



## **ACT Government Gazette**

**Gazetted Notices for the week beginning 12 July 2012**

**Executive Notices**

**Community Services**

**Contract Cessation**

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

David Whitney – Director, artsACT (E217) – 15 July 2012

**Economic Development**

**Engagements**

Ian Hill – Director, ACT Tourism, Tourism and Events (E674) Section 72 of the Public Sector Management Act 1994

Jenny Priest – Director, Sports and Recreation, Tourism, Events and Sport (E614) Section 72 of the Public Sector Management Act 1994

**Justice and Community Services**

**Engagements**

Andrew Stark – Chief Officer, ACT Rural Fire Service, Emergency Services Agency (E575) Section 72 of the Public Sector Management Act 1994

Anthony Graham – Chief Officer, Emergency Services (E576) Section 72 of the Public Sector Management Act 1994

Baden McMaster – Senior Executive, Security and Emergency Management Branch (E352) Section 72 of the Public Sector Management Act 1994

**Treasury**

**Contract Cessation**

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

Chris Tully – Director, Shared Services ICT (E328) – 18 November 2011

**VACANCIES**

**ACT Auditor General's Office**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Performance Audit and Corporate Services**

**Performance Audit**

**Auditor/Senior Auditor**

**Audit Band 1 \$45,081 - \$87,691, Canberra (PN: 42807)**

Gazetted: 17 July 2012

Closing Date: 31 July 2012

Details: Performance Auditors and Senior Performance Auditors are responsible for a range of functions including planning, managing, conducting, and reporting performance audits and reviews of the operations of ACT public sector entities and client relationship management. They will possess analytical, research and investigatory skills and strong communication skills. The Senior Performance Auditor will usually have responsibility for supervising staff. Successful applicants will be appointed at a salary that recognises experience, knowledge, skills and qualifications.

Note: This is a temporary position available ASAP up to 6 months

Contact Officer: Brett Stanton (02) 6207 9534 [brett.stanton@act.gov.au](mailto:brett.stanton@act.gov.au)

**Calvary Health Care ACT (Public)**

**Nursing and Midwifery Services**

**Maternity**

**Maternity/ Parent Education  
Parent Educator/Facilitator**

**Registered Midwife Level 2 \$78,157- \$82,990, Canberra (PN: 8719)**

Gazetted: 17 July 2012

Closing Date: 31 July 2012

Calvary Health Care ACT has a part-time/fulltime position available for a highly motivated and experienced Registered Midwife to work within our Parent Education service. Calvary is a Baby Friendly Health Accredited Maternity Unit. With 1500 births per year the Maternity Unit is well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, medical and allied health staff.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Elizabeth Bishop 02 62016394 Elizabeth.Bishop@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au.

**Nursing and Midwifery Services**

**Maternity**

**Registered Midwives**

**Registered Midwife Level 2 \$78,157 - \$82,990, Canberra (PN: Various)**

Gazetted: 18 July 2012

Closing Date: 8 August 2012

Calvary Health Care ACT has a part-time/fulltime positions available for a highly motivated and experienced Registered Midwives to work within our Maternity Unit. Calvary is a Baby Friendly Health Accredited Maternity Unit. With 1500 births per year the Maternity Unit is well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, medical and allied health staff. Eligibility/Other Requirements: Selection Criteria Contact Officer:

Kathy Coonan 02 6201 6565 kathy.coonan@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](mailto:jobs@act.gov.au)**

**Centres**

**Learning Centre**

**Project Officer and Administrator**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 55772)**

Gazetted: 12 July 2012

Closing Date: 31 July 2012

Details: The National VET E-Learning Strategy team at CIT seeks an enthusiastic, flexible project administrator with demonstrated ability to manage project funds, contracts, priorities and events. He/she will have sound liaison and communication abilities as well as excellent ICT skills including experience in managing and updating web content, supporting virtual conferencing, using social media tools and advanced level usage of office software and systems. Eligibility/Other Requirements: Certificate IV or above in relevant qualification. Experience as a project officer working in a team environment on complex projects such as education related projects would be an advantage.

