



ACT Government Gazette

Gazetted Notices for the week beginning 04 August 2011

VACANCIES

Calvary Health Care ACT (Public)

Medical Services

Intensive Care Unit

Intensive Care Unit

Intensive Care Unit Coordinator

Administrative Service Officer Class 4 \$54,956 - \$59,668., Canberra (PN: 8867)

Gazetted: 05 August 2011

Closing Date: 26 August 2011

We are seeking an individual who can bring to our Intensive Care Unit a consistent sense of order, and the capacity to create a team approach to managing the business of the day. The successful candidate will bring to this role: High level liaison and interpersonal skills, particularly relating to multidisciplinary communication and difficult situations. Sound knowledge and understanding of medical allocations, rostering and human resource management in a tertiary hospital. A high degree of self direction and initiative. High level of computer skills and demonstrated experience in the operation of Microsoft packages, spreadsheet preparation and analysis and data base maintenance.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Dr Paul Lamberth 02 6201 6685 paul.lamberth@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Medical Services

Obstetrics and Gynaecology

Obstetrics and Gynaecology

Senior Registrar

Senior Registrar \$116,063, Canberra (PN: 7457)

Gazetted: 08 August 2011

Closing Date: 29 August 2011

We are seeking an experienced Senior Registrar to work within our Obstetrics and Gynaecology Department, covering delivery suite, theatre and the maternity ward. As a teaching hospital of the ANU and an accredited training department with RANZCOG, Calvary Obstetrics and Gynaecology provides high level of support and training to our medical staff. Oncall support for the neonatal unit and delivery suite is provided by Paediatric VMOs to Calvary and a neonatal service at the Canberra hospital. There are on site Anaesthetics, ICU and Medical services. This would be a 12 month contract commencing 22 January 2012.

Eligibility/Other Requirements: Registration with AHPRA Selection Criteria

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

Canberra Institute of Technology

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

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

Centres

Student Services Hub

Counselling Equity and International Pastoral Care

Student Support Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 54836)

Gazetted: 04 August 2011

Closing Date: 23 August 2011

An exciting new position exists at CIT for an experienced manager to lead Student Support services across the Institute. The Student Support Manager will be part of the management team of the Student Services Hub (Hub), reporting to the Director and working with the rest of the Hub management team and CIT Centres to lead support services for students with a particular focus on counselling, equity and youth. The successful applicant will have demonstrated ability to provide leadership in the delivery of student support services, and to build a change program that establishes contemporary approaches to student support, including the use of new technologies. They will be able to demonstrate how to implement effective measurement techniques for reporting as well as high level skills for effective representative of the Institute on external committees.

Eligibility/Other Requirements: Tertiary qualifications relevant to the position highly desirable. Educational experience, preferably in a Tertiary Education environment, highly desirable.

Note: This is a temporary position available until 31 December 2012, which may lead to permanent appointment under CIT's Enterprise Agreement.

Contact Officer: Maria Dealy (02) 6207 4939 maria.dealy@cit.edu.au

Centres

CIT Vocational College

Senior Teaching Position

Senior Teaching Post \$83,856, Canberra (PN: 17474)

Gazetted: 10 August 2011

Closing Date: 24 August 2011

The Language, Literacy and Numeracy Program (LLNP) Coordinator will coordinate delivery of the LLNP in compliance with CIT policies and external contract requirements under the supervision of the Education Manager. They will lead staff teams to meet KPIs and ensure quality delivery and outcomes for students, the institute and external stakeholders. They will implement and maintain high quality student support, student management systems and teach and assess in the programs as required.

Eligibility/Other Requirements: Degree, diploma or equivalent qualification in Education. Experience in an Institution of Technology or similar environment.

Note: This is a temporary position which is offered for two years with a possible extension up to five years as per CIT Teachers Enterprise Agreement 2009 - 2011 - Clause 36.1.

Contact Officer: Judy MacLachlan (02) 6207 4442 judy.maclachlan@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.

Centres

Learning Centre

Learning Centre Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 54912)

Gazetted: 04 August 2011

Closing Date: 18 August 2011

The Canberra Institute of Technology, Learning Centre is seeking a talented staff member with excellent communication and IT skills to coordinate flexible learning operations at Tuggeranong Learning Centre.

Eligibility/Other Requirements: Completion or partial completion of a Certificate IV or Diploma level qualification or higher in a relevant field is highly desirable.

Contact Officer: Meena Divakaran (02) 6207 3674 meena.divakaran@cit.edu.au

Centres

Student Services Hub

Information, Careers and Employment

Admissions Liaison Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 16463)

Gazetted: 05 August 2011

Closing Date: 19 August 2011

The Student Services Hub is looking for an experienced Admissions Liaison Officer to assist with the coordination, preparation and production of the Student Services Hub publications and major program advertisements. The successful applicant will liaise with CIT Centres to ensure deadlines are met relating to major advertisements. Coordinate the preparation and production of The Student Information Book for students.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@cit.edu.au

Community Services

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

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

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Senior Project Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 24916)

Gazetted: 04 August 2011

Closing Date: 23 August 2011

An exciting opportunity exists for a motivated and well organised Senior Project Officer to conduct a feasibility study to assess the viability of establishing a Common Ground service model in the ACT. The successful applicant will produce a literature review and subsequent report with recommendations to the Director General of the Community Services Directorate. The successful applicant will have the capacity for strategic and analytical thinking and be confident in presenting ideas in a group environment.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Note: This is a temporary position available asap until August 2012. Interested applicants should address the selection criteria for the position (maximum three pages) and a current curriculum vitae outlining qualifications and relevant experience and the names of two referees.

Contact Officer: Alice Tibbits (02) 6207 5668 alice.tibbits@act.gov.au

Children, Youth and Family Support

Early Intervention and Prevention

Child and Family Centre

Child and Family Worker

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 13131)

Gazetted: 09 August 2011

Closing Date: 25 August 2011

The Child and Family Centres are seeking a motivated professional to fill the position of Child and Family Worker. The position is responsible for providing support and services for children and families, including group programs. As part of an integrated team, the Child and Family worker will identify, develop, implement and evaluate community development initiatives that work to strengthen the community to improve outcomes for children and families.

Eligibility/Other Requirements: Social Work degree with full eligibility for membership of the Australian Association of Social Workers; Psychology degree with unconditional registration as a Clinical Psychologist, Early Childhood Education degree or a related field.

Note: This is a temporary position available until 3 August 2012. This position may be filled based on application and referee reports alone.

