



ACT Government Gazette

Gazetted Notices for the week beginning 10 March 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>

Mental Health ACT

Mental Health Service and Sector Development

Organisational Development

Clinical Nursing Practice Development and Competence Enhancement Co-ordinator

Registered Nurse Level 3.1 \$83,861-\$87,312, Canberra (PN: 22810)

Gazetted: 17 March 2011

Closing Date: 31 March 2011

The Registered Nurse Level 3.1, CNC for Clinical Practice Development and Competence Enhancement will be required to deliver a range of initiatives for mental health nurses that support service improvement through development of nursing practice. The role will require the development, implementation and evaluation of practice development strategies for mental health nursing with a focus on service values and service improvement consistent with the Mental Health Services Plan and the Mental Health Business Plan.

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

Contact Officer: Kevin Kidd (02) 6205 5134

Community Health

Dental Health Program

Senior Dental Hygienist

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 19287)

Gazetted: 17 March 2011

Closing Date: 24 March 2011

The Dental Health Program is seeking a suitable applicant to provide clinical support and leadership to staff involved in the preventive model of care program. In addition to providing dental hygiene services to eligible clients you will be required to provide clinical supervision to students providing dental hygiene services.

Eligibility/Other Requirements: Current general registration as a dental hygienist or oral health therapist with the Dental Board of Australia.

Note: This is a temporary part-time position available for a period of six months at three days a week with the possibility of extension.

Contact Officer: Mandy Blyton (02) 6205 2707 or Trish Maso (02) 6205 1095

Capital Region Cancer Services

Community Based Cancer Services

BreastScreen ACT and South East NSW

Senior Radiographer

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 28556)

Gazetted: 17 March 2011

Closing Date: 31 March 2011

BreastScreen ACT and South East NSW is part of BreastScreen Australia, a national population based program aimed at reducing breast cancer morbidity and mortality. We are looking for someone to lead a dynamic team of radiographers committed to a woman centred, population health screening program. The successful applicant will need to have demonstrated exceptional leadership and management abilities, be a recognised change agent and committed to meeting National, Jurisdictional and local timelines. Previous experience in a mammography screening program, high level competency in Microsoft office applications and knowledge of digital mammography would be viewed favourably.

Eligibility/Other Requirements: Hold a current Statement of Accreditation with the Australian Institute of Radiography (AIR) and Registration Certificates for the ACT and NSW.

Note: Please submit an application outlining relevant skills, experience against the selection criteria, current curriculum vitae and the details of two referees. This position may be filled from application and referee reports only. An attractive remuneration package is available to the successful applicant. Full details available from the contact officer.

Contact Officer: Yvonne Epping (02) 6205 1540

Aged Care and Rehabilitation Services

Aged and Community Care Unit

ACRS Client Support Services

Manager

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 22008)

Gazetted: 17 March 2011

Closing Date: 24 March 2011

An exciting opportunity exists for a suitably qualified and motivated person to lead the Exercise Physiology Department and the Falls Injury Prevention Service. This is a role that incorporates clinical services and health promotion within a multidisciplinary team. The successful applicant will also act as the Lead Professional for Exercise Physiology.

Eligibility/Other requirements: Appropriate degree or diploma in Exercise Science or the equivalent from a recognised tertiary institution. Eligibility for accreditation with national association Exercise and Sports Science Australia (ESSA). A current driver's licence.

Note: This position may be required to participate in overtime, on call, and/or rotation roster. Applications must address the attached selection criteria. The Manager in this position will also act as the lead professional for Exercise Physiology.

Contact Officer: Michael Keen (02) 6207 0410 michael.keen@act.gov.au

**The Canberra Hospital
Ambulatory and Medical Services
ACT Diabetes Service**

Diabetes Educator

Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 28377)

Gazetted: 17 March 2011

Closing Date: 24 March 2011

The ACT Diabetes Service is seeking applications from an enthusiastic and suitably qualified Registered Nurse to join our multidiscipline team. The successful applicant will provide self management education and support services to people with diabetes across tertiary and community based services. In addition the successful applicant will contribute to a teaching and training program for other health professionals within the ACT.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Minimum three years post registration experience. Applicant must have demonstrated knowledge and experience in diabetes care and education.

Note: This is a full time temporary position for a period of 12 months. Part time applicants will be considered.

Contact Officer: Libby Bancroft (02) 6244 3794

**Aged Care and Rehabilitation Service
Aged Care and Rehabilitation Community Based
Aged Care**

Social Worker

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 30400)

Gazetted: 17 March 2011

Closing Date: 24 March 2011

ACT Health is seeking an experienced and enthusiastic Social Worker (SW) to provide a range of SW services across the continuum of care. A temporary part-time position is available within the Aged Care and Rehabilitation Service in the community based Transitional Therapy and Care Program. This Program aims to provide older people who are at the end of their acute or sub-acute hospital stay with up to 12 weeks further therapy and care to recover to their full functional capacity and make arrangements for long term care. Successful applicants will be able to demonstrate high level clinical skills across a broad range of clinical areas, and will have a demonstrated ability to show clinical leadership across the continuum of care. An ability to contribute to service development and to work within a multidisciplinary environment is essential. ACT Health Aged Care and Rehabilitation Services have a strong commitment to clinical governance including a supportive clinical supervision framework. In addition there is a commitment to teaching and training of Social Work students.

Eligibility/Other Requirements: A degree or diploma in Social Work, eligible for membership of the Australian Association of Social Work. Current driver's licence.

Note: This is a temporary vacancy available for the period asap until 29 July 2011. This is a part-time position at 25:30 hours per week. Applicants must quote the position number when applying.

Contact Officer: Debby White (02) 6205 3965

**The Canberra Hospital
Pathology Services
Anatomical Pathology**

Pathology Services

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 21256)

Gazetted: 17 March 2011

Closing Date: 24 March 2011

ACT Pathology is a public pathology laboratory located at the Canberra Hospital, providing comprehensive diagnostic pathology services to the Canberra Hospital, Calvary Hospital and medical practitioners of the ACT and surrounding region including links to the ANU Medical School. The laboratory operates extended hours five days per week offering a wide range of routine and specialized procedures in Anatomical Pathology. The successful applicant will be required to manage the immunohistochemistry sub section of Anatomical Pathology.

Eligibility/Other Requirements: A Degree in Science or equivalent relevant qualification. Extensive in-depth experience in clinical and research immunohistochemistry procedures is essential.

Note: Applicants may be short listed on the basis of written applications and referee reports only. Please ensure your application includes your response to the selection criteria and referee reports addressing the selection criteria. Applicants must quote the above position number when applying CC: 63124.

