senior staff members with work in the unit to ensure objectives are achieved.

Eligibility/Other Requirements: Occupant of this position may be required to rotate throughout other positions at the same classification within Registration and Client Services. Current driver's licence desirable.

Contact Officer: Darren Skipworth (02) 6207 1180 darren.skipworth@act.gov.au

**Public Trustee for the ACT
Trust Assistant**

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 42514, several)

Gazetted: 14 January 2011

Closing Date: 21 January 2011

The Public Trustee is looking for an officer to perform a variety of administrative support tasks including, but not limited to: Receive and attend to telephone and counter enquiries; collect, register and distribute incoming/outgoing mail; attend to daily banking and document lodgements/collections; provide general information to the public; account payments and receipts; data base entries; register Wills; maintain statistics; manage records; record death and statutory notices from daily newspapers; prepare basic correspondence and examination of accounts for external management matters. Assist trust officers with the administration of Powers of Attorney and management orders of the ACT Civil and Administrative Tribunal (ACAT), *Trusts and estates and Confiscation of Criminal Assets Act 2003* and other duties as required.

Eligibility/Other Requirements: Ability to use Microsoft Office Suite and MYOB would be an advantage and a current driver's licence.

Note: Selection may be based on application and referee reports only, it is in the interest of applicants to include two referee reports with their applications.

Contact Officer: Lorraine Mason (02) 6207 9819 lorraine.mason@act.gov.au

Department of Land and Property Services

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

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

Property and Capital Works

ACT Property Group

Property Projects and Services

Senior Manager

Senior Officer Grade A \$115,016, Canberra (PN: 19059)

Gazetted: 18 January 2011

Closing Date: 1 February 2011

The Senior Manager leads a section responsible for the effective operation of an untied, fee-for-service, business providing technical/trades services, project management, maintenance and construction services for the ACT Property Group portfolio as well as for ACT Government Departments.

Contact Officer: Stephen Ryan (02) 6205 2250 stephen.ryan@act.gov.au

Property and Capital Works

ACT Property Group

Business Support

Financial Controller

Senior Officer Grade A \$115,016, Canberra (PN: 19058)

Gazetted: 18 January 2011

Closing Date: 1 February 2011

Lead, manage and control the operations of the Business Support Section and ensure it provides appropriate support to both the Department and the ACT Property Group in relation to financial accounts and associated financial data. The position also oversees OHS and quality assurance for the Group.

Eligibility/Other Requirements: An understanding of accounting principles and applications in a government business setting. Previous experience as a senior finance manager/financial controller.

Contact Officer: Stephen Ryan (02) 6205 2250 stephen.ryan@act.gov.au

Department of Territory and Municipal Services

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

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

InTACT

Planning and Development

Infrastructure Administration and Coordination, Revenue and Licensing

Revenue and Licensing Manager

Senior Officer Grade B \$99,033-\$111,485, Canberra (PN: 15059)

Gazetted: 14 January 2011

Closing Date: 28 January 2011

The successful applicant will be required to manage and develop capabilities for Whole of Government Software licensing including administration of licence agreements and contracts. Oversee the billing processes for all sections within Planning and Development.

Eligibility/Other Requirements: Tertiary qualifications in Government Management or similar field would be highly regarded.

Contact Officer: Jamie Ericson (02) 6207 5700 jamie.ericson@act.gov.au

InTACT

Operations

Service Support

Service Delivery Officer

Information Technology Officer Class 2 \$66,198-\$76,043, Canberra (PN: 14344, several)

Gazetted: 17 January 2011

Closing Date: 1 February 2011

The successful applicant will be required to provide technical support and assistance to InTACT customers through the maintenance and diagnosis of hardware and software problems.

Eligibility/Other Requirements: Incumbents may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles if required. A current driver's licence or the ability to quickly acquire a driver's licence is highly desirable.

Contact Officer: Andrew Kondakis (02) 6205 5413 andrew.kondakis@act.gov.au

Transport and Infrastructure

ACTION

Fleet Services

MUO Logistics Manager, Workshops

General Service Officer Level 10 \$64,583-\$74,188, Canberra (PN: ws8004)

Gazetted: 14 January 2011

Closing Date: 1 February 2011

The MUO Logistics Manager manages and coordinates the provision of regional maintenance support and services including component remanufacturing, major vehicle refinishing and new fleet commissioning. The MUO Logistics Manager is responsible for improving service delivery, by implementing reliable demand planning and forecasting techniques, identifying potential risks in service delivery and associated supply chains, monitoring customer service levels and continually improving business processes whilst minimising costs.