Contact Officer: Hilary Ferguson (02) 6205 3558 hilary.ferguson@act.gov.au

Office for Children, Youth and Family Support

Youth Services

Community Youth Justice

Team Leader

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 07791, several)

Gazetted: 08 August 2011

Closing Date: 23 August 2011

Under general direction undertake one or more of the following duties, depending on operational requirements. In accordance with legal requirements undertake professional assessments and supervise a caseload of young offenders community based orders/people placed on bail by the courts. Prepare reports for courts as required. Provide professional supervision and oversee the personal development of staff as required. Liaise with community agencies and government services and represent the Directorate, Office for Children, Youth and Family Support and Youth Justice as required. Provide assistance and support to senior Community Youth Justice staff. Undertake projects and other duties of relevance to Youth Justice as required. Participate in a roster to represent the Director General in relation to criminal proceedings on a Saturday or public holiday if required.

Eligibility/Other Requirements: Degree in Social Work, Social Science, Social Welfare, Psychology or related discipline.

Note: This is a temporary position available until December 2011 with the possibility of extension. An order of merit will be created from this process and may be utilised to fill future expected vacancies, both temporary and permanent over the next 12 months. Selection may be based on written applications and referee reports only. Applicants should provide: a statement outlining experience and ability against the selection criteria for the position; two written references addressing the selection criteria; and a current curriculum vitae.

Contact Officer: Ronia McDade (02) 6205 0416 ronia.mcdade@act.gov.au

Therapy ACT

Social Work

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 08153)

Gazetted: 05 August 2011

Closing Date: 23 August 2011

Therapy ACT is seeking a social worker to be part of a multidisciplinary team providing services for people with delays in development and developmental disabilities, aged from birth to 65 years. Therapy ACT has a family and person centred philosophy and a community based approach to the provision of professional services. Services are provided through age based teams in a range of settings.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Social Work. Eligibility for full membership of the Australian Association of Social Workers. Experience in the provision of social work services for people with developmental disabilities and delays in development. Current driver's licence essential.

Note: There is one permanent position to be filled but temporary employment may be offered to other successful candidates. Part-time may also be available.

Contact Officer: Lyndall Ellis (02) 6207 1361 lyndall.ellis@act.gov.au

Office for Children Youth and Family Support

Youth Services

Community Youth Justice

Case Manager

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 11424, several)

Gazetted: 05 August 2011

Closing Date: 16 August 2011

In accordance with legal requirements undertake professional assessments and supervise a caseload of young people placed on justice orders by the courts, including: i) develop positive respectful relationships with clients and their family/natural supports; ii) conduct thorough assessments informed by best practice literature including use of specified assessment tools as appropriate; iii) develop case plans; and iv) maintain accurate case notes and associated records to a high standard. Prepare reports for courts as required. Identify and refer to appropriate programs relevant to the needs and risks of the young person. Deliver evidence based programs to young offenders as appropriate. Collaborate with other agencies. Prepare routine correspondence and undertake other administrative duties. Perform other duties of relevance to youth justice.

Eligibility/Other Requirements: Degree in social work, social science, social welfare, psychology or related discipline or other tertiary qualifications with two years relevant work experience required.

Note: Several temporary vacancies are available for the period commencing ASAP to December 2011 with possibility of extension and/or permanency. An order of merit will be created to fill vacancies as they arise over the next 12 months. Applicants should provide a statement outlining experience and ability against the selection criteria for the position; two written references addressing the selection criteria; and current Curriculum Vitae. Full duty statement and selection criteria, is available from the Contact Officer. Positions may be filled, based on written applications and referee reports only.

Contact Officer: Ronia McDade (02) 6205 0416 roniamcdade@act.gov.au

Policy and Organisational Services

Finance and Budgets

Contracts and Grants Unit

Contracts Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 32828)

Gazetted: 08 August 2011

Closing Date: 23 August 2011

The Contracts and Grants Unit is responsible for procurement and contract management aspects of community grants, service agreements and service funding agreements for the Directorate. The position will assist in providing first level advice in procurement and the co-ordination, maintenance, and administration of contracts with non-government organisations, service funding agreements and the Community Grants Program.

Contact Officer: Caroline Hall (02) 6205 4655 caroline.hall@act.gov.au

Disability ACT

Service Delivery

Services for Adults

Disability Support Officers

Disability Support Officer Level 1 \$40,857 - \$42,495, Canberra (PN: 12800, several)

Gazetted: 05 August 2011

Closing Date: 26 August 2011

Do you want a career in the ACT Public Service? Disability ACT is seeking individuals who are committed to supporting people with a disability to live how they want to live and be valued as full and equal members of the ACT Community. If you do not have the relevant experience, your life and work experiences can be transferred to support people with a disability.

Eligibility/Other Requirements: You will need a current driver's licence. Disability ACT will provide all additional training.

Note: Penalty payments for shift work increase the salary range significantly. The salary is based on the hours and days worked. We have several permanent full-time, part-time and casual positions available!

To find out more about the role of a Disability Support Officer Level 1, Please attend one of our information sessions on: Wednesday, 17 August 2011 at 12:30 – 1:30pm or 5:00pm – 6:00pm. Location: Disability ACT, Level 2, Nature Conservation House, Cnr Emu Bank and Benjamin Way, Belconnen.

Contact Officer: Pam Emery (02) 6207 8028 pam.emery@act.gov.au

Cultural Facilities Corporation

ACT Museums and Galleries

Visitor Services, Education and Community Programs

Education and Community Programs Officer (Historic Places)

Professional Officer Class 1 \$53,214 - \$64,994, Canberra (PN: 8507)

Gazetted: 10 August 2011

Closing Date: 31 August 2011

ACT Museums & Galleries comprises four sites - Canberra Museum & Gallery (CMAG), Lanyon Homestead, Calthorpes' House and Mugga-Mugga Cottage. The Visitor Services, Education and Community Programs team is responsible for delivering programs and services to a range of audiences across these sites. ACT Museums & Galleries is seeking an Education and Community Programs Officer to work as part of this team delivering social history education programs, and assisting with the planning and delivery of community programs, at the three Historic Places sites. The successful applicant will have demonstrated experience in providing learning experiences to a range of school groups and experience in the delivery of community programs within a museum and/or gallery context. A demonstrated ability to manage competing tasks and work to deadlines is essential.

Eligibility/Other Requirements: Qualifications in Teaching are essential; a degree or diploma specialising in Australian History or Australian Cultural Studies is desirable. A current ACT Driver's Licence is essential.

Note: Applications must address the selection criteria. This is a temporary vacancy available for a period of 12 months with the possibility of a 6 month extension.

Contact Officer: Kate Gardiner 02 6207 9943 kate.gardiner@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au

Canberra Theatre Centre

Operations

Level 2 Technician, Electrics

Level 2 Technician \$49,049, Canberra (PN: 3551a)

Gazetted: 08 August 2011

Closing Date: 22 August 2011

This position requires someone experienced in the provision of a professional level of technical services and facilities to hirers and users of professional arts theatre venues.