Contact Officer: Narelle Brodie (02) 6244 2879

**The Canberra Hospital
Ambulatory and Medical Services
ACT Diabetes Service**

Dietitian

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 16200)

Gazetted: 17 March 2011

Closing Date: 24 March 2011

The ACT Diabetes Service is seeking applications from enthusiastic and suitably qualified Dietitian to join our team. The position provides a range of nutrition services including dietary assessment, care planning, counselling and monitoring of nutrition services in a multi-disciplinary team; and the planning and delivery of education programs to staff and client groups.

Eligibility/Other Requirements: Degree in Science plus Graduate Diploma or higher qualification in Nutrition and Dietetics or equivalent. A minimum of two years post-graduate experience. Current driver's licence.

Note: This position may be required to participate in an 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. Applicants must quote the above position number when applying.

Contact Officer: Libby Bancroft (02) 6205 5020

**Aged Care and Rehabilitation Service
Aged Care and Rehabilitation Community Based
Rehabilitation**

Technical Officer

Technical Officer Level 4 \$66,198 - \$76,043, Canberra (PN: 22776)

Gazetted: 17 March 2011

Closing Date: 31 March 2011

An exciting opportunity exists for a suitably qualified and experienced technical officer to join the Clinical Technology Services team. Clinical Technology Services is expanding and is looking for an enthusiastic, team-oriented person to provide technical repair, maintenance and fabrication services to our diverse client group. Clinical Technology Service is located in a new, purpose-designed building at the ACT Health Village Creek Centre, which provides excellent staff facilities including free parking at the door. ACT Health values – Care, Excellence, Collaboration and Integrity - underpin the service philosophy of the Clinical Technology Service.

Eligibility/ Other Requirements: Current driver's licence. Trade certificate or equivalent recognised qualification with skills applicable to Clinical Technology Service requirements is highly desirable.

Note: This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Rod Landsdown (02) 6207 0658

**The Canberra Hospital
Aboriginal Liaison
Aboriginal Liaison Officer**

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 29217)

Gazetted: 17 March 2011

Closing Date: 24 March 2011

Liaise and advocate on behalf of Aboriginal and Torres Strait Islander patients and their families. This position provides the opportunity to work closely with the various Aboriginal and Torres Strait Islander communities in an innovative, creative and productive way within hospital and community settings.

Eligibility/Other Requirements: The successful applicant will require knowledge of local Aboriginal and Torres Strait Islander communities and health issues.

Note: Selection may be conducted by applications and referees reports only.

Contact Officer: Joyce Graham (02) 6244 2152

**Population Health
Health Promotion
Administration Officer**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 24367, expected vacancy)

Gazetted: 17 March 2011

Closing Date: 24 March 2011

The Health Promotion Branch in ACT Health is seeking a suitably qualified officer to join the ACT Health Promotion Grants Program team. This position will assist in the delivery of the ACT Health Promotion Grants Program which includes engaging with community and not-for-profit organisations to support health and wellbeing within the ACT. The successful applicant will possess experience in data entry, financial administration of funding, and well developed communication skills, particularly in liaising with community organisations.

Note: Selection may be based on application and referee reports only. Please provide contact details for two referees. An order of merit will be established from this selection process and may be used to fill vacancies as they occur over the next 12 months.

Contact Officer: Joon Li Choo (02) 6205 3837

Population Health

**Health Protection Service
Scientific Services Management
Forensic Chemist**

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 16343, several expected vacancies)

Gazetted: 17 March 2011

Closing Date: 31 March 2011

The Toxicology and Forensic Chemistry Unit of the laboratory carries out toxicological and chemical investigations to support ACT legislation. The unit has NATA forensic accreditation. The successful applicant will need to be highly motivated with an interest in the conduct of forensic investigations into drugs and poisons. They will need a strong chemistry education and a good understanding of synthetic chemistry, honours or postgraduate degree will be an advantage.

Eligibility/Other Requirements: Bachelor Degree in Science with a Major in Chemistry, or other approved qualification with 12 months relevant experience.

Note: Please include degree transcript with application.

Contact Officer: Dennis Pianca (02) 6205 8732

The Canberra Hospital

**Acute Support
Speech Pathology
Speech Pathologist**

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 28692)

Gazetted: 17 March 2011

Closing Date: 31 March 2011

The Acute Support Speech Pathology team is looking for an enthusiastic and suitably qualified speech pathologist to join a small dynamic team of speech pathologists at the Canberra Hospital. The Speech Pathology Department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of the Canberra Hospital and the surrounding community. Opportunities exist to work across a range of inpatient and outpatient caseloads and to contribute to an active teaching and quality improvement program with strong professional support.

Eligibility or other requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership with Speech Pathology Australia.

Note: This position may be required to participate in overtime, on call, and/or rotation roster. Please provide two written referee reports with written application.

Contact Officer: Felicity Martin (02) 6244 2230

Population Health

**Health Protection Service
Scientific Services Management
Forensic Chemist**

Health Professional Level 1 \$47,515 - \$61,074, Canberra (PN: 16342, several expected vacancies)

Gazetted: 17 March 2011

Closing Date: 31 March 2011

The Toxicology and Forensic Chemistry Unit of the laboratory carries out toxicological and chemical investigations to support ACT legislation. The unit has NATA forensic accreditation. The successful applicant will need to be highly motivated with an interest in the conduct of forensic investigations into drugs and poisons. They will need a strong chemistry education and a good understanding of synthetic chemistry, honours or postgraduate degree will be an advantage.

Eligibility/Other Requirements: Bachelor Degree in Science with a Major in Chemistry, or other approved qualification.

Note: Please include a copy of degree transcript with application.

Contact Officer: Dennis Pianca (02) 6205 8732

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 Branch

**Development Policy
Senior Planning Officer**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 15215)

Gazetted: 10 March 2011

Closing Date: 29 March 2011

Applications are sought from highly motivated people with planning experience to temporarily fill the role of Senior Planning Officer within the Development Policy Section of ACTPLA. This position is responsible for reviewing and developing Territory Plan policy, undertaking research, preparing complex documentation and advices and supervising and mentoring more junior staff.

Eligibility/Other Requirements: A tertiary qualification in regional and urban planning, geography, architecture, social sciences or related disciplines and/or significant work experience in the urban planning or related field is essential.

Note: This is a temporary position available from May 2011 to April 2012. Negotiable part-time from 21 hours to 36.45 full-time.

Contact Officer: Sonya Moser (02) 6207 2435 sonya.moser@act.gov.au

Calvary Health Care ACT (Public)

Administrative

Medical Records

Clinical Coder

Clinical Coder \$49,312 - \$58,325, Canberra (PN: 8707)

Gazetted: 11 March 2011

Closing Date: 31 March 2011

1. Abstract relevant clinical information from medical records, assign complete and accurate classification codes using ICD-10-AM in accordance with Australian Coding Standards. 2. Enter, edit and maintain an on-line information system, perform grouping of coded data through the AR-DRG Grouper, validate accuracy of DRG allocation, cost weight and length of stay for coded episodes. 3. Ensure completeness of records and accuracy of documentation for coding purposes and communicate effectively with health care professionals on this aspect. 4. Participate in random and specialty specific re-coding audits and other coding quality activities. 5. Maintain practice currency through attendance at educational sessions, coding meetings, research and study of current coding and health literature. 6. Optimise coding throughput and quality whilst adhering to data submission deadlines and in-house reporting timeframes. 7. Process medical information in accordance with statutory requirements.