Eligibility/Other Requirements: Appropriate qualifications and/or relevant experience in the development, implementation, and operation of computerized maintenance management systems are essential. Tertiary qualifications in engineering, management, procurement or project management would be highly desirable.

Note: This is a temporary position available from February to July 2011.

Contact Officer: Michael Van der Plaats (02) 6207 7911 michael.vanderplaats@act.gov.au

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

InTACT

Operations

Health ICT

Office Manager

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 16303)

Gazetted: 14 January 2011

Closing Date: 28 January 2011

The role provides general administrative support to the ICT Health section, including the planning, coordination and managing the workflow within Health ICT. Provide reporting and financial support.

Contact Officer: Peter Jeffery (02) 6207 7826 peter.jeffery@act.gov.au

Transport and Infrastructure

ACTION

Fleet Services

Cleaner/Fueller

EGSO34 \$48,026, Canberra (PN: NCP006, several)

Gazetted: 17 January 2011

Closing Date: 1 February 2011

Under direction of the Workshop Manager and Cleaner/Fueller Supervisor, maintain work standards and ensure the ACTION fleet vehicles are fuelled, cleaned and detailed in accordance with ACTION's standards.

Eligibility/Other Requirements: A background in the cleaning industry, the operation of plant, or a background in heavy vehicle maintenance would be an advantage. The occupant of this position must hold a current motor vehicle driver's licence and be able to obtain and hold an ACTION specific yard licence.

Note: The positions are permanent part-time from 25 to 30 hours per week. This position is required to work rotating rostered shifts and weekend overtime. This position is being readvertised, previous applicants for this position need to reapply.

Contact Officer: Darrell Shepherd (02) 6207 7540 darrell.shepherd@act.gov.au

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

Department of the Environment, Climate Change, Energy and Water

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

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

Office of the Chief Executive

Executive Assistant to the Deputy Chief Executive

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 18306)

Gazetted: 18 January 2011

Closing Date: 1 February 2011

The Deputy Chief Executive is seeking an experienced and enthusiastic Executive Assistant for a period of 12 months (with a possibility of an extension) to provide administrative and co-ordination support. We are looking for a team player with strong communication, organisational and research skills; including experience with budget, financial and departmental reporting, ministerial tasks and records management.

Note: This is a temporary vacancy commencing asap to 28 February 2012 with a possibility of an extension.