Eligibility/Other Requirements: Possession of a current Fork Lift Licence, Senior First Aid Certificate, Basic Riggers Ticket, EWP are desirable.

Note: Applications must address the selection criteria. 3 year Temporary Contract.

Contact Officer: Rohan Cutler 6243 5736 rohan.cutler@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au

Canberra Theatre Centre

Operations

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 3554)

Gazetted: 08 August 2011

Closing Date: 15 August 2011

This is a highly specialised position involving the ability to close sales opportunities. Eligibility/Other Requirements: Extensive knowledge of the performing arts industry and theatre protocols is essential. Appropriate/relevant tertiary qualification in arts management or similar discipline is desirable.

Note: Applications must address the selection criteria. 3 year Temporary Contract.

Contact Officer: Bruce Carmichael 6423 5705 bruce.carmichael@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au

Economic Development

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

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

Land Development Agency

Governance and Communications

Marketing and Communications

Marketing Project Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 08020)

Gazetted: 10 August 2011

Closing Date: 17 August 2011

The Land Development Agency is seeking an enthusiastic, proactive and energetic person who is able to manage key marketing activities. The position of Marketing Project Manager requires a focused approach to the marketing and sales of residential, industrial and commercial land in the ACT. The role requires someone who can provide strategic marketing management to meet the direction and priorities of the LDA.

Eligibility/Other Requirements: Demonstrated skills and expertise skills in a marketing and public relations environment.

Note: This position is temporary for the period asap until 10 August 2012. Maximum half page to address each selection criteria and include a copy of current CV.

Contact Officer: Gabbie Foster (02) 6207 6803 gabbie.foster@act.gov.au

ACT Gambling and Racing Commission

Compliance and Investigations

Authorised Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 42500)

Gazetted: 09 August 2011

Closing Date: 23 August 2011

The ACT Gambling and Racing Commission is seeking a highly motivated and enthusiastic individual with experience in gambling regulatory and compliance activities to assist in the delivery of the Commission's Compliance Audit and Inspection program. This position will provide the successful applicant with exposure to a wide range of regulatory and investigative duties and will suit a person who is interested in further developing their skills in a busy, multi-faceted regulatory environment.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Bruce Waugh (02) 6207 0195 bruce.waugh@act.gov.au

Education and Training

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

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

School Improvement

South/Weston Network

Farrer Primary School

Executive Teacher

School Leader C \$91,769, Canberra (PN: 33606)

Gazetted: 09 August 2011

Closing Date: 25 August 2011

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

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

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

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

**Strategy and Coordination
Information, Communications and Governance
Media and Communications**

Senior Media Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 17860)

Gazetted: 04 August 2011

Closing Date: 18 August 2011

An exciting and challenging opportunity exists within the Education and Training Directorate's Media and Communications Section. Put your media and communications skills to work generating positive media coverage of the portfolio and its schools. Key responsibilities include providing media advice to the Director-General and Minister and formulating strategic responses to local and national educational issues. The position requires a motivated self starter with a demonstrated background in communications planning, media monitoring and analysis and issues management.

Eligibility/Other Requirements: A communications or journalism degree or diploma or equivalent industry experience is essential.

Note: This is a temporary position until 18 September 2012 with the possibility of extension.

Contact Officer: Stephen Gilfedder (02) 6205 4196 stephen.gilfedder@act.gov.au

**School Improvement
Tuggeranong Network
Theodore Primary School
Business Manager**

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 22858)

Gazetted: 09 August 2011

Closing Date: 23 August 2011

Theodore Primary School is seeking a highly motivated and engaging person with a proven ability to work on their own and use initiative to manage and administer all finance, student records and school administrative tasks. This position requires supervision of non teaching staff, liaising with the Building Services Officer, trades people, students, parents and school staff to ensure a high quality customer service.

Eligibility/Other Requirements: First Aid qualifications, or willingness to undertake appropriate training is desirable. This position requires a sound working knowledge of IT applications and proven skills in administering the finances of a school.

Contact Officer: Lyn Woodbury (02) 6205 7399 lyn.woodbury@ed.act.edu.au

**School Improvement
Tuggeranong Network
Namadgi School**

Classroom Teacher - several positions available for the start of the 2012 school year

Classroom Teacher \$51,178 - \$78,837, Canberra (PN: Several Positions, Namadgi)

Gazetted: 09 August 2011

Closing Date: 19 August 2011

Namadgi School offers high quality educational programs for students from preschool to year 10. The school opened in 2011 with 460 students from preschool to year 7. It will gradually grow to its full capacity enrolment of 900 students by adding a year level each year until 2014. The school is modeled on ecological sustainability principles in all facets of the indoor and outdoor environments, buildings and landscape design. The school aims to provide the highest quality teaching and learning opportunities through seamless access to innovative ICT learning resources distributed throughout flexible learning spaces. Staff at Namadgi School are expected to work collaboratively to plan, deliver and evaluate educational programs. Our staff value a willingness to explore new ideas; ability to adapt practice in response to research and data; the capacity to work effectively in teams and a commitment to contribute to the corporate life of our school. For our teachers an extensive in-house professional learning program is offered using a range of protocols to explore, examine and refine our practice to build the capacity of our staff as practitioners and educational leaders. To underpin our practice all teaching staff use: Understanding by Design to craft units and courses for all year levels and all curriculum areas. The Quality Teaching Model to reflect on and refine practice. Choice Theory to foster the development of quality relationships and develop a positive school culture.

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

Contact Officer: Pam Rosser (02) 6142 0900 pam.rosser@ed.act.edu.au

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

**School Improvement
North/Gungahlin Network
Dickson College**

**Classroom Teacher - several positions available for the start of the 2012 school year
Classroom Teacher \$51,178 - \$78,837, Canberra (PN: Several Positions, Dickson College)**

Gazetted: 09 August 2011

Closing Date: 19 August 2011

Dickson College is a vibrant college with a committed and passionate staff, students and community. We aim to provide a supportive, innovative and educationally enriched learning environment. Together we work to develop informed, caring, creative and confident global citizens. Dickson College is an ACT Senior Secondary College and teachers should demonstrate the capacity to meet the requirements of the Board of Senior Secondary Studies. At Dickson we believe that outstanding teaching is essential to allow all students to achieve excellence, access opportunity and contribute to community.

