



ACT Government Gazette

Gazetted Notices for the week beginning 27 October 2011

VACANCIES

Calvary Health Care ACT (Public)

Clare Holland House

Home based palliative care

Registered Nurse Level 2 Home Based Palliative Care

Registered Nurse 2 \$72,960- \$77,472, Canberra (PN: 8902)

Gazetted: 02 November 2011

Closing Date: 23 November 2011

MANDATORY: Registered General Nurse with the APHRA. Must hold a current ACT unrestricted drivers licence **HIGHLY DESIREABLE:** Minimum of 3 years cumulative post registration experience and at least 1 year recent post basic experience in Palliative Care Nursing. Demonstrated ability to provide an excellent standard of active, compassionate patient-centred care (acknowledging the patient and their significant others as a unit of care. Demonstrated effective interpersonal skills and the ability to communicate effectively with other members of the interdisciplinary health care team. Demonstrated competency in nursing practice, including exercising initiative and professional judgement, in assessing, negotiating, delivering and evaluating coordinated and compassionate care. Demonstrated capacity to lead mentor and precept new and/or less experience staff \$Demonstrated understanding of the National Palliative Care Standards. Evidence of participation in quality improvement, clinical research and policy development. Evidence of commitment to professional development. Holds or working towards post graduate qualifications in palliative care nursing.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Brad Smith 02 6264 7300 bradley.smith@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Medical Services

Ambulatory Care

Administrative Services Officer

Administrative Services Officer Class 3 Ambulatory Care \$49,306 - \$53,214, Canberra (PN: 8552)

Gazetted: 02 November 2011

Closing Date: 23 November 2011

The Medical and Surgical Speciality Clinic team is seeking a highly organised, personable and motivated team member. Duties will include provision of clerical support to the Medical Specialist attached to Australian National University Medical School at Calvary Health Care ACT. The successful applicant will need to have proven ability in the provision of high level administrative support in a hospital or medical environment. Well developed interpersonal, written and oral communication skills, including the ability to liaise, consult and negotiate in particular with the Medical Specialist, patients, internal and external stakeholders, is highly desirable. **HIGHLY DESIRABLE:** Certificate 3 in Office Administration would be preferred but not essential. Ability to manage inquiries from patients, relay important communications between the Medical Specialist and patients, and smooth the overall patient experience, including inpatients and outpatients. Ability to organise workloads, to be flexible and to respond effectively to priorities and deadlines. Proven ability to provide high level administrative support, preferably in a hospital or medical environment including managing a busy office. Demonstrated ability to use a range of software applications, including Microsoft Word, Excel and Outlook. Demonstrated ability to provide a transcription and proof reading service for medical notes.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Anne-Maree Jolly 6201 6881 anne-maree.jolly@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

Employment Relations

Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 55272)

Gazetted: 02 November 2011

Closing Date: 16 November 2011

Lead a team within the Centre to undertake a range of projects associated with the Institute's Human Resources functions which are designed to build organisational capability, particularly in CIT's employment relations area.

Eligibility/Other Requirements: Relevant qualifications to the Human Resource environment are desirable.

Contact Officer: Michele de Laine (02) 6207 3385 michele.delaine@cit.edu.au

Centres

Human Resources Centre

People Support

Rehabilitation Case Manager

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 54066)

Gazetted: 28 October 2011

Closing Date: 11 November 2011

Contribute to a team within the Centre to undertake a range of duties associated with the Institute's HR functions which are designed to build organisational capability, particularly as it relates to CIT's rehabilitation and case management responsibilities.

Eligibility/Other Requirements: Qualifications in human resources and/or rehabilitation/case management are desirable.
Contact Officer: Michael Hagstrom (02) 6207 4094 michael.hagstrom@act.gov.au

Chief Minister and Cabinet

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

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

Policy and Cabinet

Economic, Regional and Planning

ACT Government Demographer

Senior Officer Grade A \$115,016, Canberra (PN: 14692)

Gazetted: 28 October 2011

Closing Date: 15 November 2011

This is a unique opportunity to build demographic capacity within the ACT Government and support whole-of-government planning for the future of the ACT. Located in the Policy Division of the Chief Minister and Cabinet Directorate, the position works across government, as well as with the Australian Bureau of Statistics (ABS). Duties include: preparing demographic projections and undertaking demographic analysis for the ACT and region; supporting statistical and quantitative analysis to inform whole-of-government policy development; provision of high-quality policy advice and analysis on complex strategic policy issues; and working closely with officers from ACT Government agencies and the ABS to support the ACT Government's statistical and information needs.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are highly desirable.

Note: Applicants should address the numbered selection criteria and limit responses to 300 words (maximum) against each of the selection criteria.

Contact Officer: Brook Dixon (02) 6205 0468 brook.dixon@act.gov.au

Workforce Capability and Governance

Continuous Improvement and Workers' Compensation

Workplace Injury Performance

Senior Manager

Senior Officer Grade A \$115,016, Canberra (PN: 55737)

Gazetted: 28 October 2011

Closing Date: 15 November 2011

Join a highly motivated Branch and provide leadership to the ACTPS workers' compensation and work safety improvement plan. As Senior Manager you will work with a high degree of independence overseeing the team responsible for whole of government workers' compensation and work health and safety policy and strategy. As part of a dynamic team you will undertake complex projects and provide practical solutions to complex problems facing the workforce.

Contact Officer: Meg Brighton (02) 6205 3095 meg.brighton@act.gov.au

Workplace Capability and Governance

Public Sector Management

Senior Manager

Senior Officer Grade A \$115,016, Canberra (PN: 17359)

Gazetted: 27 October 2011

Closing Date: 15 November 2011

The successful applicant will work in partnership with another senior manager leading a dynamic team to implement behaviour and cultural change across the ACT Public Service. The role involves developing strategic policy advice; overseeing whole-of-Government program delivery in specialised recruitment, learning and development; and providing secretariat support for various human resource management committees.

Eligibility/Other Requirements: Qualifications in human resources or a related field and/or experience in public sector management issues is highly desirable.

Contact Officer: Liesl Centenera (02) 6205 0296 liesl.centenera@act.gov.au

Workforce Capability and Governance

Continuous Improvement and Workers' Compensation

Technical Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 19230, several)

Gazetted: 31 October 2011

Closing Date: 15 November 2011

Join a highly motivated Branch and apply your advanced technical workers' compensation skills to assist improve the health and return to work outcomes for injured workers. As technical manager you will work across the ACT Public Sector to provide technical coaching and mentoring to case managers, lead complex improvement initiatives and assist with the delivery of the ACTPS workers' compensation and work safety improvement plan. There are two technical manager positions available.

Eligibility/Other Requirements: Tertiary qualifications in an allied health profession, rehabilitation, or occupational health and safety or partial completion of studies in these fields will be highly regarded.

Note: Positions are temporary and available until 30 June 2013, with the possibility of permanency from this process.
Contact Officer: Gary King (02) 6207 8792 gary.king@act.gov.au

Workforce Capability and Governance

Public Sector Management

Strategic HR

Senior Policy Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 55503)

Gazetted: 27 October 2011

Closing Date: 15 November 2011

Chief Minister and Cabinet Directorate's Workforce Capability and Governance Division has a permanent vacancy for either an Aboriginal and Torres Strait Islander or Person with Disability. The position has a significant role in the implementation of the Employment Strategies for Aboriginal and Torres Strait Islander People and People with Disability. The successful applicant will be required to build productive relationships with stakeholders and provide expertise and assistance in formulating and planning for the implementation of strategic issues relating to employment and human resource policy for the ACT Public Service. The successful applicant will require excellent communication and liaison skills with demonstrated high quality written and verbal communication and self management skills.

Eligibility/Other Requirements: Identified Position for People with Disability or Aboriginal or Torres Strait Islander People.