Contact Officer: Megan Reichstein (02) 6205 9651 megan.reichstein@act.gov.au

APPOINTMENTS

ACT Health

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

Robert Bickerton 827-26680, Section 68(1), 22 November 2010

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

Julia Bocking 827-26066, Section 68(1), 4 January 2011

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

Landon Gray 821-22473, Section 68(1), 12 January 2011

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

Patricia Holmes 827-30751, Section 68(1), 3 January 2011

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

Robert Rahman 827-28176, Section 68(1), 10 January 2011

Dental Receptionist \$42,238-\$46,835

Suzana Stanojevic 827-24036, Section 68(1), 11 January 2011

Technical Officer Level 1 \$43,672-\$45,879

Jeremy Phillip Stephens 827-30161, Section 68(1), 4 January 2011

Nurse Practitioner \$101,525

Shannon Woodward 821-19522, Section 68(1), 18 January 2011

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

Ahmed Saadi Al-Sameraai Ahmed: 829-55512, Section 68(1), 7 December 2010

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

Felicity Brims: 824-62654, Section 68(1), 17 January 2011

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

Ramila Varendran: 799-71263, Section 68(1), 17 January 2011

Canberra Institute of Technology

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

Ghodsi Laleh 821-00661, Section 68(1), 4 February 2011

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

Duncan Alan Roseby 799-91491, Section 68(1), 27 January 2011

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

Belinda Yates 791-45148, Section 68(1), 10 January 2011

Department of Disability, Housing and Community Services

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

Vanessa Hattersley 821-26431, Section 68(1), 12 January 2011

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

Nita Key 821-22481, Section 68(1), 17 January 2011

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

Anita Miragaya 827-17258, Section 68(1), 17 January 2011

Department of Education and Training

School Assistant 3 \$41,927-\$45,251

Petra Luke 820-94951, Section 68(1), 20 December 2010

Department of Justice and Community Safety

Trainee Ambulance Support Officer \$43,863-\$45,943

Tessa Jean Chilcott 827-30436, Section 68(1), 17 January 2011

Trainee Ambulance Support Officer \$43,863-\$45,943

Tracey Anne Greenacre 827-30428, Section 68(1), 17 January 2011

Trainee Ambulance Support Officer \$43,863-\$45,943

Zoe Hook 827-30495, Section 68(1), 17 January 2011

Trainee Ambulance Support Officer \$43,863-\$45,943

Sandra Louise Nissen 827-30516, Section 68(1), 17 January 2011

Trainee Ambulance Support Officer \$43,863-\$45,943

Robert Ohman 827-30508, Section 68(1), 17 January 2011

Legal 2 \$110,398-\$114,936

Heidi Robinson 827-30698, Section 68(1), 13 January 2011

Trainee Ambulance Support Officer \$43,863-\$45,943

Ian Michael Roebuck 827-30524, Section 68(1), 17 January 2011

Trainee Ambulance Support Officer \$43,863-\$45,943

Adam Frederick Townsend 827-30540, Section 68(1), 17 January 2011

Department of Territory and Municipal Services

General Service Officer Level 5/6 \$42,612-\$47,092

Natasha Daniel 791-36081, Section 68(1), 17 January 2011

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

Myra Domigan 827-30006, Section 68(1), 17 January 2011

Administrative Services Officer Class 1 \$38,249-\$42,272

Brendan Matthews 827-21505, Section 68(1), 12 January 2011

Department of the Environment, Climate Change, Energy and Water

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

Anita Healey 827-17653, Section 68(1), 13 January 2011

Exhibition Park in Canberra

General Service Officer Level 6 \$44,960-\$47,092

Bremner Dunlop AGS: 78075416, Section 68(1), 31 January 2011

General Service Officer Level 4 \$40,232 to \$41,947

Scott Edward Brigden 780-75424, Section 68(1), 31 January 2011

TRANSFERS

ACT Health

Michelle Kaumbuthu: 509-21713

From: Health Professional 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)

ACT Health

To: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)

ACT Health, Canberra (PN. 22350) (Gazetted: 4 November 210)

ACT Planning and Land Authority

Greg Arthell Garrett: 827-22575

From: Administrative Services Officer Class 6 \$66,198-\$76,043
ACT Planning and Land Authority
To: Administrative Services Officer Class 6 \$66,198-\$76,043
ACT Planning and Land Authority, Canberra (PN. 03099) (Gazetted 11 November 2010)

Canberra Institute of Technology

Darlene Jean Smith: 787-61547

From: Classroom Teacher \$58,254-\$78,380
Department of Education and Training
To: Teacher Band 1 \$58,254-\$78,380
Canberra Institute of Technology, Canberra (PN. 52006) (Gazetted 1 October 2010)

Department of Education and Training

Dianne Elizabeth Bruce: 326-97746

From: School Leader C \$91,769
Department of Education and Training
To: School Leader C \$91,769
Department of Education and Training, Canberra (PN. 20330) (Gazetted 21 October 2010)

Beverly Clark: 772-20263

From: School Assistant 2 \$36,810-\$40,820
Department of Education and Training
To: School Assistant 2 \$36,810-\$40,820
Department of Education and Training, Canberra (PN. 01213) (Gazetted 22 October 2010)

Sharon Lee Fellows: 033-30419

From: School Leader C \$91,769
Department of Education and Training
To: School Leader C \$91,769
Department of Education and Training, Canberra (PN. 02158) (Gazetted 4 November 2010)

Helen Margaret Flaherty: 713- 20685

From: School Leader C \$91,762
Department of Education and Training
To: School Leader C \$91,762
Department of Education and Training, Canberra (PN. 02570) (Gazetted 26 November 2010)

Bernadette Hayes: 711-00383

From: School Leader B \$98,077
Department of Education and Training
To: School Leader B \$98,077
Department of Education and Training, Canberra (PN. 04110) (Gazetted 11 November 2010)

Richard Paul Manning: 027-63538

From: School Leader C \$91,762
Department of Education and Training
To: Senior Officer Grade C \$91,762
Department of Education and Training, Canberra (PN. 01985) (Gazetted 21 October 2010)

Helen Ziamos-Lascaris: 739-90420

From: School Leader C \$91,769
Department of Education and Training
To: School Leader C \$91,769
Department of Education and Training, Canberra (PN. 03579) (Gazetted 21 October 2010)

Department of Justice and Community Safety

Belinda Jane Owen: 783-14384

From: Senior Officer Grade C \$81,772-\$88,168
Department of Disability, Housing and Community Services
To: Senior Officer Grade C \$81,772-\$88,168
Department of Justice and Community Safety, Canberra (PN. 42739) (Gazetted 9 November 2010)