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

Contact Officer: Mark Bishop (02) 6205 6455 mark.bishop@ed.act.edu.au

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

**School Improvement
Tuggeranong Network
Calwell High School**

**Classroom Teacher - several positions available for the start of the 2012 school year
Classroom Teacher \$51,178 - \$78,837, Canberra (PN: Several Positions, Calwell HS)**

Gazetted: 08 August 2011

Closing Date: 19 August 2011

Calwell High School is located in the southern district of the ACT in the Tuggeranong Valley. The school values are Access, Aspiration and Achievement. The school provides an inclusive educational program for students in years 7 through to 10, placing a strong emphasis on providing the best education for all students across all key learning areas. Student progress is tracked on a regular basis through Year Advisory Teams. The school works very closely with the primary schools in the Calwell Cluster and all schools in the Tuggeranong Network.

A whole school approach is taken in the delivery of gifted and talented education, literacy and numeracy, vocational education and programs that target specific needs in our student body. The school places a strong emphasis on student wellbeing, underpinned by relational values, emotional intelligences and restorative practices. The school has developed an enviable reputation in the arts, recognised locally and nationally with a specific emphasis on dance, especially through Rock Eisteddfod and band. A state of the art performing arts centre was completed in early 2011 to support the delivery of the performing arts.

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

Note: These positions are available from 27 January 2012.

Contact Officer: Peter Sollis (02) 6205 6833 peter.sollis@ed.act.edu.au

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

**Executive Director School Improvement
Belconnen Network
Weetangera School
Classroom Teacher**

Classroom Teacher \$51,178 - \$78,837, Canberra (PN: 06111, Weetangera PS)

Gazetted: 10 August 2011

Closing Date: 19 August 2011

Weetangera Primary School is situated in Belconnen in the north of the Australian Capital Territory. The school community consists of approximately 280 families (415 students, Preschool to year 6) and just over 30 staff are employed to cater for the needs of our students. The Weetangera School community shares the vision that "Our students will learn and achieve to their potential. They will acquire skills that allow them to lead productive and responsible lives."

Weetangera Primary School has a commitment to excellence in a caring, cooperative and inclusive environment. As a community we share the common values of respect, responsibility, resilience, honesty, inclusion and doing your best. We explicitly teach these values to our students and recognise people who display such qualities and are positive role models and citizens in our community.

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

Contact Officer: Phil Gray (02) 6205 7488 phil.gray@ed.act.edu.au

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

**School Improvement
North/Gungahlin Network
Turner School
Teacher of Indonesian**

Classroom Teacher \$51,178 - \$78,837, Canberra (PN: 07072, Turner)

Gazetted: 09 August 2011

Closing Date: 19 August 2011

Turner School is a family friendly learning community catering for over 530 students from three to twelve years of age. It is located close to Canberra's city centre and both the Australian National University and CSIRO are within the priority enrolment area. The school opened in 1953 and has a mix of traditional and open classrooms. It is unique in that it provides an inclusive education for both mainstream students and students with a disability in an integrated Mainstream/Specialist School setting. Turner is a values-based school and operates within a framework of support, cooperation, acceptance, respect, friendliness and fun. These values are actioned through our Relational approach and the 'Culture of Giving' which is embedded in the curriculum. We are committed to developing all children's educational, social, emotional and physical potential and strive for excellence in both teaching and learning.

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

Contact Officer: Jan Day (02) 6205 6622 jan.day@ed.act.edu.au

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

School Improvement

North/ Gungahlin Network

Amaroo School

Classroom Teacher - several positions available for the start of the 2012 school year

Classroom Teacher \$51,178 - \$78,837, Canberra (PN: Several Positions, Amaroo)

Gazetted: 10 August 2011

Closing Date: 19 August 2011

Amaroo School is a P – 10 school with an expected enrolment in 2012 of more than 1500 students. Learning is the main purpose of Amaroo School for both students and teachers. The school exists to educate students to prepare them for a successful life beyond school within the wider community. The school is held in high regard for its strong commitment to the social, emotional and academic needs of its students. Staff work in close partnerships to ensure that they provide a high quality learning community in a happy and safe learning environment. The teaching team are vibrant, innovative, hard working and committed and set high expectations of themselves. The school is committed to developing and sustaining a culture of continuous self-improvement and life-long learning in an environment of collaboration and innovation. The school's quest for excellence in quality learning is based on an integrated approach which draws upon a multitude of ideas and experiences from parents, community, students and teachers to create a learning environment that encourages, fosters and supports each child as they advance along the path of knowledge.

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

Contact Officer: Richard Powell (02) 6205 2808 richard.powell@ed.act.edu.au

Executive Director School Improvement

South/Weston Network

Duffy Primary School

Learning Support Assistant

School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 24919)

Gazetted: 05 August 2011

Closing Date: 19 August 2011

Duffy Primary School is seeking a highly motivated person to work as part of a collaborative team to provide high-level personal and educational support to students with special needs and moderate disabilities. The successful applicant may be responsible for the physical well being of a student or groups of students.

Eligibility/Other Requirements: First Aid qualification and Certificate III in Disability Study, or willingness to undertake appropriate training are desirable.

Contact Officer: Kim Darcy (02) 6205 6022 kim.darcy@ed.act.edu.au

Environment and Sustainable Development

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

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

Office of the Director-General

Executive Officer

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 24961)

Gazetted: 09 August 2011

Closing Date: 16 August 2011

The Environment and Sustainable Development Directorate is seeking an enthusiastic and responsible team member to join the Office of the Director-General as Executive Officer. The Executive Officer will provide strategic policy advice to the Director-General and coordinate and prepare material including briefs and correspondence to ensure quality and timeliness.

Eligibility/Other Requirements: Outstanding oral and written communication skills are required, and the ability to exercise sound judgement. The successful applicant will also have outstanding research and analytical skills, as well as the ability to prioritise and work within tight deadlines.

Note: This is a temporary position available for six months until 29 February 2012 with a possibility of an extension.

Contact Officer: Maria Mangeruca (02) 6205 9651 maria.mangeruca@act.gov.au

Planning Services

Development Policy

Senior Planner

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 15483)

Gazetted: 04 August 2011

Closing Date: 15 August 2011

The successful applicant will take a senior role in a small team responsible for coordinating the on-going review of the Territory Plan and associated statutory procedures.

Eligibility/Other Requirements: Tertiary qualifications in planning, architecture, social sciences, geography or related disciplines are highly desirable.

Note: This is a temporary position available until 27 April 2012.

Contact Officer: Bruce Frazer (02) 6207 6121 bruce.frazer@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Office of Chief Executive

Population Health

Health Protection Business Service

Forensic Chemist

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 13325)

Gazetted: 11 August 2011

Closing Date: 25 August 2011

The ACT Government Analytical Laboratory is looking for an experienced forensic chemist. The work involves providing certified evidence to the courts pertaining to their analysis of seized controlled substances. Experience in the analysis of clandestine drug laboratories is necessary.