Contact Officer: Leanne Martens (02) 6207 8700 leanne.martens@act.gov.au

Community Services

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

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

Policy and Organisational Services

Finance and Budgets

Contracts and Grants Unit

Manager Contracts and Grants

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 12081)

Gazetted: 28 October 2011

Closing Date: 15 November 2011

The Contracts and Grants Unit is responsible for the contract management aspects of community grants and service agreements for the Directorate. This includes liaison with business units to coordinate agreements, Shared Services Procurement to finalise the agreement and the Shared Services Centre to facilitate payments. The position is responsible for managing the ongoing functions and daily operations of the Unit. The position has supervision of a team and is responsible for the delivery of timely and accurate internal and external reports to meet the Directorate's management and statutory requirements as well as monitoring the funding and expenditure of the Directorate's funding agreements.

Notes: This is a temporary position available from 04/01/2012 until 21/12/2012.

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

Disability ACT

Community and Sector Development

Community Development

Information Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 00207)

Gazetted: 02 November 2011

Closing Date: 22 November 2011

Disability ACT has an exciting position available for an experienced person to undertake the role of Information Officer. This position is the first point of contact for members of the community seeking information and education packages about disability and disability support options in the ACT, suited to the needs of people with a disability of any age, their families and carers, community providers, other government agencies and the ACT community in general. The Information Officer will play a key role in developing information materials and will promote the Vision and Values of Disability ACT. The information service is delivered offsite, from a community location and is co-located with community service providers. Eligibility/Other Requirements: A current class CA driver's licence is required. An understanding of the challenges people with a disability and their families face in navigating the support and service system is highly desirable.

Note: The selection may be based on application and referee reports only. Please supply two written referee reports addressing the selection criteria with application.

Contact Officer: Vanessa Sutton (02) 6205 0393 vanessa.sutton@act.gov.au

Cultural Facilities Corporation

Canberra Theatre

Marketing

Marketing Coordinator

Administrative Service Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 55255)

Gazetted: 02 November 2011

Closing Date: 16 November 2011

We are looking for a highly motivated person to join the marketing team in the position of Marketing Coordinator. The Marketing Coordinator undertakes a range of tasks in the implementation of both event-specific and venue marketing strategies. There is a particular focus on assisting the Marketing Manager with the administrative management of the marketing department, opening nights and the distribution of all hard copy marketing collateral.

Eligibility/Other Requirements: Degree or equivalent relevant qualifications in marketing.

Note: 3 year temporary contract. Applications must address the selection criteria.

Contact Officer: Ricky Bryan (02) 6243 5706 ricky.bryan@act.gov.au Applications can be forwarded to: trudy.collins@act.gov.au Trudy Collins, HR Adviser PO Box 939 Civic Square, ACT 2608

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

Policy and Governance

Business Programs and Industry

Executive Director, Business Development

Executive Level 2.4 \$219,150 to \$231,587 depending on current superannuation arrangements, Canberra (PN: E671)

Gazetted: 02 November 2011

Closing Date: 21 November 2011

The Executive Director, Business Development reports directly to the Deputy Director-General, Economic Development, Policy and Governance and is responsible for providing a range of programs to the business community to support sector development, commercialisation of locally generated intellectual property, and the internationalisation of business and innovation.

The role is also responsible for managing the skilled and business migration program, providing business and industry policy advice to the Government and participating in national business formulation through various Council of Australian Government (COAG) forums.

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

Note: The successful applicant will be engaged under a performance based contract up to five years with an attractive remuneration package ranging from \$219,150 to \$231,587 depending on current superannuation arrangements, including a cash component of \$177,661.

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

Policy and Governance

Workforce and Governance

Director, Workforce and Governance

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E673)

Gazetted: 02 November 2011

Closing Date: 21 November 2011

The Director, Workforce and Governance reports directly to the Deputy Director-General, Economic Development, Policy and Governance Division. The Director leads a branch that supports the Directorate through the provision of corporate services and strategic advice and support on corporate governance.

The position requires a person with exceptional leadership and executive management skills to provide leadership and direction in strategic human resource management, governance arrangements, strategic planning processes, corporate policy development and security and risk management functions.

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

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

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

Education and Training

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

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

Strategy and Coordination

Information, Communications and Governance

Risk Management and Audit

Manager

Senior Officer Grade A \$115,016, Canberra (PN: 42227)

Gazetted: 31 October 2011

Closing Date: 14 November 2011

The successful applicant will be required to develop, implement and manage the Directorate's audit arrangements. Duties will include providing high level strategic policy advice and developing policy initiatives in relation to the Directorate's audit functions, risk management, insurance and associated obligations.

Eligibility/Other Requirements: Extensive experience in strategically managing audit, risk management and insurance is required. Formal qualifications in risk management and/or auditing is desirable.

Note: This is a temporary position available until 1 September 2012. This position is being re-advertised; previous applicants will be reconsidered and need not apply unless they wish to do so.

Contact Officer: Joanne Garrisson (02) 6205 9328 joanne.garrisson@act.gov.au

School Improvement

North and Gungahlin Network

Cranleigh School

Executive Teacher

School Leader C \$91,769, Canberra (PN: 33590)

Gazetted: 02 November 2011

Closing Date: 16 November 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: Karin Wetselaar (02) 6205 8000 karin.wetselaar@ed.act.edu.au

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

School Improvement

South and Weston Network

Narrabundah College

Executive Teacher - Maths/IT

School Leader C \$91,769, Canberra (PN: 02762)

Gazetted: 02 November 2011

Closing Date: 16 November 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: Kerrie Grundy (02) 6205 6999 kerrie.grundy@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

Belconnen Network

Weetangera Primary School

School Leader

School Leader C \$91,769, Canberra (PN: 11048)

Gazetted: 31 October 2011

Closing Date: 14 November 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: Kim McCormack (02) 6205 7488 kim.mccormack@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

Information and Knowledge Services

Records Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 04442)

Gazetted: 31 October 2011

Closing Date: 22 November 2011

The Records Manager, Information and Knowledge Services, is critical to the management and coordination of a full range of records management services to the Directorate. The successful applicant requires experience in information records management and an understanding of the legislative requirements applicable to the Directorate's records

management program. Experience in planning, policy development and implementation and staff management, in addition to well-developed interpersonal and communication skills are essential, including the ability to develop and deliver training and provide expert advice in records and information management.

Contact Officer: Mark Huxley (02) 6205 6749 mark.huxley@act.gov.au

**Strategy and Coordination
Information, Communications and Governance
Liaison Unit**

Assistant Manager, Liaison Unit

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 26550)

Gazetted: 02 November 2011

Closing Date: 9 November 2011

The Liaison Unit comprises both Community Liaison and Non-government Education Liaison. The successful applicant will work in both Community Liaison (handling compliments, concerns and complaints received from the community relating to ACT public schools) and Non-government Education Liaison (including home education registration as an authorised person).

Eligibility/Other Requirements: Capacity to be appointed as an Authorised Person under *Section 119 of the ACT Education Act 2004*. Education qualifications and experience will be highly regarded

Note: This is a temporary position available to 1 November 2012.

Contact Officer: Lynda Tooth (02) 6206 9301 lynda.tooth@act.gov.au

**Strategy and Coordination
Information, Communications and Governance
Liaison Unit**

Assistant Manager, Liaison Unit

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 26550)

Gazetted: 31 October 2011

Closing Date: 7 November 2011

The Liaison Unit comprises both Community Liaison and Non-government Education Liaison and this position will work in both Community Liaison (handling compliments, concerns and complaints received from the community relating to ACT public school) and Non-government Education Liaison (including home education registration as an authorised person).

Details of the unit and this position may be found on the duty statement.

Eligibility/Other Requirements: Capacity to be appointed as an Authorised Person under *Section 119 of the ACT Education Act 2004*. Education qualifications and experience will be highly regarded.

Note: This is a temporary position available until 1 November 2012.

Contact Officer: Lynda Tooth (02) 6206 9301 lynda.tooth@act.gov.au

**School Improvement
Belconnen Network
University of Canberra High School Kaleen**

Finance Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 33749)

Gazetted: 28 October 2011

Closing Date: 11 November 2011

University of Canberra High School Kaleen is seeking a highly motivated and organised person to undertake the role of Finance Officer for the school. Under the direction of the Business Manager the successful applicant will be responsible for a range of financial support duties including acting as receiver of official monies and preparation of banking, providing support and assistance in the financial management and non-academic administration of the school, developing and maintaining financial and administrative systems and providing support and assistance in the preparation of estimates, financial returns, budgets and directorate compliance reports. The successful applicant will be proficient in the use of a variety of computer applications, word processing, databases and spreadsheets.