PROMOTIONS

ACT Health

The Canberra Hospital Pharmacy

Fernanda Bowerman: 816-81660

From: Health Professional Level 2 - Pharmacist \$49,557-\$68,740
ACT Health

To: Health Professional Level 3 - Pharmacist \$78,434-\$82,759
ACT Health, Canberra (PN. P21581) (Gazetted 26 August 2010)

Mental Health ACT

Adult Community and Older Persons Belconnen Mental Health Team

Jane Hamilton: 780-52046

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

To: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)
ACT Health, Canberra (PN. 27537) (Gazetted 4 November 2010)

Mental Health ACT

Adult Community and Older Persons Belconnen Mental Health Team

Deepthy Palamadathu Ramachandram: 820-97925

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

To: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)
ACT Health, Canberra (PN. 21788) (Gazetted 4 November 2010)

The Canberra Hospital

Women's and Children's Health Women's and Babies

Melissa Pearce: 600-92701

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

To: †Registered Nurse Level 3.2 \$94,804
ACT Health, Canberra (PN. 22174) (Gazetted 18 November 2010)

Capital Region Cancer Service Hospital Based Cancer Service Medical Oncology

Alys Wishart: 778-79236

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

ACT Health
To: Registered Nurse Level 2 \$72,960-\$77,472
ACT Health, Canberra (PN. 35811) (Gazetted 9 December 2010)

ACT Planning and Land Authority

Development Services

Development Services Branch

Development Assessment

Mudalige Ajith Buddhadasa: 799-98597

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

ACT Planning and Land Authority
To: †Senior Officer Grade C \$83,816-\$90,372
ACT Planning and Land Authority, Canberra (PN. 21496) (Gazetted 24 June 2010)

Development Services

Development Assessment

Adam McLachlan: 820-84454

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

ACT Planning and Land Authority
To: Administrative Services Officer Class 6 \$66,198-\$76,043
ACT Planning and Land Authority, Canberra (PN. 21556) (Gazetted 11 November 2010)

Development Services

Development Services

Development Assessment

Greta van Malenstein: 799-94385

From: Administrative Services Officer Class 5 \$61,295-\$64,994
ACT Planning and Land Authority
To: Administrative Services Officer Class 6 \$66,198-\$76,043
ACT Planning and Land Authority, Canberra (PN. 05512) (Gazetted 11 January 2011)

Chief Minister's Department

Governance

Public Sector Management

Louise Gilding: 734-57343

From: Senior Officer Grade B \$99,033-\$111,485
Chief Minister's Department
To: †Senior Officer Grade A \$115,016
Chief Minister's Department, Canberra (PN. P17359) (Gazetted 26 October 2010)

Department of Disability, Housing and Community Services

Therapy ACT

Occupational Therapy

Teresa Carr: 816-86357

From: Health Professional Level 2 \$50,796-\$70,459
Department of Disability, Housing and Community Services
To: Health Professional Level 3 \$72,543-\$76,543 (up to \$80,4364 on achieving a personal upgrade)
Department of Disability, Housing and Community Services, Canberra (PN. 36309, several) (Gazetted 3 November 2010)

Department of Education and Training

School Improvement

North/Gungahlin Network

Amaroo School

Emma Louise Aschenberger: 755-72214

From: School Leader C \$91,796
Department of Education and Training
To: †School Leader B \$98,077
Department of Education and Training, Canberra (PN. 04151) (Gazetted 11 November 2010)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement

South/Weston Network

Alfred Deakin High School

Belinda Mary Bartlett: 033-13010

From: School Leader B \$98,077
Department of Education and Training
To: †School Leader A \$128,081
Department of Education and Training, Canberra (PN. 01662) (Gazetted 2 November 2010)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement

South/Weston Network

The Woden School

Donna Barton: 824-50696

From: Classroom Teacher \$51,178-\$78,837
Department of Education and Training
To: †School Leader C \$91,769
Department of Education and Training, Canberra (PN. 02679) (Gazetted 11 November 2010)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement

Belconnen Network

Lake Ginninderra College

Peter James Blunt: 020-51901

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

Department of Education and Training

To: †School Leader C \$91,769

Department of Education and Training, Canberra (PN. 20808) (Gazetted 28 October 2010)

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

School Improvement

North/Gungahlin Network

Amaroo School

Samara Helen Chisholm: 766-19109

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

Department of Education and Training

To: †School Leader C \$91,769

Department of Education and Training, Canberra (PN. 02985) (Gazetted 11 November 2010)

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

School Improvement

Tuggeranong Network

Taylor Primary School

Leanne Davis: 779-01368

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

Department of Education and Training

To: †School Leader C \$91,769

Department of Education and Training, Canberra (PN. 18447) (Gazetted 10 November 2010)