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

Contact Officer: Dennis Pianca (02) 6205 8732

Deputy Chief Executive The Canberra Hospital and Health Service

Rehabilitation, Aged and Community Care

Rehabilitation

Exercise Physiologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 23806)

Gazetted: 11 August 2011

Closing Date: 18 August 2011

We are seeking a reliable and enthusiastic Health Professional Officer Level 3 to lead and support the Health Professionals in the department. The services provided by the Exercise Physiology Department include individualised gym and hydrotherapy programs and group education programs. The Exercise Physiology Department also supports the Outpatient Cardiac Rehabilitation Program and the exercise component of the Pulmonary Rehabilitation Program.

Eligibility/Other Requirements: Current accreditation with ESSA as an Exercise Physiologist. Recent experience in a rehabilitation setting and experience in the Exercise Physiology Department is highly desirable.

Note: This is a permanent position and the successful applicant may be required to participate in overtime, on call, and/or a rotation roster and requires a current driver's licence.

Contact Officer: Sarah Howard (02) 6244 3616 sarah.howard@act.gov.au

Office of Chief Executive

Quality and Safety

Patient Safety and Quality

Policy and Projects Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 12589)

Gazetted: 11 August 2011

Closing Date: 18 August 2011

The ACT Government Health Directorate Quality and Safety Unit are looking for someone to join its policy and projects team. The Policy and Projects Officer will manage the Directorate's intranet based Policies and Plans register and work with staff in the Unit to streamline and improve internal and external communications. Stakeholder liaison and management skills will be essential along with strong IT skills and the capacity to work independently, managing competing priorities in a dynamic work environment.

Contact Officer: Jacqui Bear (02) 6205 0912

Deputy Chief Executive The Canberra Hospital and Health Service

Women, Youth and Children

Child Youth and Women's Health Program

Nurse, Caring for Kids

Registered Nurse Level 1 \$51,872 - \$70,092, Canberra (PN: 20350)

Gazetted: 11 August 2011

Closing Date: 18 August 2011

An opportunity is available for an RN1 to work two night duty shifts (2100 – 0700) per week for the Caring for Kids Program. The aim of this program is to work in partnership with families to provide healthcare to children and young people with complex technological health needs in the home environment. Training will be provided as required.
Eligibility/Other Requirements: Registered or eligible for registration as a General Nurse with the Australian Health Practitioners Regulation Agency (AHPRA). Current driver's licence.
Note: This position is temporary, commencing immediately for a period of 3 months with possible extension. Part-time at 20 hours per week.
Contact Officer: Fiona Cameron (02) 6205 2760

**Deputy Chief Executive The Canberra Hospital and Health Service
Women, Youth and Children
Child Youth and Women's Health Program
Maternal and Child Health Nurse
Registered Nurse Level 1 \$51,872 - \$70,092, Canberra (PN: 21648, several)**

Gazetted: 11 August 2011
Closing Date: 18 August 2011

An exciting opportunity exists to work with Child, Youth and Women's Health as a Maternal and Child Health Nurse. These Professional Development pathway positions are learning pathways for nurses who have successfully completed the postgraduate qualifications in Maternal and Child Health Nursing. The successful applicants will work under the guidance of a Registered Nurse Level 2 within a multidisciplinary team, for a period of up to six months, to provide health care services that support optimal health outcomes for families.

Eligibility/Other Requirements: Registered Nurse with The Australian Health Practitioner Regulation Agency (AHPRA) or eligibility for registration and hold a current driver's licence. Sound knowledge of primary health care principles and experience in related nursing practice with relevant tertiary qualifications in the field Maternal and Child Health nursing. Immunisation credentials are highly desirable.

Note: These positions are temporary may be full-time or part-time.
Contact Officer: Leanne Albrecht (02) 6205 2753

**Deputy Chief Executive The Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
Allied Health
Occupational Therapist
Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 21052)**

Gazetted: 11 August 2011
Closing Date: 18 August 2011

Several Health Professional Level 1/2 vacancies exist within the Occupational Therapy services for ACT Health Directorate. The specific positions are based at a number of locations in the Canberra Hospital, the Independent Living Centre, Inpatient Rehabilitation and within Community Care. There is a range of permanent and temporary contracts available. The positions are full-time but applicants seeking part-time employment are also encouraged to apply.

Eligibility/Other Requirements: The successful candidate will hold a degree or diploma in Occupational Therapy, be eligible for membership to Occupational Therapy Australia and have a valid driver's licence.

Note: This is a temporary position, available from the 8th August 2011 to the 24th July 2012. This position may be required to participate in overtime, on call and/or rotation roster. Candidates are invited to submit a completed application with addressed selection criteria for this position, a recent Curriculum Vitae and details for two referees. Selection may be based on application and referee reports only.
Contact Officer: Nicola Cooper (02) 6205 1224

**Deputy Chief Executive, The Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation
Occupational Therapist
Health Professional Level 1/2 \$47,515 - \$70,459, Canberra (PN: 27905)**

Gazetted: 11 August 2011
Closing Date: 18 August 2011

Several Health Professional 1/2 vacancies exist within the Occupational Therapy services for ACT Health Directorate. The specific positions are based at a number of locations in the Canberra Hospital, the Independent Living Centre, Inpatient Rehabilitation and within Community Care.

Eligibility/Other Requirements: The successful candidate will hold a degree or diploma in Occupational Therapy and be eligible for membership to Occupational Therapy Australia. Current driver's licence.

Note: There is a range of permanent and temporary positions available. The positions are full-time but applicants seeking part-time employment are also encouraged to apply. Some of these positions may be required to participate in overtime, on call and/or rotation roster. Candidates are invited to submit a completed application with addressed selection criteria for this position, a recent Curriculum Vitae and details for two referees. Selection may be based on application and referee reports only.

Contact Officer: Tegan Hinchcliffe (02) 6244 3286

**Deputy Chief Executive, Strategy and Corporate
Professional Leadership Research and Education
Medical and Dental Professional Standards Unit
Administrative Assistant**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 04535)

Gazetted: 11 August 2011

Closing Date: 18 August 2011

Applications are invited for this challenging position in the Medical and Dental Professional Standards Unit (MDPSU). Eligibility/Other Requirements: The successful applicant will have well developed oral and written communication skills and an ability to plan, prioritise, coordinate and manage workflow in a highly confidential and sensitive working environment.

Contact Officer: Dr Robert Griffin (02) 6205 2641 robert.griffin@act.gov.au

Office of the Chief Executive

Financial Management

Insurance Unit

Insurance and Legal Liaison Administrative Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 24732)

Gazetted: 11 August 2011

Closing Date: 18 August 2011

The Insurance and Legal Liaison Unit is seeking a suitably experienced and motivated individual to undertake the duties of an administrative officer. The position will be primarily involved in the coordination, collation and data management of incidents and claims for insurance and external reporting purposes. Applicants should ideally have good MS Excel, Word and Access database skills and the ability to work effectively under limited supervision.