Eligibility/Other Requirements: 1. Completion of a training course in disease classification for ICD-10-AM recognised by the Health Information Management Association of Australia. 2. Extensive experience in clinical coding preferably in a hospital setting. 3. Proven knowledge and expertise in coding auditing and data validation. 4. Familiarity with current edition of ICD-10-AM and a thorough knowledge of current Australian Coding Standards. 5. A sound working knowledge of Diagnostic Related Group classifications, preferably with previous experience. 6. A thorough understanding of current medical terminology, anatomy and disease processes. 7. Proven ability in the use of relevant information technology and computerised hospital information systems. 8. Demonstrated commitment to personal professional development.

Contact Officer: Lee Miller 02 6201 6285 Lee.Miller@Calvary-act.com.au Applications can be forwarded to:

recruitment@calvary-act.com.au

Nursing

Clare Holland House

Palliative Care Nurse Practitioner

Registered Nurse Level 4 Grade 2 \$101,525, Canberra (PN: 7726)

Gazetted: 11 March 2011

Closing Date: 1 April 2011

The Palliative Care Nurse Practitioner will function, within a clearly defined scope of practice, to deliver quality client centred care for palliative care patients of the ACT Palliative Care Service, Calvary Health Care & ACT Health. The primary aims of the position will be to improve patient outcomes, improve access to clinical services and enhance the expert multidisciplinary team. The position is based on a trans-boundary model of care providing flexible and coordinated care for people requiring palliative care across the continuum of acute, sub acute and community care. This will include both inpatients and outpatients of the service. The Palliative Care Nurse Practitioner aims to improve the quality of life of patients and their families/carers facing the problem(s) associated with life threatening illness through the prevention and relief of suffering by means of early identification and impeccable assessment and treatment of pain and other symptoms physical, psychological and spiritual. Working within a clearly defined scope of practice the PCNP will provide timely access to health assessment, diagnosis, therapeutic management and evaluation to patients who require specialist palliative care. The PCNP will be based within the Clare Holland House, Home Based Palliative Care Team and will, in collaboration with palliative care physicians, general practitioners and other health professionals, clinically manage palliative care patients who have complex care needs and/or have had multiple hospital presentations or who are at risk of admission or readmission to acute service. The PCNP will treat and manage the following patients and their family members: Patients with terminal illness such as advanced cancer or other progressive diseases including but not limited to end-stage organ failure, progressive neurological conditions, metabolic disease, AIDs and dementias. Patients admitted to Residential Care who requires management at the end-of-life. Patients already known to Clare Holland House who have been referred to the Home Base Palliative Care Team for ongoing management and support. The PCNP will provide consultations to patients/clients: Within the Residential Aged Care Facilities, and those admitted to Home Base Palliative Care within the community The PCNP will provide: Consultation & comprehensive clinical assessment to patients with life limiting within the defined extended scope of practice to patients with a life limiting illness. Active participation in advanced care planning. Comprehensive patient and carer education. Liaison with multidisciplinary team and community agencies in order to facilitate ongoing patient care. The PCNP will not be: Involved in the ongoing management of palliative care patients who present with acute exacerbations of their illness. Working relationships (Referral Sources). All referrals will be via the Home Based Palliative Care referral process. (Internal) Patient Home Based Palliative Care Team Palliative Care Physicians Manager Clare Holland House Clinical Nurse Consultants Inpatient and HBPC. Director of Clinical Support Calvary Health Care Allied Health, and doctors and nurses involved in the patients care. (External) Patient/family/carers General Practitioners Residential Aged Care Facilities within the ACT LINK Community Health Services Local Health care providers Local Private Hospitals Local Government services. National data reporting authorities (PCOC)

Eligibility/Other Requirements: MANDATORY: 1. Demonstrated advanced clinical knowledge, skills, experience and extended practice in the clinical assessment, diagnosis, investigation treatment and referral of patients requiring specialist palliative care, with the ability to prioritise and undertake timely comprehensive assessments of patients' utilising

evidence-based practice. 2. Demonstrated professional leadership, supervision, team contribution, teaching, mentoring, coaching and problem solving skills to ensure a high standard of safe clinical practice. 3. Demonstrated high level communication, liaison, interpersonal and negotiation skills and the ability to form relationships with internal and external stakeholders. 4. Demonstrated commitment to ongoing professional development, fostered within a teaching and research-orientated work environment. Knowledge and understanding of current trends in palliative care practice and an ability to promote and influence work practice change on the basis of evidence based practice. 5. Demonstrated knowledge, participation and leadership in clinical governance within the health care setting. 6. Demonstrated ability in the operation of various computer software packages and a willingness to learn specific databases that are integral to patient management. 7. Current driver's license. 8. Demonstrated ability to consistently display commitment to, compliance with and leadership in high quality customer service, workplace diversity, occupational health and safety and industrial democracy principles, practices and relevant legislation relating to these areas, and an understanding of and commitment to the organisation's values.

Contact Officer: Jane Etchells 02 6264 7300 Jane.Etchells@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

Centre

Information Communication and Technology

Senior Teacher

Senior Teaching Post \$83,856, Canberra (PN: 51980)

Gazetted: 11 March 2011

Closing Date: 25 March 2011

Assist the Centre Director or business development co-ordinator in the development management of commercial courses. Counsel and advise students in regards to recognition. Provide leadership in the continuing development of recognition processes across the Centre. Develop curricula and assessment procedures, individually and as a member of a team, including educational resource material.

Eligibility/Other Requirements: Degree or Diploma in Adult Education. Five or more years of relevant industry/vocational/professional experience.

Note: This position is temporary for a period of up to five years.

Contact Officer: William Nauenburg (02) 6207 4030 william.nauenburg@cit.edu.au

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

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

Strategic Finance

Finance Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 10886)

Gazetted: 16 March 2011

Closing Date: 30 March 2011

The Strategic Finance team in the Chief Minister's Department is looking for a highly motivated and enthusiastic person to fill a vacant position. The job profile includes responsibility to assist with the provision of support and advice to the Chief Finance Officer in the areas of strategic financial management, the preparation of monthly management reports and the annual financial statements, and the preparation of the departmental budget and associated budget documents. The position is also responsible for overseeing the preparation of the monthly Treasury workbook and balance sheet reconciliation and assist in special purpose reporting and undertake research on financial matters as required, managing the corporate finance responsibilities in relation to the petty cash float and corporate credit card, and development and maintenance of complex spreadsheets for use in budget allocations and management.