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

Contact Officer: Merrielle Reed (02) 6205 5808 merielle.reed@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

**Planning Policy
City Planning
Land Policy
Project Officer**

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 15433, expected vacancy)

Gazetted: 27 October 2011

Closing Date: 15 November 2011

The Project Officer is part of the Employment Lands and Environment Team. The Team has primary responsibility for the planning of employment lands and identifying environmental clearance processes. This includes the Eastern Broadacre

planning project and a range of structure planning exercises that stem out of this strategic exercise. The role of this position is to provide administrative support to the Team and prepare less complex briefs and submissions.

Note: Skills in spatial data monitoring and mapping skills (GIS skills) will be of added advantage to this position.

Contact Officer: Joyce Rajasekaram (02) 6207 1972 joyce.rajasekaram@act.gov.au

Corporate

Human Services and Corporate

Human Services Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 26672)

Gazetted: 28 October 2011

Closing Date: 4 November 2011

As part of a small team the successful applicant will deliver strategic and operational HR services, manage workloads and priorities; provide advice on relevant employment matters; build productive working relationships in an environment of high quality customer service. The role requires a self starter who is highly motivated, with excellent communication and organisation skills.

Eligibility/Other Requirements: Relevant experience in the delivery of HR services in the ACTPS and/or qualifications in human resource management or a related field would be highly regarded.

Note: This is a temporary position available to the 30 June 2012 with the possibility for extension. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Selection for this position may be based on application and referee reports only.

Contact Officer: Debbie Crowe (02) 6207 2576 debbie.crowe@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.

Exhibition Park in Canberra

Tourism, Events and Sport - Economic Development Directorate

Marketing and Business Development Manager

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 55418)

Gazetted: 27 October 2011

Closing Date: 17 November 2011

THE DIRECTORATE The ACT Economic Development Directorate plans, develops and ensures delivery of a range of government services and commercial enterprises for the people of the ACT. THE GROUP Exhibition Park in Canberra (EPIC) is a territory owned national exhibition centre that hosts a variety of indoor and outdoor events for businesses and the community. EPIC is estimated to inject more than \$173 million in economic benefit into the ACT economy each year.

THE POSITION The Marketing and Business Development Team is responsible for ensuring EPIC's marketing, sales and events team run smoothly and promotion, revenue and expense goals are achieved, generation of new business and that all events are produced efficiently, profitably and with the highest level of customer service and attention to detail.

Reporting to the General Manager, the Marketing and Business Development Manager is responsible for the marketing and promotion of the venue as well as the development of the EPIC Brand and development of new business.

Eligibility/Other Requirements: Outstanding leadership skills to provide high level assistance and advice to EPIC General Manager and Board on all aspects of marketing, sales and events strategies. 2-3 years experience in similar role with a demonstrated track record of achievement in marketing and/or events. Sound knowledge of promotional techniques for venues. Excellent presentation and communication skills. Highly developed customer service and interpersonal skills. A practical understanding of functions and hospitality. Demonstrated experience to work individually with minimal supervision, supervise staff and be able to work productively in a team environment. Previous experience using Events Perfect or similar events booking database. Demonstrated ability to work under pressure, demonstrate initiative and manage conflicting priorities to achieve results in a service delivery environment. Demonstrated knowledge, understanding of, and commitment to the principles of Workplace Diversity, Participative Work Practices and Occupational Health and Safety.

Contact Officer: Liz Clarke 02 6241 3022 liz@epic.act.gov.au Applications can be forwarded to: The General Manager Exhibition Park in Canberra PO Box 456 Dickson ACT 2602

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Capital Region Cancer Service

Haematology

Clinical Haematology

Staff Specialist Band 1-5 \$137,660-\$169,877 Senior Specialist \$185,984, Canberra (PN: 26632)

Gazetted: 03 November 2011

Closing Date: 17 November 2011

The Position: The Clinical Haematology Department provides tertiary level services for people living in ACT and South East NSW with clinical outreach programs at Goulburn, Pambula and Moruya. It incorporates an autologous bone marrow

transplantation and apheresis unit and an active clinical trials unit. Haematology is part of the Capital Region Cancer Service. It is planned to move into a purpose built integrated cancer centre in 2012. The successful applicant will be expected to participate fully in all activities of the Haematology Department, including travelling interstate to provide outreach services, undergraduate and postgraduate teaching. An active research interest would be strongly encouraged.

The appointee will be employed by the Capital Region Cancer Service as a staff specialist, with the exact level to be determined by experience and negotiation with the successful candidate. Part time appointments may be considered, subject to the needs of the department. Recent fellows are encouraged to apply. The successful applicant may be offered the opportunity to work a proportion of their hours in laboratory haematology. The diagnostic haematology service forms part of a well equipped hospital pathology service (ACT Pathology) and includes the sections transfusion medicine, cytogenetics, flow cytometry, haemostasis as well as general and morphological haematology. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$137,660-\$169,877. Senior Staff Specialist: \$185,984. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-15% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$223,841 - \$296,752.

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

Note: For full advertisement and further details please refer to www.health.act.gov.au

Contact Officer: Dr Philip Crispin A/g Director Clinical Haematology, Capital Region Cancer Service (02) 6244 2929 philip.crispin@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

Canberra Hospital and Health Services

Capital Region Cancer Service

Radiation Oncology

Staff Specialist Band 1-5 \$137,660-\$169,877 Senior Specialist \$185,984, Canberra (PN: TBA)

Gazetted: 03 November 2011

Closing Date: 17 November 2011

The Position: As part of the Radiation Oncology team, you will have the opportunity to contribute to high quality clinical service provision while participating in the teaching and quality improvement program within a dynamic multidisciplinary environment. The successful applicant will be required to manage the diagnosis, treatment and discharge plan for inpatients and outpatients referred for radiation oncology treatment as well as conduct outpatient clinics. Additional training in the implementation of IMRT and 4D radiation planning would be an advantage as would stereotactic body radiotherapy. The Radiation Oncology Department is currently equipped with the latest technology including three Varian Linear Accelerators, ARIA R&V, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS and HDR brachytherapy. Expansion of the Department is underway with a 4th linear accelerator with stereotactic capabilities and LDR brachytherapy service. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$137,660-\$169,877 Senior Staff Specialist: \$185,984. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-15% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$223,841 - \$296,752.

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

Note: For full advertisement and further details please refer to www.health.act.gov.au

Contact Officer: Associate Professor Hany Elsaleh, Director Radiation Oncology, Capital Region Cancer Service (02) 6244 2241 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

Director General Reports

Office of Director General

Organ and Tissue Donation

Organ and Tissue Donor Coordinator

Registered Nurse Level 3.2 \$94,804, Canberra (PN: 27027, several)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

A vacancy exists for an Organ and Tissue Donor Coordinator to join the dynamic team of 12 staff promoting and facilitating organ and tissue donation in the ACT. The successful applicant will work in collaboration with the Manager Donate Life ACT, the Medical Director Donate Life ACT and other Organ and Tissue Donation Coordinators to coordinate, facilitate and promote organ and tissue donation in the ACT.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse and/or Midwife with the Australian Health Practitioner's Regulation Agency. Post-registration qualifications in a critical care specialty or a minimum of two years post graduate experience in a critical care area; Current class C unrestricted driver's licence; and ability to work on call after hours and weekends as required.

Note: The selection may be based on application and referee reports only. Please supply two written referee reports addressing the selection criteria with application.

Contact Officer: Maria Hartley (02) 6174 5624 maria.hartley@act.gov.au

**Strategy and Corporate
Professional Leadership, Research and Education
Allied Health Advisor's Office
Physiotherapy Ext Scope Pilot Orthopaedics, ED
Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 26553, several)**

Gazetted: 03 November 2011

Closing Date: 10 November 2011

Exciting Extended Scope Physiotherapy Pilot Positions.