Note: This position is part-time at 14:42 hours per week - 2 days per week. The position will be located at 11 Moore St, Civic. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee reports only.

Contact Officer: Byron McCarthy (02) 6207 6927

Deputy Chief Executive The Canberra Hospital and Health Service

Women Youth and Children

Child, Youth and Women's Health Program

Health Care Support Worker

Health Service Officer Level 7 \$48,615 - \$51,449, Canberra (PN: C08942, several)

Gazetted: 11 August 2011

Closing Date: 18 August 2011

An exciting opportunity exists to work with the Child, Youth and Women's Health Program as a Health Care Support Worker. Duties will include the provision of day-to-day direct care to children and young people with complex health needs.

Eligibility/Other Requirements: Current Certificate in First Aid. Experience with children and young people with complex needs and an ability to work with families in a community setting is desirable.

Note: These positions are casual.

Contact Officer: Fiona Cameron (02) 6205 2760

Deputy Chief Executive The Canberra Hospital and Health Service

Capital Region Cancer Service

Cancer Stream Administration

Administrative Officer

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 28318)

Gazetted: 11 August 2011

Closing Date: 18 August 2011

Applications are sought for suitably skilled representatives to work in Community Health Intake. The successful applicant will work full-time in a position located within Community Health Intake (a call centre environment), working in a team environment to provide excellent customer service through answering telephone calls, generating appointments and maintaining both electronic and hard copy records in accordance with approved records management practices and relevant legislation. The successful applicants will require well-developed organisational, communication and keyboard skills and the ability to actively participate in quality improvement activities.

Note: Applications must be submitted with statements addressing the selection criteria, resume and two written referee reports addressing the selection criteria from current and/or previous manager. Selection may be based on application and referee reports only. Please note that an order of merit will be established from this selection process and may be utilised to fill any full-time, part-time, temporary and casual positions, which occur within the following twelve months.

Contact Officer: Bernadette Armati (02) 6205 2339

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

Victim Support ACT

Early Intervention Case Manager

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 12584)

Gazetted: 05 August 2011

Closing Date: 23 August 2011

Victim Support ACT are looking for a Social Worker or Psychologist with the interest, energy and skill to work directly with people harmed by crime to promote their recovery, rights and entitlements. The successful applicant will have a strong commitment to client service delivery, high quality clinical and supervision skills, and work well in a growing, innovative team environment.

Eligibility/Other Requirements: Tertiary qualifications in psychology or social work with current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation.

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

**Victim Support ACT
Senior Case Manager**

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 10197)

Gazetted: 05 August 2011

Closing Date: 23 August 2011

We are looking for a Social Worker or Psychologist with the interest, energy and skill to work directly with people harmed by crime to promote their recovery, rights and entitlements. You will have a strong commitment to client service delivery, high quality clinical and supervision skills, and work well in a growing, innovative team environment.

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

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

ACT Law Courts and Tribunal Administration

Supreme Court

Judge's Chambers

Personal Assistant

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 44048)

Gazetted: 04 August 2011

Closing Date: 23 August 2011

The ACT Supreme Court is a superior court of record exercising criminal and civil jurisdiction. It is comprised of a Chief Justice, three resident judges and Master.

A vacancy has arisen as Personal Assistant to the Honourable Justice Burns. The position provides secretarial and administrative support. In particular, the successful candidate will be responsible for organising accommodation and travel; preparing documents including judgments; and generally maintaining the proper functioning of Chambers. The successful applicant will possess high-level proofreading, spelling and typing skills; be able to work under pressure to meet deadlines; exercise a high level of discretion; possess well-developed computer skills, as well as experience in working in a legal environment.

Contact Officer: Robyn Erickson (02) 6207 1568 robyn.erickson@act.gov.au

Public Trustee for the ACT

Executive Assistant / Administration Officer

Trust Officer Level 1 \$54,417 - \$62,592, Canberra (PN: 49898)

Gazetted: 05 August 2011

Closing Date: 19 August 2011

Undertake the role of Administration Officer for the Public Trustee and perform a range of administrative tasks as follows: Develop office procedures for maintaining files stored and archived records in accordance with the Public Trustee's Records Management Plan; maintaining the office work records database; purchasing office supplies and furniture; coordinate establishments and recruitment matters for the office; coordinate staff training requirements; maintenance of office equipment; coordination and appointment of OH&S representatives, workplace diversity issues etc; maintain miscellaneous registers including gift register, security, safe custody, motor vehicle records and portable and attractive items. Coordinate the update and printing of office forms, brochures etc; undertake projects of an ad hoc nature for the Public Trustee including assisting with Annual Report; undertake executive assistant duties for the Public Trustee as required, check and reconcile Public Trustee salary records with Personnel and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Driver's licence considered essential. The occupant of this position may be required to rotate throughout other positions at the same classification within the Public Trustee for the ACT.

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

Territory and Municipal Services

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

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

Roads and Public Transport

ACTION

Communications Centre

Communications Centre Officer

Transport Officer Grade 3 (ACTION) \$77,390, Canberra (PN: A11753)

Gazetted: 05 August 2011

Closing Date: 19 August 2011

ACTION is seeking a suitably qualified and experienced person to fill a vacancy within ACTION's Communications Centre. The position, working as part of a small team or independently, is responsible for using information communications technology to coordinate the flow of information between bus drivers and other stakeholders both internal and external to ACTION. The position also has the responsibility to make decisions on how to manage and resolve a wide range of incidents, situations or events that affect ACTION drivers or the operational network each day.

Eligibility/Other Requirements: Applicants must have the ability to work according to a roster including the working of regular weekends. Applicants must also possess or be able to acquire the necessary clearances to work within a security environment.

Contact Officer: Bren Burkevics (02) 6207 8628 bren.burkevics@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.

Parks and City Services

Parks and Conservation Service

Birrigai at Tidbinbilla

Hospitality Manager

General Service Officer Level 7 \$48,615 - \$51,449, Canberra (PN: 19519)

Gazetted: 04 August 2011

Closing Date: 23 August 2011

Manage all catering and hospitality functions in a commercial kitchen and related dining areas, as well as serve wider catering needs of Tidbinbilla. Liaise with visiting groups to determine special dietary requirements and to ensure residential and facility hire requirements are met. Maintain the hospitality services budget and provide advice to Tidbinbilla management on hospitality initiatives. Manage a small team of cooks and kitchen hands.

Eligibility/Other Requirements: Current driver's licence. Ability to undertake the physical requirements of the tasks in the Duty Statement.

Note: This is a temporary position available from 1 October 2011 until 1 July 2013. Actual hours worked each week are subject to booking requirements and officer must be prepared to work weekends and public holidays.