Eligibility/Other Requirements: Accounting qualifications and experience in a similar role within government would be an advantage.

Note: This is a temporary position available for a period of six months with the possibility of extension and permanency.

Contact Officer: Lyn Pham (02) 6205 0052 lyn.pham@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

Office for Children Youth and Family Support Care and Protection Services

Integrated Court Service

Senior Court Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 22914)

Gazetted: 16 March 2011

Closing Date: 29 March 2011

The occupant of this position will provide direct support to staff in Care and Protection court applications, which are consistent with Office for Children Youth and Family Support (OCYFS) child protection and substitute care policies, procedures and practices, and which are culturally appropriate. This includes representing and exercising the powers of the Chief Executive in all OCYFS matters before the court or administrative law matters according to legislative and policy requirements.

Eligibility/Other Requirements: A relevant tertiary qualification in law, social work or psychology is essential. Eligibility to be admitted as a legal practitioner in the ACT, or eligibility for full membership of the Australian Association of Social Workers, or registration with the Psychologists Board (ACT) or State equivalent.

Note: This is a temporary vacancy, commencing asap for six months with the possibility of extension.

Contact Officer: Amanda Nuttall (02) 6205 2898

Disability ACT

Strategic Policy and Community Development

Community Development

Community Development Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 15299)

Gazetted: 10 March 2011

Closing Date: 29 March 2011

This position is responsible for the creation and maintenance of partnerships to develop increased opportunities for the inclusion for people with a disability within the broader ACT community, with a particular focus on business, sports and the arts. The position also has a leading role in increasing the broad community awareness of inclusion for people with a disability in the social, cultural, economical and recreational life of the ACT community.

Contact Officer: Mimi Dyllal (02) 6207 5323 mimi.dyllal@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Assessment Unit

Psychologist/Social Worker

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 08118)

Gazetted: 16 March 2011

Closing Date: 5 April 2011

This position entails the delivery of quality services to children, young people and their families in accordance the objectives and statutory responsibilities of the *Child and Young People Act 2008*. You will be responsible for the provision of comprehensive assessments of children and young people considered to be at risk of harm in their family including recommendations for strategies to ameliorate any identified risk. You will be required to produce high quality assessment reports and provide evidence as an 'expert' witness in the ACT Children's Court. You will also be involved in providing consultation and training to staff within the Office for Children, Youth and Family Support.

Eligibility/Other Requirements: Eligibility for full membership of the Australian Association of Social Workers or full unconditional registration as a Psychologist with the Psychology Board of Australia plus a minimum of three years practice experience in a relevant field. Proficiency with Microsoft programs and client database applications. Current driver's licence.

Contact Officer: Kate Ehlers (02) 6207 0353 kate.ehlers2@act.gov.au

Disability ACT

Service Delivery

Intensive Treatment and Support Services

Psychologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 03520)

Gazetted: 16 March 2011

Closing Date: 29 March 2011

Disability ACT is seeking a suitably qualified individual to work as part of multi-disciplinary team supporting adults with a dual disability (intellectual disability and mental health disorder/dysfunction) and high and complex needs. The successful applicant will work as part of a team to effect positive change, and promote commitment to the delivery of person centred services and support systems for clients, their families and carers.

Eligibility/Other Requirements: Accredited four year degree in Psychology with full unconditional registration as a psychologist with the ACT Psychologists Board with a minimum of one years practice experience in a relevant field.

Note: Consideration will be given to applicants seeking part time employment.

Contact Officer: Sue Watson (02) 6205 3533 sue.watson@act.gov.au

Department of Education and Training

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

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

Corporate Services

Human Resources

HR Planning

Manager

Senior Officer Grade A \$115,016, Canberra (PN: 09408)

Gazetted: 11 March 2011

Closing Date: 29 March 2011

Provide strategic advice on human resource policy and initiatives affecting the department's workforce. Analyse the impact of emerging trends on organisational strategy and capability and develop initiatives to meet future needs.

Eligibility/Other Requirements: Human Resource qualification desirable.

Contact Officer: Michael Bateman (02) 6205 9202 michael.bateman@act.gov.au

Corporate Services

Human Resources

Teacher Quality National Partnership

Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 17232)

Gazetted: 16 March 2011

Closing Date: 29 March 2011

Manage the implementation of the ACT Teacher Quality National Partnership plan. Develop proposal for implementing the national reforms within the ACT context. Respond to requests for ACT data and information relevant to the National Partnership. Prepare reports on ACT progress against the national reforms.

Note: This is a temporary vacancy available asap for six months with the possibility of extension.

Contact Officer: Michael Bateman (02) 6205 9202 michael.bateman@act.gov.au

Corporate Services

Human Resources

Teacher Quality National Partnership

Project Coordinator

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 16828)

Gazetted: 16 March 2011

Closing Date: 29 March 2011

Support the implementation of the ACT Teacher Quality National Partnership plan. Conduct research options for the implementation of reforms. Develop proposal for implementing the national reforms within the ACT context. Manage the work and provide secretariat services to cross sectoral committees established under the National Partnership.

Note: This is a temporary vacancy, commencing asap for six months with the possibility of extension.

Contact Officer: Michael Bateman (02) 6205 9202 michael.bateman@act.gov.au

School Improvement

North/Gungahlin Network

Lyneham High School

Business Manager

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 00513)

Gazetted: 11 March 2011

Closing Date: 25 March 2011

Manage finances including preparation of budgets and financial returns, provide high level support to the Principal and Executive; lead and supervise administrative staff; supervise efficient and effective maintenance of school's building and grounds.

Contact Officer: Colleen Matheson (02) 6205 6400 colleen.matheson@ed.act.edu.au

Executive Director School Improvement

Tuggeranong Network

Namadgi School

Youth Support Worker

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 20786)

Gazetted: 11 March 2011

Closing Date: 25 March 2011

Work in a collaborative pastoral care team to develop, implement and deliver social skills and personal development programs appropriate to young adolescents.

Eligibility/Other Requirements: Tertiary qualifications in Youth Work or related field are desirable.

Contact Officer: Annette Lazarus (02) 6142 0900 annette.lazarus@ed.act.edu.au

Executive Director School Improvement

Belconnen Network

Kaleen High School

Information Technology Officer

Information Technology Officer Class 1 \$53,214 - \$60,844, Canberra (PN: 08230)

Gazetted: 16 March 2011

Closing Date: 30 March 2011

As a part of the IT Team, manage student and staff computer networks, including identification and rectification of hardware problems. Software installation and maintenance. Configuration and addition of computers to network domains. Maintenance of user accounts. Scoping, sourcing and costing IT equipment.

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

Contact Officer: Merrielle Reed (02) 6205 5808 merielle.reed@ed.act.edu.au

Executive Director School Improvement

North and Gunghalin Network

Lyneham High School

Information Technology Officer

Information Technology Officer Class 1 \$53,214 - \$60,844, Canberra (PN: 03241)

Gazetted: 11 March 2011

Closing Date: 25 March 2011

Manage student and staff computer networks. Provide technical support and assistance. Maintain IT infrastructure.