ACT Health Directorate is offering a unique opportunity to be part of an exciting pilot extended scope Physiotherapy project within the fields of Orthopaedic Outpatients and the Emergency Department. The Office of the Allied Health Advisor has been exploring these roles for the last two years in collaboration with the International Centre for Allied Health Evidence – as such the process has followed a strict evidence-based approach in the development of models of care and role definition. The pilot roles will explore the effect that extending the scope of Physiotherapists will have on the efficiencies in healthcare delivery, clinical outcomes, patient and staff satisfaction and organisational outcomes. The pilot project will follow a strict evaluation process and as such experience in research and service delivery projects will be well considered. Previous overseas experience in extended scope physiotherapy tasks including injecting, prescribing and diagnostics will also be considered.

Orthopaedic Outpatients: This role requires a Physiotherapist to provide expert musculoskeletal assessment, diagnosis and appropriate onward management for patients presenting with chronic and/or acute pain to an Outpatient clinic.

Included in this role will be exploration of extended scope physiotherapy tasks, such as prescribing, injecting/aspirating and interpretation of investigations.

The Emergency Department: This role requires a Physiotherapist to provide expert musculoskeletal assessment, diagnosis and appropriate onward management for patients presenting with a musculoskeletal complaint to the Emergency Department. Included in this role will be exploration of extended scope physiotherapy tasks, such as prescribing, injection of local anaesthetic, interpretation of investigations and management of simple fractures.

Eligibility/Other Requirements: Registered or eligible for registration as a Physiotherapist in the ACT. We are seeking highly qualified musculoskeletal physiotherapists with a minimum of five years post-graduate experience, three years specialising in a relevant musculoskeletal field and a relevant Clinical Masters.

Note: These are temporary pilot positions that will commence November/December 2011 for a period of 12 months with the possibility of extension. Applicants need to answer the selection criteria listed below and send a copy of your current CV. Interviews will be scheduled late November. Further information and reading regarding the project may be found on the Office of the Allied Health Advisor home page via link: <http://www.health.act.gov.au/c/health?a=sp&pid=1209682399>

Applicants may be required to participate in an after hours roster.

Contact Officer: Karen Murphy (02) 6205 0893

**Strategy and Corporate
Professional Leadership, Research and Education
Allied Health Advisor's Office
Allied Health Assistant Clinical Development Coordinator
Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 00285)**

Gazetted: 03 November 2011

Closing Date: 10 November 2011

The Allied Health Advisor's Office is seeking an experienced allied health professional to fill the role of Allied Health Assistant Clinical Development Coordinator. The main function of this position is to provide leadership, coordination and monitoring of the Certificate IV in Allied Health Assistance program in the ACT. Other functions of the role include supporting the Allied Health Advisor with projects relating to development of the Allied Health Assistant role within the organisation. This position provides an excellent opportunity for an allied health professional with experience or qualifications in clinical education and supervision together with highly developed communication and negotiation skills to expand their experience into the area of vocational education for support workers in the health service.

Eligibility/Other Requirements: Degree or Diploma in an allied health profession. Registered, or eligible for registration with the relevant Health Professional Registration Board and/or eligibility for membership of the relevant professional association. Working towards, willingness to work towards, or holds relevant qualifications at either a certificate or postgraduate level in education and training. Current driver's licence.

Note: This is a temporary vacancy for the period 5 December 2011 to 31 August 2012 with the possibility of extension.

Contact Officer: Lorraine Lawrence (02) 6207 2081

**Canberra Hospital and Health Services
Surgery and Oral Health
Dental Health Program
Senior Dental Prosthetist
Senior Professional Officer Grade C \$83,816 - \$90,372, Canberra (PN: 16947)**

Gazetted: 03 November 2011

Closing Date: 10 November 2011

The Dental Health Program is seeking applications for the position of Dental Prosthetist. This is a full time, permanent position. Applicants should be highly motivated to provide the best clinical outcomes in line with ACT Health's core values of Care, Excellence, Integrity and Collaboration, and will work as a member of a small team in the delivery of high quality, customer focussed, Dental Prosthesis and Appliances.

Eligibility/Other: Possession of a recognised qualification in Dental Prosthetics. Eligible for registration by the Dental Technicians and Dental Prosthetists Board of the ACT.

Note: Final selection may be based on application and referee reports only.

Contact Officer: Alan Davis (02) 6205 2184

Canberra Hospital and Health Services

Operational Support

Acute Care

Social Worker

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 20318)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

Applications are invited from highly experienced Social Workers interested in working in a changing and challenging acute hospital environment. The successful applicant will be responsible for the management of a team of Social Workers providing services to adult and paediatric inpatient and outpatient hospital units. Novel, complex and difficult clinical work would be undertaken by the successful applicant as well as the initiation and oversight of quality improvement activities, teaching and training, supervision of a range of levels of social workers and students, policy development and service liaison.

Eligibility/Other Requirements: A degree in Social Work with eligibility for membership of the Australian Association of Social Workers is essential. Extensive previous hospital and wider Social Work experience is highly desirable.

Note: This is a full time permanent position.

Contact Officer: Madeline Clark (02) 6244 2155 madeline.clark@act.gov.au

Canberra Hospital and Health Services

Medicine

Renal

Renal Transplant Coordinator

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 27024, expected vacancy)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

Applications are invited from enthusiastic Registered Nurses to fill this challenging and rewarding position. The successful applicant will be responsible for coordinating renal transplant recipient and live donor care along with playing an active role in auditing processes to refine and improve patient care and provision of services. Renal nursing experience is desirable along with excellent communication skills and ability to work both autonomously and within a team. Computer skills are required to update the Renal Transplant database.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Authority (AHPRA). Holds or working towards a post registration qualification in renal nursing is desirable.

Note: This position is full-time, Monday to Friday.

Contact Officer: Alison Winsbury (02) 6244 3062

Special Purpose Account Canberra Hospital

Special Purpose Accounts

Research

Research Nurse

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 18531)

Gazetted: 03 November 2011

Closing Date: 25 November 2011

An opportunity exists for a dynamic, motivated person to fill the position of Research Nurse in Paediatric Respiratory and Sleep Medicine. The successful applicant must have demonstrated ability to work effectively, both autonomously and collaboratively, as a member of a multidisciplinary team in a paediatric setting. It is desirable that the successful applicant have experience and demonstrated abilities, knowledge and skills in coordination of research projects.

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

Demonstrated ability in basic computer skills including word processing and database entry. Demonstrated ability to be flexible and acquire new skills for research.

Note: This is a temporary part-time position at 16 hours per week for a period of 12 months with a three month probationary period. Applicants will be shortlisted on basis of written application, which should address the selection criteria. Current curriculum vitae and written referee reports must accompany the application.

Contact Officer: Laurel Teoh (02) 6174 5238

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Senior Occupational Therapist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 15167, several)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

There is an exciting opportunity for suitably qualified, motivated senior Occupational Therapists to join the Rehabilitation, Aged and Community Care Occupational Therapy team. Two permanent full-time positions are available: a position in Inpatient rehabilitation and a split position in Community Rehabilitation team and Memory clinic.

Eligibility/Other Requirements: Degree or Diploma in Occupational Therapy or equivalent qualifications and eligibility for membership of the Australian Association of Occupational Therapists ACT Incorporated. Current driver's licence.

Note: Applications should include a written response to selection criteria. At least two written referee reports are to be included with applications. These positions may be required to participate in overtime, on call, and/or rotation roster.

Applicants preferring part-time hours will be considered.

Contact Officer: Tegan Hinchcliffe (02) 6244 3286

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Radiographer

Health Professional Level 3 - Radiographer \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 28800)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

The successful applicant will perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in more advanced modalities with the approval and supervision of the Senior Health Professional Officer Grade 4 in the area. Previous experience in advanced modalities (e.g. MRI, CT, Angiography) is essential.

Eligibility/Other Requirements: Eligible for membership of the Australian Institute of Radiography. Registration with the ACT Medical Radiation Scientist Board and possess a radiation licence from the ACT Radiation Council.