Contact Officer: Julie Murkins (02) 6205 6748 julie.murkins@ed.act.edu.au

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

Roads and Public Transport

ACTION

ACTION Special Needs Transport

Special Needs Transport Driver

General Service Officer Level 5 \$42,612 - \$44,960, Canberra (PN: SNTT01, several)

Gazetted: 08 August 2011

Closing Date: 23 August 2011

ACTION is looking for suitably qualified drivers to join its Special Needs Transport unit. Applicants should possess effective communication and customer service skills that will allow them to interact with the children, their parents and carers. Successful applicants will have knowledge of, or experience in, transporting and assisting special needs children.

Eligibility/Other Requirements: The occupant of this position must hold an ACT Class LR driver's licence with a Condition "O" endorsement or have the ability to obtain this endorsement. Equivalent interstate qualifications are acceptable.

Suitable applicants will be required to undergo ACTION's pre-employment medical and police character checks.

Contact Officer: Malcolm Howard (02) 6207 7818 malcolm.howard@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.

Roads and Public Transport

ACTION

ACTION Special Needs Transport

Special Needs Transport Attendant

General Service Officer Level 2 \$36,052 - \$37,436, Canberra (PN: SNTT12, several)

Gazetted: 08 August 2011

Closing Date: 23 August 2011

ACTION is looking for suitably qualified attendants to join its Special Needs Transport unit. Applicants should possess effective communication and customer service skills that will allow them to interact with the children, their parents and carers. Successful applicants will have knowledge of, or experience in, assisting special needs children.

Eligibility/Other Requirements: Current recognised Senior First Aid Certificate. Suitable applicants will be required to undergo ACTION's pre-employment medical and police character checks.

Note: These positions are part-time split shiftwork at 25 hours per week.

Contact Officer: Malcolm Howard (02) 6207 7818 malcolm.howard@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.

Treasury

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

Shared Services

Shared Services ICT

Customer Relations - Health ICT

Senior Pathology Technical Administrator

Senior Information Technology Officer Grade C \$83,816 - \$90,372, Canberra (PN: 19648)

Gazetted: 08 August 2011

Closing Date: 23 August 2011

The successful applicant will provide technical lead in supporting ACT Pathology's critical business systems and other applications including software, database administration and hardware support for these systems, their related interfaces and peripherals.

Eligibility/Other Requirements: Completion of a tertiary qualification in Information Technology or Information Management would be advantageous.

Contact Officer: Mark Woodward (02) 6244 3067 mark.woodward@act.gov.au

Shared Services

Shared Services ICT

Finance and Accounting

Financial Controller

Senior Officer Grade A \$115,016, Canberra (PN: 13330)

Gazetted: 10 August 2011

Closing Date: 30 August 2011

Shared Services ICT is seeking an experienced, dedicated and highly motivated finance professional as its new Financial Controller. The Financial Controller is responsible for managing a finance team which provides a wide range of finance and accounting services in support of Shared Service ICT business operations.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Accounting, Commerce, Finance or a related field is a mandatory requirement. Membership of a peak Australian accounting body such as the NIAA, ASCPA or ICA would be highly regarded. A knowledge and understanding of Information Communication and Technology services would be advantageous.

Note: A Special Employment Arrangement (SEA) may be applicable to the successful applicant depending on skills and experience.

Contact Officer: Ross Burton (02) 6207 5863 ross.burton@act.gov.au

APPOINTMENTS

Chief Minister and Cabinet

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

Richard Bontjer 827-45507, Section 68(1), 3 August 2011

Economic Development

Technical Officer Level 4 \$66,198 - \$76,043

John Welch 827-44803, Section 68(1), 15 August 2011

Education and Training

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

Linda Glossop 787-54814, Section 68(1), 5 August 2011

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

Threse Tranter 820-93916, Section 68(1), 8 August 2011

Health

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

Chamara Jayalathge 824-31962, Section 68(1), 2 August 2011

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

Teresa Smith 830-79745, Section 68(1), 1 August 2011

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

Mehak Vohra 827-45638, Section 68(1), 30 July 2011

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

Kylie Whiteley 827-44184, Section 68(1), 1 August 2011

Justice and Community Safety

Senior Officer Grade A \$115,016

Carol Brook 814-06773, Section 68(1), 2 August 2011

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

Akiyo Fujita-Philpot 827-40394, Section 68(1), 1 August 2011

Territory and Municipal Services

Bus Operator \$53,245 - \$59,272

Aleiu Barrie 140-661, Section 68(1), 29 July 2011

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

Nina Kelly Bruns 820-87559, Section 68(1), 4 August 2011

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

Craig William Fathers 827-42007, Section 68(1), 1 October 2011

Bus Operator \$53,245 - \$59,272

Dale Francis 140-617, Section 68(1), 8 August 2011

TGSO6 - Workshop Staff \$56,005 - \$58,504

Thomas Patrick Gourlay 140-682, Section 68(1), 8 August 2011

Bus Operator \$53,245 - \$59,272

Timothy Hart 140-664, Section 68(1), 29 July 2011

Bus Operator \$53,245 - \$59,272

Matthew Mitchell 140-665, Section 68(1), 29 July 2011

Bus Operator \$53,245 - \$59,272

Hui Ye 140-635, Section 68(1), 29 July 2011

Treasury

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

Noel Bradfield 821-21761, Section 68(1), 5 August 2011

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

Anthony Driver 821-18490, Section 68(1), 4 August 2011

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

Garth Edwards 827-32319, Section 68(1), 2 August 2011

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

Charlotte Miles 827-36571, Section 68(1), 4 August 2011

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

Buster Scott Parker 827-45937, Section 68(1), 8 August 2011

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

Rhys Parker 820-89247, Section 68(1), 5 August 2011

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

Miranda Purcell 821-09973, Section 68(1), 4 August 2011

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

Samuel Rowley 820-89220, Section 68(1), 2 August 2011

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

Matthew Tripodi 827-45697, Section 68(1), 2 August 2011

TRANSFERS

Health

Beth Elaine Robinson: 772-02209

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

To: Enrolled Nurse Level 1 \$46,825 - \$50,191
ACT Health, Canberra (PN. 26513) (Gazetted 14 April 2011)

Allyson Calvin: 747-06153

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

To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 29935) (Gazetted 2 June 2011)

Karen Sweeny: 786-48835

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

To: Registered Nurse Level 2 \$72,960-\$77,472
Health, Canberra (PN. 19491) (Gazetted 2 June 2011)

PROMOTIONS

Canberra Institute of Technology

Centres

Organisational Capability

Vanessa Joy Parker: 817-05909

From: Administrative Services Officer Class 5 \$61,295 - \$64,994
Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Canberra Institute of Technology, Canberra (PN. 55548) (Gazetted 21 June 2011)

Centres

Central Support Centre

Sally Clare Peters: 757-53445

From: Administrative Services Officer Class 5 \$61,295 - \$64,994
Justice and Community Safety

To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Canberra Institute of Technology, Canberra (PN. 11828) (Gazetted 16 May 2011)

Community Services

Housing and Community Services

Asset Management

Gary Johnson: 705-34059

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

To: †Administrative Services Officer Class 6 \$66,198 - \$76,043
Community Services, Canberra (PN. 00452) (Gazetted 23 May 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.