Scope, source and cost IT equipment. Maintain an inventory of equipment and software. Provide technical web site and internet access support.

Eligibility/Other Requirements: Completion, or near completion of an associate diploma or higher qualification in computing/information science OR significant relevant work experience (two or more years).

Contact Officer: Kathryn Cheshire (02) 6205 6410 kathryn.cheshire@ed.act.edu.au

Executive Director School Improvement

North Gungahlin Network

Harrison School

Information Technology Officer

Information Technology Officer Class 1 \$53,214 - \$60,844, Canberra (PN: 23076)

Gazetted: 11 March 2011

Closing Date: 25 March 2011

Provide technical support in an educational context. Create and manager user accounts, maintain security and data storage. Maintain a store of consumable computer and network equipment

Eligibility/Other Requirements: Completion, or near completion of an associate diploma or higher qualification in computing/information science OR significant relevant work experience (two or more years).

Note: This is a part-time position at 14:42 hours per week.

Contact Officer: Debbie Carne (02) 6205 9510 debbie.carne@ed.act.edu.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 the Director of Public Prosecutions

Prosecutor Grade 3 Supervising Lawyer

Prosecutor Grade 3 \$104,152 - \$111,662, Canberra (PN: 17838)

Gazetted: 16 March 2011

Closing Date: 30 March 2011

The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include to appear in more complex matters in the Magistrates, Children's and Coroners Courts and conduct trials sentences and appeals in the Supreme Court; lead and manage a team responsible for the conduct of prosecutions, inquests and other related matters; and act as supervisor and mentor to prosecution staff and give guidance on difficult questions of criminal law and practice.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Contact Officer: John Lundy (02) 6207 5399 john.lundy@act.gov.au

Office of the Director of Public Prosecutions

Prosecutor

Prosecutor Grade 2 \$90,372 - \$99,932, Canberra (PN: 16855)

Gazetted: 16 March 2011

Closing Date: 30 March 2011

The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. There are several Grade 2 positions. The duties of the position include to prosecute more complex summary hearings and committals; appear in mention lists in the Magistrate's Court and Supreme Court; act as instructing solicitor in trials in the Supreme Court; prosecute simpler trials, sentencing proceedings and appeals in the Supreme Court; appear in more complex coronial inquests; and mentor junior prosecutors.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.
Contact Officer: Shane Drumgold (02) 6207 5399 shane.drumgold@act.gov.au

Office of the Director of Public Prosecutions

Prosecutor Grade 1 Upper

Prosecutor Grade 1 (Upper) \$66,198 - \$85,700, Canberra (PN: 05472, expected vacancy)

Gazetted: 16 March 2011

Closing Date: 30 March 2011

The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. There is an expected Grade 1 (upper) vacancy. The duties of the position include prosecuting summary hearings; appearing in mention lists in the Magistrate's Court and Children's Court; acting as instructing solicitor in trials in the Supreme Court; and appear in Coronial Inquests.

Eligibility/Other Requirements: Applicants will either be admitted to or eligible to practice as a Barrister and Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Contact Officer: Michael Clark (02) 6207 5399 michael.clark@act.gov.au

Corporate

Governance

Library

Information Services Librarian

Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 44102)

Gazetted: 10 March 2011

Closing Date: 24 March 2011

The Department of Justice and Community Safety is currently seeking an experienced librarian who will play a vital role in the department. The successful applicant will provide high quality, customer focused library services including complex legal and other reference and research work, to the staff of the department. The successful applicant will have demonstrated skills and experience in the use of online information systems and will be proactive in ensuring that client needs are identified and addressed through the development and promotion of information services.

Eligibility/Other Requirements: A qualification from a tertiary institution in librarianship or information management is essential. Eligibility for professional membership of the Australian Library and Information Association would be highly desirable.

Note: Will consider filling on a part-time basis (four days per week).

Contact Officer: Carmel Leahy (02) 6207 0705 carmel.leahy@act.gov.au

Public Trustee for the ACT

Trust Officer - Finance

Trust Officer Level 1 \$54,417 - \$62,592, Canberra (PN: 43727)

Gazetted: 15 March 2011

Closing Date: 22 March 2011

The Public Trustee is looking for a person who, as part of a team, has the necessary experience and demonstrated ability to work with the Finance Unit. The main functions are to maintain trust and common funds (trust accounting package), related books, journals, registers and records and process financial transactions; receive and balance all moneys in respect to client and office accounts; attend to end of day runs, production and filing of logs and monthly common fund interest runs; process cheque runs, EFT transactions, action interest and commission calculations, finalise accounts and process periodical payments, reconcile trust funds daily and prepare and reconcile monthly trust bank reconciliations. Assist the Finance Manager with other duties within the duty statement.

Eligibility/Other Requirements: Driver's licence essential. Completion or partial completion of legal studies, accounting or other recognised trustee industry qualification.

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. This is a temporary position available from 31 March 2011 to 27 December 2012.

Contact Officer: Andrew Taylor (02) 6207 9800 andrew.taylor@act.gov.au

Office of the Director of Public Prosecutions

Prosecutor Grade 1 Lower

Prosecutor Grade 1 (Lower) \$54,187 - \$61,697, Canberra (PN: 05496)

Gazetted: 16 March 2011

Closing Date: 30 March 2011

The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. There are several Grade 1 (lower) positions. The duties of the position include prosecuting less complex summary hearings; appearing in mention lists in the Magistrate's Court and Children's Court; acting as instructing solicitor in trials in the Supreme Court; appear in less complex coronial inquests and prepare advices of a routine nature.

Eligibility/Other Requirements: Applicants will either be admitted to or eligible to practice as a Barrister and Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Contact Officer: Michael Clark (02) 6207 5399 michael.clark@act.gov.au

Corporate

Governance

Library

Library Assistant

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 43822)

Gazetted: 10 March 2011

Closing Date: 24 March 2011

An enthusiastic, client-focussed Library Assistant is sought to assist with circulation desk duties, serials check-in, filing of legislation and loose-leaf updates, shelving, document delivery, end processing of new materials, and in the provision of an information service to officers of the Department of Justice and Community Safety.

Eligibility/Other Requirements: Previous experience working in a library or progress towards a qualification in Library and Information Studies would be an advantage.

Note. This is a part-time position at 21:00 hours per week.