Note: An order of merit will be formed from this selection process and will be utilised to fill any full-time, part-time and temporary positions (at level), which may occur within the following six months. Selection may be based on application and referee reports only. Applicants will be required to supply two written referee reports addressing the selection criteria with the application.

Contact Officer: Terry Rafferty (02) 6244 4362 terry.rafferty@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Social Worker

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 26493)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

This position is part based in the Community Rehabilitation team located at the Phillip Health centre and in the new Memory Clinic. Rehabilitation and Aged Social Work team is a small group of dedicated social workers working across areas within the Division. The areas include community and inpatient services. The successful applicant will provide a social work service to the clients of the Community Rehabilitation Program and the Memory Clinic.

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 position is part-time at 29:40 hours per week and may be required to participate in overtime, on call, and/or rotation roster. Please provide a written application addressing the selection criteria and include two referee reports. This vacancy is available for immediate filling.

Contact Officer: Fiona Baillie (02) 6244 4159

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Theatre Radiographer

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 10092)

Gazetted: 03 November 2011

Closing Date: 17 November 2011

The Canberra Hospital is a major teaching hospital and trauma centre. An opportunity exists for a full-time permanent theatre position. The position holder will provide a business hours diagnostic radiography service (mobile image intensification) in a tertiary teaching hospital environment while observing departmental and local protocols and radiation protection measures at all times.

Eligibility/Other Requirements: Eligible for membership of the Australian Institute of Radiography. Registration with the ACT Medical Radiation Scientist Board and possessing a radiation licence from the ACT Radiation Council are mandatory.

Note: An order of merit will be formed from this selection process and will be utilised to fill any full-time/part-time, temporary positions (at level), which may occur within the following 6 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee comments only and interviews may not be held.

Contact Officer: Terry Rafferty (02) 6244 4362

**Strategy and Corporate
Professional Leadership Research and Education
Clinical School
Animal Facility Supervisor
Health Service Officer Level 10 \$66,198 - \$76,043, Canberra (PN: 12559)**

Gazetted: 03 November 2011

Closing Date: 10 November 2011

This is an excellent opportunity for a highly motivated person with animal handling skills to join the Research Unit. Duties include management of the day to day operations of the Health Directorate Animal Facility under the general direction of the Research Laboratory Manager and supervision and training of staff involved in the husbandry of animals used for scientific research. The successful applicant will be required to prioritise and manage workflows, work autonomously and also as a member of a team. The applicant must have meticulous record keeping skills.

Eligibility/Other Requirements: Tertiary qualification specialising in animal care, certified animal care trainer and experience in facility management.

Note: Selection may be based on application and referee reports only.

Contact Officer: Tanelle Dunn (02) 6174 5257

**Canberra Hospital and Health Services
Surgery and Oral Health
Medical Imaging
Executive Assistant
Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 23716)**

Gazetted: 03 November 2011

Closing Date: 10 November 2011

Applications are invited from suitably experienced people for the position of Executive Assistant to the Professor/Director and Manager, Medical Imaging Department Executive Team at The Canberra Hospital. The successful applicant will be required to plan, coordinate and manage the workflow into the Executive's office, in particular briefs, submissions, reports, letters and other correspondence. The Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital.

Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease. It is expected that in this position you will provide high level administrative support, to assist in the strategic and operational processes required for Executive Team to undertake their accountabilities. This also includes the provision of high quality customer service to the consumers and staff of The Canberra Hospital. The successful applicant will coordinate and manage the Professor/Director's and Manager's appointments diary including organising meetings, coordinating attendees, preparation of agendas, taking minutes, arranging conferences and arranging travel/accommodation. The occupant of this position will be required to operate computer and Dictaphone equipment; prepare monthly, on-call and weekly rosters for medical staff, undertake reception duties, and provide administrative support for the Executive team, including screening and directing calls, answering and directing inquiries to the appropriate area.

Eligibility/Other Requirements: Knowledge of Medical Terminology is an advantage. Good people skills and the demonstrated ability to work as a part of a team are essential as are good oral and written communication skills.

Note: This is a temporary position available for a period of six months. Selection may be based on application and referee reports only. Applicants must provide two written referee reports that address the selection criteria.

Contact Officer: Kellie Lang or Jean Dumbrell (02) 6174 5881 or (02) 6244 2528 kellie.lang@act.gov.au

**Canberra Hospital and Health Services
Medicine
Cardiology
Cardiac Catheter Laboratory Nurse
Registered Nurse Level 1 \$51,872 - \$70,092, Canberra (PN: 24410, several)**

Gazetted: 03 November 2011

Closing Date: 17 November 2011

We are looking for experienced registered nurses to join our team:

- Big city opportunities with an attractive location and lifestyle;
- Excellent remuneration and conditions;
- Free parking and easy commuting; and
- Relocation support.

Our nurses enjoy competitive base salaries and superannuation, plus: penalties, allowances, generous salary packaging, and employee benefits cards.

Applications are invited from enthusiastic and motivated nurses to work as a team member in the Cardiac Catheter Laboratory at The Canberra Hospital. The successful applicants need some knowledge in the cardiac disease process and experience in acute care.

Eligibility/Other Requirements: Registered as a general nurse with the Australian Health Practitioner Regulation Agency and having at least three years post basic training.

Contact Officer: Lynette Divorty (02) 6244 3691 lynette.divorty@act.gov.au

Canberra Hospital and Health Services

Medicine

Cardiology

Cardiac Catheter Laboratory Nurse

Registered Nurse Level 1 \$51,872 - \$70,092, Canberra (PN: 21934)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

Applications are invited from an enthusiastic and motivated Nurse to work as a team member in the Cardiac Catheter Laboratory at The Canberra Hospital. The successful applicant needs some knowledge in the cardiac disease process and experience in acute care and is willing to do close call one week per month.

Eligibility/Other Requirements: Registered as a general nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and have at least three years post basic training.

Contact Officer: Lynette Divorty (02) 6244 3691

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Dental Technician

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 20317)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

ACT Health Dental Laboratory is seeking applications for a Health Professional Officer 2, Dental Technician. The successful applicant will have a comprehensive knowledge of all technical procedures and activities covered by ACT Health Dental Program. The successful applicant will be able to work as a member of a team, have good interpersonal and communication skills, and have a high personal quality of work commitment.

Note: This position is initially available for a period of up to 12 months with the possibility of permanent filling from this process. Selection to this position may be based on application and referee reports only.

Contact Officer: Alan Davis (02) 6205 2184

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Allied Health Assistant

Technical Officer Level 2 \$48,615 - \$55,954, Canberra (PN: 26547)

Gazetted: 03 November 2011

Closing Date: 17 November 2011

The Transitional Therapy and Care Program (TTCP) within the division of Rehabilitation, Aged and Community Care (RACC) is seeking applications from experienced and enthusiastic Allied Health Assistants to join this expanding team in a continuum permanent, full time position. TTCP is a community based program providing care and restorative function for older people who are at the end of their acute or sub-acute hospital stay. The successful applicant will work as part of a multi-disciplinary team and will work under the supervision of an allied health professional. The TTCP Allied Health team consists of Physiotherapists, Occupational Therapist, a Social Worker and a Dietician. The successful applicant may be required to work in an inpatient setting, and/or conduct home visits, and will often be required to carry out specific therapy programs as directed by the health professional.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistants is desirable. Current driver's licence.

Contact Officer: Yvonne Goddard (02) 6205 3964

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, several)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

Several Health Professional 1/2 vacancies exist within the Occupational Therapy services in the Rehabilitation, Aged and Community Care service. The specific positions are based within the inpatient rehabilitation team and are part of the rehabilitation rotation program.

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 permanent and temporary position 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 of two referees. Selection may be based on application and referee reports only.