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

School Improvement

Belconnen Network

Melba Copland Secondary School

Jennifer Kay Feltham: 033-30152

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

Department of Education and Training

To: School Leader C \$91,769

Department of Education and Training, Canberra (PN. 02591) (Gazetted 29 October 2010)

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

School Improvement

Belconnen Network

Miles Franklin Primary School

Chris Jones: 755-78296

From: School Leader B \$98,077

Department of Education and Training

To: †School Leader A \$113,804

Department of Education and Training, Canberra (PN. 01788) (Gazetted 2 November 2010)

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

School Improvement

Tuggeranong Network

P-10 School for Kambah

Lauren Richardson: 779-24578

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

Department of Education and Training

To: †School Leader C \$91,769

Department of Education and Training, Canberra (PN. 20328) (Gazetted 21 October 2010)

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

School Improvement

Belconnen Network

Melba Copland Secondary School

Jasdeep Sidhu: 713-20415

From: School Leader C \$91,769

Department of Education and Training

To: †School Leader B \$98,077

Department of Education and Training, Canberra (PN. 15091) (Gazetted 29 October 2010)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

**School Improvement
North/Gungahlin Network
Amaroo School**

Kristine Stewart: 755-77672

From: School Leader C \$91,769

Department of Education and Training

To: †School Leader B \$98,077

Department of Education and Training, Canberra (PN. 04108) (Gazetted 11 November 2010)

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

Department of Justice and Community Safety

**ACT Corrective Services
Community Based Corrections
Simone Fowlie: 735-29327**

From: Senior Officer Grade B \$96,618-\$108,766

Department of Justice and Community Safety

To: †Senior Officer Grade A \$112,211

Department of Justice and Community Safety, Canberra (PN. 45877) (Gazetted 11 October 2010)

**Office of Regulatory Services
Policy and Community Relations
Community Relations**

Linda Harvey: 820-81982

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

Department of Justice and Community Safety

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

Department of Justice and Community Safety, Canberra (PN. 22103) (Gazetted 25 October 2010)

**Office of Regulatory Services
Policy and Community Relations
Community Relations**

Gareth Williams: 799-96719

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

Department of Justice and Community Safety

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

Department of Justice and Community Safety, Canberra (PN. 20648) (Gazetted 25 October 2010)

Department of Territory and Municipal Services

**InTACT
Operations
Government ICT - JACS ICT Support
Geoffrey Barton: 768-55144**

From: Information Technology Officer Class 2 \$66,198-\$76,043

Department of Territory and Municipal Services

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

Department of Territory and Municipal Services, Canberra (PN. 00770) (Gazetted 17 November 2010)

**Transport and Infrastructure Division
Executive**

Bronwen Susan Duke: 795-66903

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

Department of Territory and Municipal Services

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

Department of Territory and Municipal Services, Canberra (PN. 55695) (Gazetted 18 November 2010)

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

**InTACT
Operations
Service Level Management
Rebecca Kitt: 817-40106**

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

ACT Health

To: Administrative Services Officer Class 5 \$61,295-\$64,994
Department of Territory and Municipal Services, Canberra (PN. 14667) (Gazetted 26 November 2010)

Territory Services

ACT Library and Information Service

Biljana Ninchich: 772-38463

From: Administrative Services Officer Class 2 \$43,289-\$48,003
Department of Territory and Municipal Services

To: †Professional Officer Class 1 \$46,164-\$64,764

Department of Territory and Municipal Services, Canberra (PN. 22084) (Gazetted 14 October 2010)

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

Territory Services

ACT Library and Information Service

Sarah Caroline Mary O'Brien: 813-17068

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

Department of Territory and Municipal Services

To: †Professional Officer Class 1 \$46,164-\$64,764

Department of Territory and Municipal Services, Canberra (PN. 22092) (Gazetted 14 October 2010)

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

Transport and Infrastructure

ACTION

North and South Region Workshop

Justin Roffey: 130701

From: Workshop Staff (EGSO5) \$51,387-\$54,139

Department of Territory and Municipal Services

To: †Workshop Staff (TGSO6) \$56,005-\$58,504

Department of Territory and Municipal Services, Canberra (PN. NSW014) (Gazetted 11 March 2010)

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

Department of Treasury

Investment and Economics

Economics

Nicholas Alexander Konovalov: 821-23441

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

Department of Treasury

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

Department of Treasury, Canberra (PN. 14087) (Gazetted 18 November 2010)

Investment and Economics

Economics

Matthew Charles Smith: 821-20240

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

Department of Treasury

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

Department of Treasury, Canberra (PN. 11312) (Gazetted 18 November 2010)