Contact Officer: Carmel Leahy (02) 6207 0705 carmel.leahy@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

Strategy and Corporate

Land and Property Policy

Land Policy

Senior Manager

Senior Officer Grade A/Senior Officer Grade B \$99,033 - \$115,016, Canberra (PN: 16888)

Gazetted: 10 March 2011

Closing Date: 24 March 2011

Department of Land and Property Services (LAPS) is seeking a dynamic and experienced Senior Manager to work in the Land and Property Policy Branch to provide high-quality policy and project advice and analysis on strategic policy issues. The ideal candidate will require demonstrated policy and project management skills; highly-developed oral and written communication skills, including effective representation and liaison abilities; and a strong knowledge and understanding of the Government's policies relating to the development of Territory land, in particular in relation to implementation of the Government's Supermarket Competition Policy. The candidate should also possess good Secretariat management skills. Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

Note: This is a temporary vacancy for the period 8th April 2011 to 8th April 2012. This position is available at either Senior Officer Grade A or Senior Officer Grade B classification dependent on the individual skills and expertise of the successful applicant.

Contact Officer: Greg Ellis (02) 6207 5744 greg.ellis@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

Operations

Education ICT-Business Services

Business Services Assistant Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 05302)

Gazetted: 15 March 2011

Closing Date: 29 March 2011

Participate in strategic planning, and management of Information and Communication Technology (ICT) services for Department of Education and Training (DET) and ACT public schools, including providing advice about purchasing of software and hardware, asset management, managing access to ICT systems, and liaison with suppliers.

Contact Officer: Karen Carlton (02) 6205 5510 karen.carlton@act.gov.au

InTACT

Operations

Supplier Relationship Management

Contract Administrator

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 00968)

Gazetted: 10 March 2011

Closing Date: 29 March 2011

Develop and maintain appropriate administrative processes and procedures to support InTACT's commercial contract and procurement processes. Monitor contract performance and ensure timely scheduling of relevant meetings and evaluations with key stakeholders. Ensure timely development and review of contract documentation. Maintain the InTACT Contract Register and Contract Management Plans.

Eligibility/Other Requirements: The completion or undertaking of study in the areas of procurement and/or contract management/administration is highly desirable.

Contact Officer: Peter Lopa (02) 6207 8084 peter.lopa@act.gov.au

Land Management and Planning Division

City Services

Place Management

Technical Support and Urban Waterways Officer

Technical Officer Level 3 \$57,082 - \$64,764, Canberra (PN: 33126)

Gazetted: 15 March 2011

Closing Date: 29 March 2011

Place Management is a Branch within the Land Management and Planning Division responsible for planning and management of parks and reserves and the public domain, including lakes, street trees, public open space and city places. It protects and conserves the resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and environs. City Services, Place Management has a vacancy for a Technical Service Officer level 3, based at Macarthur House, reporting to the Contracts Management officer. The position will commission and manage contracts associated with the management of lakes and catchments and to assist with the preparation and updating of technical manuals, service specifications, budget bids and prepare briefings, ministerial correspondence and reports.

Eligibility/Other Requirements: Manual ACT driver's licence (or equivalent) essential. Technical certificate, diploma or other approved qualifications desirable.

Contact Officer: Brian Bathgate (02) 6205 5350 brian.bathgate@act.gov.au

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

Transport and Infrastructure

ACTION

Fleet Services

Multi Skilled Mechanical/Electrical (heavy vehicle)

EGSO 5 / TGSO 6 /TGSO 7 \$51,387 - \$63,614, Canberra (PN: I14011, several)

Gazetted: 10 March 2011

Closing Date: 29 March 2011

ACTION is seeking suitably qualified people to either individually or in a team environment, undertake maintenance and/or repair activities to the full range of Fleet vehicles owned and operated by ACTION. The successful applicants will ideally be multi skilled in both mechanical and electrical trades, however ACTION is willing to consider non-multi skill persons in either discipline wishing to undergo further training to become multi-skilled into these areas.

Eligibility/Other Requirements: Appropriate Trade Qualifications and/or relevant certificate. Qualifications in Heavy Vehicle - Road Transport would be highly desirable.

Note: Positions maybe filled at either 5/6/7 level, dependant on the skills and experience of the successful applicant.

Salary includes a shift work penalty.

Contact Officer: Paul Mascord (02) 6207 7641 paul.mascord@act.gov.au

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

Transport and Infrastructure

Roads ACT

Road Maintenance Services

Road Worker

General Service Officer Level 5/6 \$42,612 - \$47,092, Canberra (PN: 01855, several)

Gazetted: 16 March 2011

Closing Date: 29 March 2011

Road Maintenance Services is seeking suitable candidates who will carry out general road maintenance duties within a road maintenance crew. Duties include pavement marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment.

Eligibility/Other Requirements: Current Truck and Plant Operators licence.

Note: A temporary position is also available for a 12 month period from April 2011 to April 2012.

Contact Officer: Ken Marshall (02) 6213 0762 ken.marshall@act.gov.au

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

Land Management and Planning Division

Place Management

City Services

Pest Control Technician

General Service Officer Level 5/6 \$42,612 - \$47,092, Canberra (PN: 41648)

Gazetted: 11 March 2011

Closing Date: 29 March 2011

Place Management, a Branch within City Services, Land Management and Planning Division is responsible for planning and management of parks and reserves and the public domain, including lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. City Services, Place Management has a vacancy for a General Service Officer 5/6 level, based at the LaTrobe Depot. The position requires

you to work as part of a team undertaking a range of horticultural and Pest Control activities in Canberra's open spaces. Under general supervision coordinate a small team of weed control operators in applying general use herbicides using vehicle mounted motorised high-pressure spray units, spray guns and booms.

Eligibility/Other Requirements: Essential - Chemcert Level 3. Current driver's licence; preferably light rigid class. Certificate 3 in Horticulture and Chemcert 4 is highly desirable. Ability to undertake the physical requirements of the tasks listed in the Duty Statement.

Contact Officer: Peter Schultz (02) 6207 2690 peter.schultz@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
Environment Protection and Water Regulation
Water Resources**

Project Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 22880)

Gazetted: 11 March 2011

Closing Date: 29 March 2011

The water resources unit of the Department of the Environment, Climate Change, Energy and Water is seeking enthusiastic staff to fill a project management position. This position will manage ACT aspects of a national water register project including the coordination of jurisdictional input and management of project contractors and funding.

Eligibility/Other Requirements: Qualification or experience in project management would be an advantage. An understanding of IT systems could also be an advantage.

Note: This is a temporary position available until October 2013 with the possibility of permanency from this process.

Contact Officer: Peter Donnelly (02) 6207 2144 peter.donnelly@act.gov.au

**Office of the Chief Executive
Climate Change and Natural Environment
Sustainability Programs
Manager, Schools Program**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 55641)

Gazetted: 10 March 2011

Closing Date: 23 March 2011

The Department is seeking a highly motivated person for the position of Manager, Schools Programs, to manage the delivery of the Australian Sustainable Schools Initiative in the ACT.

Eligibility/Other Requirements: Tertiary qualifications in education and experience in an education setting are preferable for this position.