Contact Officer: Tegan Hinchcliffe (02) 6244 3286

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation
Social Worker, New Graduate Year Program
Health Professional Level 1 \$47,515 - \$61,074, Canberra (PN: 19778, several)**

Gazetted: 03 November 2011

Closing Date: 17 November 2011

The ACT Government Health Directorate invites new Social Work graduates to apply for the 2012 Social Work New Graduate Year (SWNGY) Program. ACT Government Health Directorate offers a structured program that provides orientation, supervision and support for Social Work graduates to further develop their knowledge for social work practice in health in order to assist with their transition into the health workforce. The SWNGY Program provides participants with support and dynamic learning opportunities through the diversity of programs available within the ACT Government Health Directorate. The twelve month Program incorporates rotations in either the Operational Support or Rehabilitation, Aged and Community Care Social Work teams. The ACT Government Health Directorate recognises that support and the opportunity to develop knowledge for practice are essential to the personal and professional development of new graduates. Professional development is enhanced by a supportive learning culture, which includes: a comprehensive two week orientation program; weekly professional social work supervision; working in a supportive social work team; fully supervised workload; structured time for professional development/mandatory training; participation in the ACT Government Health Directorate Social Work New Graduate Network; and participation in the ACT Government Health Directorate Allied Health New Graduate Program.

Eligibility/Other Requirements: A Degree in Social Work with eligibility for membership of the Australian Association of Social Workers is essential. Current driver's licence.

Note: Successful applicants will commence the SWNGY Program on Monday, 30 January 2012. Positions are temporary for 12 months, full-time, Monday to Friday. This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. Please submit two written referee reports with your application.

Contact Officer: Michelle Habermehl (02) 6207 8167

**Canberra Hospital and Health Services
Surgical and Oral Health
Medical Imaging
Nuclear Medicine Technologist
Health Professional Level 1 \$47,515 - \$61,074, Canberra (PN: 15152)**

Gazetted: 03 November 2011

Closing Date: 17 November 2011

The Canberra Hospital is seeking a Nuclear Medicine Technologist to work in a modern, accredited teaching hospital. This position is suitable for a technologist graduate to commence an accreditation year. The successful candidate should have an interest in developing high standards in a highly professional team. The section has four gamma cameras, two with dual head capabilities and one with S.P.E.C.T./CT and offers a comprehensive range of diagnostic and therapeutic procedures. The work is rewarding and varied and includes paediatric, cardiac, oncology, and SPECT-CT. Training in P.E.T/CT may also be offered.

Eligibility/Other Requirements: Bachelor of Applied Science Medical Radiation (Nuclear Medicine) or equivalent technologist qualification and eligibility for the accreditation program with the ANZSNM. Eligible for interim registration with the ACT Medical Radiation Science Board. Applicants must address the selection criteria and supply two written referee assessments of the same. Candidates completing their final year of the degree may be considered.

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

Contact Officer: Chris McLaren (02) 6244 4332

**Canberra Hospital and Health Services
Operational Support
Support Services
Administrative Services Officer
Administrative Services Officer Class 2/3 \$43,289 - \$53,214, Canberra (PN: 21071, several)**

Gazetted: 03 November 2011

Closing Date: 10 November 2011

Support and maintain a computerised Patient Administration System, undertake a range of clerical duties in support of the clinical unit. Undertake admission/discharge procedures.

Eligibility/Other Requirements: Sound knowledge and understanding of the Health Care System, high level of computer/keyboards skills, proven knowledge of sound customer service skills and have the ability to deliver to a diverse client population. Have the ability and willingness to participate in rotating rosters and a variety of shifts. Have the ability to work well independently and to work well as part of the Ward Clerk team. Ward Clerk services provide a 24 hour 7 day a week service to The Canberra Hospital.

Note: Two permanent part-time positions at 20 hours per week, are available that include weekends. Please note that an order of merit may be established from this selection process and may be used to fill any full-time, part-time, temporary and casual positions which occur within the following 12 months. Applicants will need to provide one referee report to be submitted at the time of interview. If the response to the selection criteria is not complete, applicants will not be considered for interview.

Contact Officer: Gail Slater or Laura Nash (02) 6244 3277 or (02) 6174 5578 gail.slater@act.gov.au

**Canberra Hospital and Health Services
Surgery and Oral Health
Medical Imaging
Administrative Officer**

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 20601, several)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

Under general direction provide reception and clerical services to patients attending the section. As required, make appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action.

Eligibility/Other Requirements: Knowledge of Medical Terminology would be an advantage. Current driver's licence.

Note: An order of merit will be formed from this selection process and may be utilized to fill any full time/part time, temporary or casual positions (at level), which may occur within the following 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee reports only.

Contact Officer: Jeannie Dumbrell (02) 6244 2159

**Director General Reports
Population Health
Health Protection Service
Administrative Officer**

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 22991)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

Communicable Disease Control is seeking a person to join our Vaccine Management Unit. The successful applicant will be required to work effectively on their own as well as within a close knit but diverse team. This position will assist in the receiving, storage, delivery and monitoring of vaccines for the entire ACT. The applicant must possess experience in data entry with an eye for detail and have well developed communication skills. This is particularly important as you will be required to liaise with both internal and external stakeholders and the public.

Eligibility/Other Requirements: A current manual driver's licence is essential. Understanding of the National Immunisation Program would be an advantage.

Contact Officer: Susan Vousden (02) 6207 0897

**Canberra Hospital and Health Services
Medicine
Infectious Diseases**

Project Support Officer

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 18060)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

The primary role of the Project Support Officer is to provide administrative support to the outreach services and projects of Canberra Sexual Health Clinic. The applicant will be enthusiastic and have excellent interpersonal skills and enjoy working as part of a team.

Eligibility/Other Requirements: A certificate in customer service is highly desirable.

Note: This is a part-time temporary position at 20 hours per week, available for six months.

Contact Officer: Maureen Todkill (02) 6244 2184

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

**Legislation and Policy Branch
Policy Officer**

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 00154, several)

Gazetted: 31 October 2011

Closing Date: 7 November 2011

Legislation and Policy Branch is looking for talented and motivated Policy Officers to work on a wide range of interesting and relevant issues to work within the Criminal Law and Justice Planning and Programs groups. If you have a passion for law and policy and want to make a difference to the community you live in and want to work with a great team, here's the place to work. The Legislation and Policy Branch covers a diverse range of legal and policy issues that impact the ACT, including although not restricted to, preparing briefs for the Attorney General, preparing related reports and correspondence, managing justice related projects, engaging in consultation with the community and government and participating in national forums. Important functions of the position include developing and promoting positive relationships with key stakeholders and providing high level advice to the government on questions of legal policy.

Eligibility/Other Requirements: Relevant tertiary qualifications or significant study towards gaining qualifications, or experience within a justice environment would be highly desirable.

Contact Officer: Andrew McIntosh (02) 6207 0550 andrew.mcintosh@act.gov.au

Legislation and Policy

Legal Policy Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 42730, several)

Gazetted: 31 October 2011

Closing Date: 7 November 2011

Legislation and Policy Branch is looking for a number of talented and motivated Legal Policy Officers to work on a wide range of interesting and relevant issues. If you have a passion for law and policy and want to make a difference to the community you live in and want to work with a great team, here's the place to work. Cover a diverse range of legal and policy issues that impact the ACT, including although not restricted to, preparing briefs for the Attorney General, preparing related reports and correspondence, managing justice related projects, consulting with the community and government and participating in national forums. Important functions of the position include developing and promoting positive relationships with key stakeholders and providing high level advice to the government on questions of legal policy. Eligibility/Other Requirements: Relevant tertiary qualifications or significant study towards gaining qualifications, or experience within a justice environment would be highly desirable.

Contact Officer: David Snell (02) 6207 0687 david.snell@act.gov.au

Corporate

Governance

Ministerial Services Unit

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 43333)

Gazetted: 31 October 2011

Closing Date: 15 November 2011

The Justice and Community Safety Directorate seeks an organised, energetic and motivated person to fulfil the role of Ministerial Liaison Officer. This officer is responsible for delivering high-quality ministerial services to the Attorney-General and Minister for Police and Emergency Services, and also to the Office of the Director-General. The successful applicant will have well developed negotiation, communication and liaison skills, and must possess an ability to coordinate ministerial responses across organisational hierarchies. This is an exciting opportunity for a suitably skilled officer to build a greater understanding of the Justice and Community Safety portfolio in the ACT Government.