Housing and Community Services

Asset Management

Christopher Kovacs: 772-38877

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

To: †Administrative Services Officer Class 6 \$66,198 - \$76,043
Community Services, Canberra (PN. 00406) (Gazetted 23 May 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.

**Housing and Community Services
Asset Management**

David Lascelles: 740-94337

From: Disability Support Officer Level 2 \$50,990 - \$57,077
Community Services

To: †Administrative Services Officer Class 6 \$66,198 - \$76,043
Community Services, Canberra (PN. 00089) (Gazetted 23 May 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.

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Hoa Mac: 799-93382

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

To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Community Services, Canberra (PN. 32828) (Gazetted 9 March 2011)

Housing and Community Services

Asset Management

Geoff Turnbull: 820-76550

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

To: †Administrative Services Officer Class 6 \$66,198 - \$76,043
Community Services, Canberra (PN. 11521) (Gazetted 23 May 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.

Economic Development

Policy and Governance

Gambling and Racing

Compliance and Investigations

Bruce Waugh: 774-25453

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

To: †Senior Officer Grade C \$83,816 - \$90,372
Economic Development, Canberra (PN. 55660) (Gazetted 23 June 2011)

Education and Training

School Improvement

North/Gungahlin Network

Campbell High School

Faith Fuk-hing Hertel: 751-79754

From: School Assistant 2 \$36,810 - \$40,820
Education and Training

To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Education and Training, Canberra (PN. 15891) (Gazetted 7 June 2011)

School Improvement

Belconnen Network

Maribyrnong Primary School

Jennifer Anne Howard: 772-12677

From: School Leader B \$98,077
Education and Training

To: †School Leader A \$109,043
Education and Training, Canberra (PN. 04139) (Gazetted 9 June 2011)

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

Health

Deputy Chief Executive The Canberra Hospital and Health Service

Medicine

Department of Medical

Vicki Louise Gardiner: 795-51744

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

To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Health, Canberra (PN. 19715) (Gazetted 23 June 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
Rehabilitation**

Richard John Goward: 827-20878

From: Health Professional Level 1 \$47,515 - \$61,074
Health

To: Health Professional Level 2 \$50,796 - \$70,459
Health, Canberra (PN. 24110) (Gazetted 1 July 2010)

This promotion is to a non-advertised vacancy in line with Clause T3.5 of the Health Collective Agreement.

**Deputy Chief Executive The Canberra Hospital and Health Service
Critical Care and Diagnostics
Emergency**

Samantha Hall: 762-81371

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

To: †Registered Nurse Level 3.1 \$83,861 - \$87,312
Health, Canberra (PN. 12244) (Gazetted 9 June 2011)

**Office of the Chief Executive
Population Health**

Health Protection Business Services

Wayne Jealous: 820-93369

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

To: Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
Health, Canberra (PN. 24106) (Gazetted 23 June 2011)

**Deputy Chief Executive Strategy and Corporate
Human Resources
Staff Development**

Maxine Jordan: 786-45175

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

To: †Registered Nurse Level 3.2 \$94,804
Health, Canberra (PN. 24018) (Gazetted 2 June 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Critical Care and Diagnostics
Emergency**

Joanna O'Reilly: 786-44498

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

To: †Registered Nurse Level 3.1 \$83,861 - \$87,312
Health, Canberra (PN. 12178) (Gazetted 9 June 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Critical Care and Diagnostics
Emergency**

Gemma Pereira: 771-98254

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

To: †Registered Nurse Level 3.1 \$83,861 - \$87,312
Health, Canberra (PN. 15164) (Gazetted 9 June 2011)

**Deputy Chief Executive Strategy and Corporate
Business and Infrastructure
Infrastructure Support**

Eva Sedlacek: 259-20022

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

To: Health Service Officer Level 4 \$40,700 - \$42,331

Health, Canberra (PN. 19621) (Gazetted 9 June 2011)

Office of Chief Executive

Quality and Safety

Patient Safety and Quality

Shayne Brown: 260-85874

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

Health

To: †Registered Nurse Level 4.3 \$108,239

Health, Canberra (PN. 04549) (Gazetted 16 June 2011)

Deputy Chief Executive The Canberra Hospital and Health Service

Surgical and Oral Health

Ailsa Stevenson: 827-33012

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

Health

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

Health, Canberra (PN. 19724) (Gazetted 3 March 2011)

Deputy Director General, The Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Kay Thomas: 740-96383

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

Health

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

Health, Canberra (PN. 22188) (Gazetted 16 June 2011)

Deputy Chief Executive The Canberra Hospital and Health Service

Surgical and Oral Health

Jodie Traves: 771-93242

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

Health

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

Health, Canberra (PN. 19725) (Gazetted 3 March 2011)

Justice and Community Safety

Office of Regulatory Services

WorkSafe ACT

Proactive Services

Kevin Bruce McFadzen: 337-41112

From: WorkCover Officer 2 \$43,289 - \$48,003

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 05529) (Gazetted 18 June 2011)

Corrective Services

Business, Policy and Coordination

Business Coordination

Anne O'Hara: 737-57119

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

Treasury

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

Justice and Community Safety, Canberra (PN. 43039) (Gazetted 25 July 2011)

Territory and Municipal Services

Directorate Services

Canberra Connect

Executive

Gerard Raymond Hodshon: 799-90114

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 46684) (Gazetted 16 June 2011)

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

Treasury

Shared Services

Shared Services ICT/Customer Relations

Health ICT-Health Projects

Sandra Kay Cook: 741-18212

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

Treasury - Shared Services ICT

To: †Senior Officer Grade A \$115,016

Treasury, Canberra (PN. 01493) (Gazetted 27 May 2011)

Shared Services

Shared Services ICT/Customer Relations

Health ICT-Health Projects

Justine Spina: 740-96818

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

Treasury

To: †Senior Officer Grade A \$115,016

Treasury, Canberra (PN. 01368) (Gazetted 27 May 2011)

CORRIGENDA

Health

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

Chamara Jayalathge: 824-31962, Section 68 (1), 02/08/2011

Note: Previous gazette notice was published with the incorrect AGS number.