Contact Officer: Karen Civil (02) 6207 2170 karen.civil@act.gov.au

**Office of the Chief Executive
Environment Protection and Water Regulation
Water Resources**

Water Resource Officer/Project Officer

Technical Officer Level 4 \$66,198 - \$76,043, Canberra (PN: 19371)

Gazetted: 11 March 2011

Closing Date: 29 March 2011

The water resources unit of the Department of the Environment, Climate Change, Energy and Water is seeking enthusiastic staff to fill a number of positions in the water resource management areas. A vacancy exists for a Senior Compliance Officer. The successful applicant will be part of a team responsible for the management and regulation of ACT water resources with an emphasis on the implementation of enhanced compliance activities.

Eligibility/Other Requirements: Qualification or experience in compliance or investigation would be an advantage.

Note: This is a temporary position available for a period of up to four years with the possibility of permanency from this process.

Contact Officer: Peter Donnelly (02) 6207 2144 peter.donnelly@act.gov.au

**Office of the Chief Executive
Environment Protection and Water Regulation
Water Resources**

Water Resource Officer/Project Officer

Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 15667)

Gazetted: 11 March 2011

Closing Date: 29 March 2011

The water resources unit of the Department of the Environment, Climate Change, Energy and Water is seeking enthusiastic staff to fill a number of positions in the water resource management and project management areas. A

vacancy exists for a Senior Water Resource Officer. The successful applicant will be part of a team responsible for the management and regulation of ACT water resources.

Eligibility/Other Requirements: A tertiary qualification in an environmental science or related discipline.

Note: This is a temporary position available until December 2012 with the possibility of permanency from this process.

Contact Officer: Peter Donnelly (02) 6207 2144 peter.donnelly@act.gov.au

Department of 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

Revenue Management

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 17664)

Gazetted: 15 March 2011

Closing Date: 7 April 2011

Administer all aspects of revenue accounts relating to the Housing Affordability program including land rent, deferred duty, deferred rates and conduct audits of eligibility for pensioner rebates of rates. Maintain accounts, issue assessments and statements, and professionally deal with taxpayers, commercial entities and their representatives regarding ACT Taxation matters.

Contact Officer: Gerry Bustamante (02) 6207 0064 gerry.bustamante@act.gov.au

Revenue Management

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 01372)

Gazetted: 15 March 2011

Closing Date: 7 April 2011

As a team leader, direct and control a team engaged in a range of operational and administrative tasks relating to debt management for rates, land tax, CCMIL, land rent, deferred duty, FHOG, payroll tax and other return based taxes.

Contact Officer: Mr Angel Marina (02) 6207 0063 angel.marina@act.gov.au

Investment and Economics

IED Executive Unit

Executive Assistant

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 17539)

Gazetted: 16 March 2011

Closing Date: 30 March 2011

The Investment and Economics Division (IED) is responsible for the Government's financial assets and liabilities, including superannuation liabilities and investments, economic policy and advice, insurance policy, the ACT Insurance Authority and federal financial relations. The successful applicant should be highly motivated with the ability to organise work, determine priorities and possess good communication and computer skills. The occupant of the position will perform the following duties: provide administrative support to the Executive Director, including diary management, meeting facilitation and making travel arrangements for the Division; track Divisional correspondence; provide administrative support for the Division; process financial information; provide administrative support to the Treasury Graduate program; undertake other duties as directed; and maintain records in accordance with the *Territory Records Act 2002*.

Note: This position is temporary available from 18 April 2011 to January 2012.

Contact Officer: Helen Horsburgh (02) 6207 0776 helen.horsburgh@act.gov.au

Finance and Budget

Accounting

Accounts Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 11043)

Gazetted: 16 March 2011

Closing Date: 30 March 2011

The Accounting Branch is looking for a highly motivated person to join the team. The successful applicant will assist with the financial management and reporting functions undertaken by the Accounting Branch. The successful applicant must possess experience in invoice processing and journals and have strong communication skills.

Eligibility/Other Requirements: Certificate in accounting desirable.

Note: Experience in internal management reporting would be beneficial.

Contact Officer: Anita Hargreaves (02) 6207 0207 anita.hargreaves@act.gov.au

Legislative Assembly Secretariat

Committee Office

Committee Secretary

Senior Officer Grade C \$83,816 to \$90,372, Canberra (PN: COMM302)

Gazetted: 11 March 2011

Closing Date: 28 March 2011

Applications are invited for the position of secretary, in the Committee Office of the Legislative Assembly for the ACT. The Committee Office provides procedural advice and administrative and research support to the Standing and Select Committees of the ACT Legislative Assembly. Committee Secretaries generally work to one standing committee for the term of an Assembly and periodically to select committees. Committee secretaries report to the Manager, Committee Office. The key responsibilities of the position are: day-to-day management of a committee, including management of inquiries and committee meeting arrangements; preparation of draft reports, briefing papers and committee correspondence; liaison with other agencies, organisations and witnesses and provision of procedural, administrative and analytical advice to the chair and members. Applicants will have good research and analytical skills, will need to be highly skilled communicators with a commitment to working effectively within a small but dedicated team and will ideally have experience in a parliamentary and/or committee environment.

Eligibility/Other Requirements: Relevant tertiary qualifications will be highly regarded.

Contact Officer: Sandra Lilburn 6205 0199 sandra.lilburn@parliament.act.gov.au Applications can be forwarded to: The Recruitment Officer Legislative Assembly Secretariat GPO Box 1020 CANBERRA ACT 2601

APPOINTMENTS

ACT Health

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

Maddison Breust 828-66704, Section 68(1), 7 March 2011

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

Young-Suk Choe 827-82033, Section 68(1), 3 March 2011

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

Vijay Conhye 821-58863, Section 68(1), 8 March 2011

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

Alicia Dankiw 828-65912, Section 68(1), 17 March 2011

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

Dominique Gilbert 827-30145, Section 68(1), 14 February 2011

Health Service Officer Level 3 \$39,357 - \$40,700

Kapila Chandrasiri Hapu Arachchige 829-69623, Section 68(1), 21 February 2011

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

Deborah Hay 825-48052, Section 68(1), 7 March 2011

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

Fiona Holland 827-34074, Section 68(1), 7 March 2011

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

Claire Hosie 830-80076, Section 68(1), 7 March 2011

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

Minimol Kariyankal 821-15919, Section 68(1), 3 March 2011

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

Jason Leitao 827-81524, Section 68(1), 8 March 2011

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

Olivia Catharine McFadden 827-36176, Section 68(1), 8 March 2011

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

Jennifer Anne McMahon 827-35157, Section 68(1), 10 March 2011

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

Monique Mooiman 827-33522, Section 68(1), 7 March 2011

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

Shamiso Mutubuki 827-33338, Section 68(1), 21 March 2011

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

Zoe Pearson 827-33549, Section 68(1), 3 March 2011

ACT Planning and Land Authority

Administrative Services Officer Class 6 \$66,198 - \$76,043
Xunyong Li 827-34947, Section 68(1), 21 March 2011