Eligibility/Other Requirements: Some relevant experience in ministerial, parliamentary and Cabinet liaison is desirable.

Contact Officer: Raouf Amin (02) 6205 3196 raouf.amin@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

Roads ACT

Traffic Management and Safety

Manager Investigations and Programs

Senior Professional Officer Grade B \$99,033 - \$111,485, Canberra (PN: 46701)

Gazetted: 02 November 2011

Closing Date: 15 November 2011

The Manager, Investigations and Programs is responsible for the creation of the Territory's new road, traffic and traffic camera assets. The position is accountable for the effective operation and use of the traffic and bridge assets in the ACT providing routine and complex advice in relation to these assets on a range of transport projects including traffic issues for special events and issuing statutory and regulatory approvals for the installation of traffic control devices, and permanent and temporary traffic management plans. The position holder will manage investigations of reports of poor performance of roads and traffic assets and will have the opportunity to play a leadership role in managing the delivery of key government initiatives including the Sustainable Transport Plan, Roads ACT's Capital Upgrades Program, Minor New Works Program, a program of studies and projects to ensure the structural adequacy of bridges and structures.

Eligibility/Other Requirements: A Civil Engineering University Degree, Membership of the Institution of Engineers Australia and, preferably, a postgraduate qualification in Traffic Engineering.

Contact Officer: Rifaat Shoukrallah (02) 6207 6157 rifaat.shoukrallah@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 Corporate

Senior Manager, Business Improvement

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 21530)

Gazetted: 02 November 2011

Closing Date: 23 November 2011

The position of Senior Manager, Business Improvement sits within the Office of the Director, ACTION and is responsible for the provision of robust human resource management and Industrial Relations advice and support services to the business. The incumbent will provide support to ACTION through the development and implementation of robust policy relating to ACTION's operations, and through advice and management of day-to-day human resource management

activities, including injury prevention management. The section provides advice to ACTION management on strategic matters; areas of particular strategic interest include industrial relations, adherence to the governance requirements of the public sector, workforce planning, performance management, occupational health and safety, injury rehabilitation and management, and recruitment and selection.

Eligibility/Other Requirements: Tertiary studies or extensive relevant experience in a human resource related discipline.

Note: Selection may be made based on application and referee reports only. This is an ACTION Administrative position which falls under the Territory and Municipal Services enterprise agreement.

Contact Officer: James Roncon (02) 6207 8000 james.roncon@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 Finance

Business Analyst

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: A20246)

Gazetted: 01 November 2011

Closing Date: 8 November 2011

The Business Analyst undertakes internal reporting to management for decision making purposes. This role undertakes costing and analysis of financial and benchmarking measures. This position assists with the preparation and reporting of end of month and year financial results and key performance indicators, and the development and preparation of ACTION's annual budget and forward estimates. This position also provides financial and performance information and advice to senior management and other external agencies as required.

Eligibility/Other Requirements: Tertiary qualification in accounting or progress towards such qualifications will be an advantage.

Note: Selection may be made based on application and referee reports only. This is an ACTION Administrative position which falls under the Territory and Municipal Services enterprise agreement.

Contact Officer: Erica Wark (02) 6207 8222 erica.wark@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.

Business Enterprises

ACT Property Group

Tenancies

Senior Tenancy Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 11394)

Gazetted: 31 October 2011

Closing Date: 22 November 2011

ACT Property Group is seeking a person with extensive experience in either public and/or private sector accommodation services to take on the role of senior tenancy officer, working with both government and non-government tenants. The successful applicant will enjoy working as a part of a small team and will need to have proven financial management skills.

Eligibility/Other Requirements: Driver's licence essential. Relevant tertiary qualifications are desirable.

Contact Officer: Mike Brown (02) 6207 6908 mike.brown@act.gov.au

Parks and City Services

City Services

Licensing and Compliance

Park Bookings Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 25884)

Gazetted: 02 November 2011

Closing Date: 16 November 2011

Expressions of interest are sought to undertake the role of Park Bookings Officer based at the Stromlo Office. City Services (CS) is a Branch within Parks and City Services (PACS), responsible for the planning and management of public places, 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 places, and maintains the look of the city and its environs. Licensing and Compliance, a section within CS is seeking a suitably qualified applicants to fill a temporary position within the Land Use Unit. This position will be a contact point for public enquiries relating to the use of unleased territory and public land. It will also be responsible for the processing and approval of permit applications for events such as construction, community activities and private functions. The position is based at Stromlo Depot and works within a small team reporting directly to Public Use Coordinator.

Eligibility/Other Requirements: Demonstrated experience in land management and data processing is highly desirable.

Current manual driver's licence and knowledge of the PACS estate land also desirable. This is a fire designated position and applicants must be willing to participate in fire training and operations including standby. Fire fighting experience and training preferred but not essential.

Note: This is a temporary position and will be available until 15 March 2013.

Contact Officer: Darren Gerrard (02) 6205 7245 darren.gerrard@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.

Business Enterprises

ACT Property Group

Tenancies

Tenancy Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 26577)

Gazetted: 02 November 2011

Closing Date: 22 November 2011

ACT Property Group is seeking a person with experience in either public and/or private accommodation to take on the role of tenancy officer working with government and non-government tenants. The successful applicant will enjoy working as a part of a small team and will need to have relevant financial management skills.

Eligibility/Other Requirements: Driver's licence essential. Relevant tertiary qualifications are desirable.

Contact Officer: Mike Brown (02) 6207 6908 mike.brown@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.

Business Enterprises Division

ACT Property Group

Property Projects and Services

Plumber

General Service Officer Level 7 \$48,615 - \$51,449, Canberra (PN: 23185, several)

Gazetted: 28 October 2011

Closing Date: 15 November 2011

Deliver reactive and planned maintenance and installation of plumbing in ACT Government buildings and sites. Read and understand detail plans, order materials, supply quotes, liaise with customers and supervise an apprentice.

Eligibility/Other Requirements: A plumbing/drainage trade certificate and licence, a current driver's licence, significant experience in plumbing and gasfitting, TMV and backflow prevention is essential.

Contact Officer: Andrew Steele (02) 6213 0609 andrew.steele@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/Community Services ICT

ICT Operations Officers

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 01004)

Gazetted: 02 November 2011

Closing Date: 16 November 2011

As part of the Community Services Directorate ICT team, this role manages and track service requests and network/business system account requests with clients. Maintain a register for authorising officers and profile permission(s) for the agency.

Eligibility/Other Requirements: Understanding of ITIL principles is highly desirable.

Note: This is a temporary position available until 30 June 2012; this role is based within Community Services Directorate located at 153 Emu Bank, Belconnen.

Contact Officer: Steve Pullen (02) 6205 3990 steve.pullen@act.gov.au

APPOINTMENTS

ACT Auditor General's Office

Auditor Band 1 \$42,084 - \$81,862

Li Lin 797-70218, Section 68(1), 2 November 2011

Auditor Band 1 \$42,084 - \$81,862

Chloe Woolf 797-70226, Section 68(1), 2 November 2011

Canberra Institute of Technology

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

Joanne Gafa 793-85141, Section 68(1), 21 October 2011

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

Patrick Howe 781-96736, Section 68(1), 27 October 2011

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

Pamela Thorne 793-85352, Section 68(1), 1 November 2011

Community Services

Disability Support Officer Level 1 \$40,857 - \$42,495

Kylie Ahkin 827-52459, Section 68(1), 28 October 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Rae Argæet 827-52467, Section 68(1), 27 October 2011

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

Stephane Breton 827-52918, Section 68(1), 25 October 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Lisa Brill 827-52395, Section 68(1), 28 October 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Alicia Butler 827-52483, Section 68(1), 28 October 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Hayley Dodsworth 827-52491, Section 68(1), 28 October 2011

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

Neil Derek Finch 827-10988, Section 68(1), 31 October 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Alan Foreman 827-52475, Section 68(1), 28 October 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Lucas Gatward 827-52416, Section 68(1), 31 October 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Tushyana Gatward 827-48855, Section 68(1), 27 October 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Dorothea Klein 827-52440, Section 68(1), 27 October 2011