Calvary Health Care ACT (Public)

Administrative Services Officer Class 2/3 Broadband \$43,289 - \$53,214
Kirsty Knox, Section 68(1), 17 March 2011

Administrative Services Officer Class 4 \$54,956 - \$59,668
Michaela Bann, 68(1), 17 March 2011

Canberra Institute of Technology

Teacher Band 1 \$58,254 - \$78,380
Ranee Buckle 817-53310, Section 68(1), 8 March 2011

Teacher Band 1 \$58,254 - \$78,380
Kathryn Elizabeth Anne Druce 799-95863, Section 68(1), 11 March 2011

Teacher Band 1 \$58,254 - \$78,380
John Markell Fowler 791-44655, Section 68(1), 9 March 2011

Teacher Band 1 \$58,254 - \$78,380
Samuel Peter Hersom 816-80705, Section 68(1), 11 March 2011

Teacher Band 1 \$58,254 - \$78,380
Anthony Norman Jones 820-79727, Section 68(1), 11 March 2011

Teacher Band 1 \$58,254 - \$78,380
Jessica Viduka: 827-13062, Section 68(1), 9 March 2011

Chief Minister's Department

Administrative Services Officer Class 4 \$54,956 - \$59,668
Bryden Michelle Rich 821-16516, Section 68(1), 15 March 2011

Department of Disability, Housing and Community Services

Administrative Services Officer Class 4 \$54,956 - \$59,668
Linda Barclay-Brown 827-32909, Section 68(1), 14 February 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214
Melissa Harrington 827-35771, Section 68(1), 15 March 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214
Troy McKay 827-17282, Section 68(1), 17 January 2011

Senior Officer Grade C \$83,816 - \$90,372
Alison Oakleigh 781-68284, Section 68(1), 7 March 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214
Hayley James Rose 827-17477, Section 68(1), 17 January 2011

Administrative Services Officer Class 4 \$54,956 - \$59,668
Roslyn Ryan 827-10275, Section 68(1), 10 March 2011

Administrative Services Officer Class 4 \$54,956 - \$59,668
Margaret Wairimu 827-34154, Section 68(1), 15 March 2011

Department of Education and Training

School Assistant 2 \$36,810 - \$40,820
Karen Doughty 785-55639, Section 68(1), 10 March 2011

School Assistant 2 \$36,810 - \$40,820
Leonie Hicks 787-49740, Section 68(1), 27 January 2011

Department of Justice and Community Safety

Administrative Services Officer Class 3 \$49,306 - \$53,214
Jennifer Dolbel 827-23113, Section 68(1), 11 March 2011

Administrative Services Officer Class 2 \$43,289 - \$48,003
Daniel Harlovich 827-20406, Section 68(1), 4 March 2011

FB1 (FF 4th Class in Training) \$57,214
Daniel Orwin 827-34859, Section 68(1), 17 March 2011

Department of Territory and Municipal Services

Information Technology Officer Class 1 \$53,214 - \$60,844
Rhyse Allan 827-09127, Section 68(1), 9 March 2011

Bus Operator - Training \$53,245 - \$59,272
Peter Edwin Brown 140-568, Section 68(1), 11 March 2011

Information Technology Officer Class 1 \$53,214 - \$60,844
Glen Bunfield 827-32028, Section 68(1), 9 March 2011

Bus Operator - Training \$53,245 - \$59,272
Aaron Cribbin 140-570, Section 68(1), 11 March 2011

Bus Operator - Training \$53,245 - \$59,272
Benjamin Georgis 140-572, Section 68(1), 11 March 2011

Bus Operator - Training \$53,245 - \$59,272
Peter Kuzma 140-574, Section 68(1), 11 March 2011

Information Technology Officer Class 1 \$53,214 - \$60,844
Thomas Lemmon 821-09965, Section 68(1), 11 March 2011

Administrative Services Officer Class 6 \$64,583 - \$74,188
Christopher Long 817-36588, Section 68(1), 8 March 2011

Information Technology Officer Class 1 \$53,214 - \$60,844
Cory Manson 821-10245, Section 68(1), 9 March 2011

Bus Operator - Training \$53,245 - \$59,272
Sonny Oeti 140-565, Section 68(1), 11 March 2011

Bus Operator - Training \$53,245 - \$59,272
Patrick Duncan Osburne 140-577, Section 68(1), 11 March 2011

Bus Operator - Training \$53,245 - \$59,272
Troy Michael Rawson 140-552, Section 68(1), 11 March 2011

Bus Operator - Training \$53,245 - \$59,272
James Singer 140-580, Section 68(1), 11 March 2011

Workshop Staff (TGSO5) \$56,005
Aaron Taylor 140-586, Section 68(1), 14 March 2011

TRANSFERS

ACT Health

Jasmin Rose Jamieson: 827-36440
From: Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
Calvary Health Care ACT (Public)
To: Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
ACT Health, Canberra (PN. 17924) (Gazetted 13 January 2011)

Megan Smith: 820-90563
From: Registered Nurse Level 1 \$51,872 - \$70,092
ACT Health
To: Registered Nurse Level 1 \$51,872 - \$70,092

ACT Health, Canberra (PN. 12705) (Gazetted 28 October 2010)

PROMOTIONS

ACT Health

The Canberra Hospital

Clinical Support

Anand Pillay: 780-51852

From: Clinical Coder \$49,312-\$64,769

ACT Health

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

ACT Health, Canberra (PN. 23957) (Gazetted 13 January 2011)

Mental Health

Child and Adolescent Mental Health

The Cottage

Debbie Smith: 741-04961

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

ACT Health

To: †Registered Nurse Level 3.2 \$94,804

ACT Health, Canberra (PN. 22601) (Gazetted 13 January 2011)

Calvary Health Care ACT (Public)

Administrative

Payroll

Azar Saffari

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

Calvary Health Care ACT

Administrative Services Officer Class 4 \$54,956 - \$59,668 Calvary Health Care ACT, PN 7461, 21 January 2011

Department of Territory and Municipal Services

Territory Services

ACT Library and Information Service

Public Libraries

Elizabeth Anne Franklin: 772-38965

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

Department of Territory and Municipal Services

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

Department of Territory and Municipal Services, Canberra (PN. 24930) (Gazetted 24 January 2011)

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

InTACT

Operations

Service Support/Customer Support

Lucy Martiniello: 705-32627

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. 14253) (Gazetted 9 September 2010)

CORRIGENDA

Department of Education and Training

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

Leonie Hicks: 787-49740, Section 68 (1), 19 January 2011

Note: Correct date of effect is 27 January 2011

Department of Justice and Community Safety

Graduate Administrative Assistant \$54,956-\$56,700

David Reid 827-29929, Section 68(1), 7 February 2011

Note: Correction to the AGS number originally published in the Gazette of 27 January 2011.