Disability Support Officer Level 1 \$40,857 - \$42,495

Kenneth Dan Meadows 740-96076, Section 68(1), 27 October 2011

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

Helen Pender 827-50840, Section 68(1), 25 October 2011

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

Colm Sands 827-52301, Section 68(1), 25 October 2011

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

Victoria Wood 827-52889, Section 68(1), 25 October 2011

Education and Training

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

Michelle Middleton: 827-43472, Section 68 (1), 02/11/2011

Environment and Sustainable Development

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

Emma Cook 827-53566, Section 68(1), 24 October 2011

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

Ashlea-Louise Hanson 817-48749, Section 68(1), 1 November 2011

Health

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

Cate Barton 742-40621, Section 68(1), 3 November 2011

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

Elaine Collins 833-46188, Section 68(1), 1 November 2011

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

Debra Harris -, Section 68(1), 27 October 2011

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

Laine Elissa Hart 831-23734, Section 68(1), 29 October 2011

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

Xuejing Huang 824-32279, Section 68(1), 10 November 2011

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

Dylan Robinson 827-50680, Section 68(1), 1 October 2011

Justice and Community Safety

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

Lee-Ann Cottrell 827-44977, Section 68(1), 26 October 2011

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

Debra Kruger 827-50410, Section 68(1), 31 October 2011

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

Peta Lehoczyk 827-50373, Section 68(1), 31 October 2011

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

Liam Patrick McCoy 827-50365, Section 68(1), 31 October 2011

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

Andrew Naunton 827-50429, Section 68(1), 31 October 2011

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

Mira Ratkovic 827-52846, Section 68(1), 20 October 2011

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

Joseph Robson 827-32810, Section 68(1), 31 October 2011

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

Sonya Thorpe 827-50402, Section 68(1), 31 October 2011

Treasury

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

Arveen Sharma 827-23164, Section 68(1), 27 October 2011

TRANSFERS

Health

Sandeep Dhillon: 827-52547

From: Registered Nurse Level 1 \$51,872 - \$70,092
Calvary Health Care ACT (Public)
To: Registered Nurse Level 1 \$51,872 - \$70,092
Health, Canberra (PN. 32336)

Joe-Ann Hayes: 769-64017

From: Registered Nurse Level 2 \$72,960 - \$77,472
Calvary Health Care ACT (Public)
To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 10174)
This Transfer is to a non-advertised position.

Taya Robey-Trevillian: 795-50098

From: Administrative Services Officer Class 4 \$54,956 - \$59,668
Health
To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Health, Canberra (PN. P17293) (Gazetted 18 August 2011)

Stephen Thompson: 762-91385

From: Registered Nurse Level 2 \$72,960 - \$77,472
Calvary Health Care ACT (Public)
To: Registered Nurse Level 2 \$72,960 - \$77,472
Health, Canberra (PN. 09736) (Gazetted 14 July 2011)

Vivienne Van Dissel: 756-32889

From: Registered Nurse Level 3.1 \$83,861 - \$87,312
Health
To: Registered Nurse Level 3.1 \$83,861 - \$87,312
Health, Canberra (PN. 25111) (Gazetted 29 September 2011)

PROMOTIONS

Community Services

**Policy and Organisational Services
Governance Advocacy and Community Policy
Organisational Governance**

Thomas George Valentine: 741-19901

From: Administrative Services Officer Class 6 \$66,198 - \$76,043
Community Services
To: †Senior Officer Grade C \$83,816 - \$90,372
Community Services, Canberra (PN. 11630) (Gazetted 2 August 2011)

Economic Development

Land Strategy and Finance

Sales

Justin Benn: 788-23584

From: Administrative Services Officer Class 6 \$66,198 - \$76,043
Economic Development
To: †Senior Officer Grade B \$99,033 - \$111,485
Economic Development, Canberra (PN. 55376) (Gazetted 30 August 2011)

Land Strategy and Finance

Sales

Julia Anne Forner: 793-38388

From: Senior Officer Grade C \$83,816 - \$90,372
Land Development Agency
To: †Senior Officer Grade B \$111,485
Economic Development, Canberra (PN. 11138) (Gazetted 30 August 2011)

Education and Training

School Improvement

Tuggeranong Network

Monash Primary School

Belinda Bacon: 713-19369

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

Education and Training

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 03778) (Gazetted 19 August 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.

School Improvement

North/Gungahlin Network

Black Mountain School

Gregory Wagg: 755-75263

From: School Leader C \$91,769

Education and Training

To: †School Leader B \$98,077

Education and Training, Canberra (PN. 04051) (Gazetted 2 September 2011)

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

Health

Director General Reports

Office of Director General

Organ and Tissue Donation ACT

Melissa Dwyer: 825-47922

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

Health

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

Health, Canberra (PN. 19657) (Gazetted 29 September 2011)

Canberra Hospital and Health Services

Critical Care and Imaging

Intensive Care Unit

Candice Hobday: 786-50847

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

Health

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

Health, Canberra (PN. 21160) (Gazetted 2 June 2011)

Canberra Hospital and Health Services

Critical Care and Imaging

Intensive Care Unit

Jacob Karikkottu: 821-59065

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

Health

To: Registered Nurse Level 2 \$72,960

Health, Canberra (PN. 21167) (Gazetted 2 June 2011)

Director General Reports

Quality and Safety

Patient Safety and Quality

Carla Kelly: 817-51171

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

Health

To: †Senior Officer Grade C \$90,372

Health, Canberra (PN. 11183) (Gazetted 4 August 2011)

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Bradley O'Donnell: 786-44121

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

Health

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

Health, Canberra (PN. 23086) (Gazetted 25 August 2011)

**Strategy and Corporate
E-Health and Clinic Records
Lence Taseska: 795-50610**

From: Administrative Services Officer Class 3 \$49,306 - \$53,214
Health
To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Health, Canberra (PN. 17360) (Gazetted 22 September 2011)

**Director General Reports
Quality and Safety**

Raymond Walsh: 817-49952
From: Administrative Services Officer Class 5 \$61,295 - \$64,994
Health
To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Health, Canberra (PN. 12589) (Gazetted 11 August 2011)

**Strategy and Corporate
Human Resource Management
Workforce Planning**

Catherine Watson: 741-14545
From: Administrative Services Officer Class 6 \$66,198 - \$76,043
Health
To: †Senior Officer Grade C \$83,816 - \$90,372
Health, Canberra (PN. 17434) (Gazetted 25 August 2011)

Justice and Community Safety

**Law Courts and Tribunals Administration
Registry**

Dominic Bunyan: 827-24052
From: Administrative Services Officer Class 2 \$43,289 - \$48,003
Justice and Community Safety
To: Administrative Services Officer Class 3 \$49,306 - \$53,214
Justice and Community Safety, Canberra (PN. 42336) (Gazetted 13 May 2011)

Territory and Municipal Services

**Parks and City Services
City Services**

Urban Treescapes

Glen Andrew Carter: 817-31947

From: General Service Officer Level 3/4 \$38,248 - \$41,947
Territory and Municipal Services
To: †General Service Officer Level 7 \$48,615 - \$51,449
Territory and Municipal Services, Canberra (PN. 45581) (Gazetted 26 September 2011)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Parks and City Services

Libraries ACT

Public Libraries

Nita Wyn Vartuli: 827-49591

From: Administrative Services Officer Class 2 \$43,289 - \$48,003
Libraries ACT
To: †Administrative Services Officer Class 3 \$49,306 - \$53,214
Territory and Municipal Services, Canberra (PN. 22205) (Gazetted 26 August 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
Information and Communications Technology
Customer Relations/Education and Training ICT
Merie Cotterill: 527-79618**

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

To: †Senior Officer Grade C \$83,816 - \$90,372
Treasury, Canberra (PN. 05196) (Gazetted 29 August 2011)

RETIREMENTS AND DISMISSALS

Territory and Municipal Services

Section 221 of the Public Sector Management Act 1994, Robert Evans, Roads and Public Transport, 7 November 2011.