Notes: This position is for temporary filling for a period of thirteen months with the possibility of extension.

Contact Officer: Kerry Manikis (02) 6207 3267 kerry.manikis@cit.edu.au

**Centres**

**Centre for Tourism and Hotel Management**

**Business Operations**

**Assistant Cook**

**General Service Officer Level 2 \$38,620 - \$40,102, Canberra (PN: 12682)**

Gazetted: 12 July 2012

Closing Date: 31 July 2012

Details: Supporting CIT's Functions Chef, this roll would be ideal for a newly qualified cook. Duties include preparation, cookery and service of menu items for CIT Restaurant and Function activities and ensure the highest standards of hygiene and safety are maintained at all times. The ability to work in a small team environment and to provide initiative and commitment to high quality customer service principles.

Eligibility/Other Requirements: Desirable: Food Safety Certificate, Certificate III in Commercial Cookery and industry experience in functions and a la carte kitchens.

Note: This position is for temporary filling and is available immediately for an initial period of six months with the possibility of extension.

Contact Officer: Nick Mitchell (02) 6205 1935 nicholas.mitchell@cit.edu.au

**Centres**

**Tourism and Hotel Management Centre**

**Employment Register**

**Casual Employment Register \$24.17 per hour, Canberra (PN: Reg0712)**

Gazetted: 16 July 2012

Closing Date: 7 August 2012

Details: The Tourism and Hotel Management Centre at the Reid Campus of CIT, is seeking food and beverage attendants, cooks, kitchen hands, commissary assistants and retail staff to apply for the Temporary/Casual Employment Register. Casual staff will support restaurant, function, conference, retail, and event service.  
Eligibility/Other Requirements: Food and Beverage attendants require a current Responsible Service of Alcohol (RSA) Certificate and experience in the provision of quality customer service. Kitchen hand and commissary assistant roles do not need previous experience, as training will be provided. Cooks will require either their Certificate II or III in Hospitality (Commercial Cookery). Retail assistants would provide customer service and food sales through Regional@CIT and previous experience in the retail environment would be advantageous. A demonstrated understanding of Food Safety and Occupational Health and Safety principles is essential for all positions.  
Notes: Application forms for the Temporary/Casual Employment Register are available at <http://cit.edu.au/about/employment/>  
Contact Officer: Nick Mitchell (02) 6205 1935 [nicholas.mitchell@cit.edu.au](mailto:nicholas.mitchell@cit.edu.au)

### **Community Services**

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

### **Children, Youth and Family Services**

#### **Youth Services**

##### **Director**

**Executive Level 1.3 \$201,096 to \$212,405 depending on current superannuation arrangements, Canberra (PN: E00659)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: The Director, Youth Services reports to the Executive Director, the Office for Children, Youth and Family Support and is responsible for managing the operations of the Bimberi Youth Justice Centre, a youth detention centre; Youth Justice Case Management and new statutory youth support programs including the Turnaround Program, Youth Connections and Youth Engagement. The Director is responsible for managing a number of key projects including, the development of the Single Case Management model and the Integrated Management System at Bimberi, and initiatives outlined in the Blueprint for Youth Justice. The Director also contributes to delivering a range of other Office or Directorate wide initiatives. The position occupant has responsibility for key performance indicators pertaining to young people in the youth justice system; youth services, legislation, policy, program and service development, as well as the provision of strategic and expert advice on complex service delivery issues and policy directions in youth justice at both a local and national level.

Note: This is a temporary position available from 17 September to 16 October 2012. A covering letter and curriculum vitae are sought from potential candidates outlining their experience. Selection maybe based on applications only.

Contact Officer: Mark Collis (02) 6205 9540 [mark.collis@act.gov.au](mailto:mark.collis@act.gov.au)

### **Child, Youth and Family Support**

#### **Care and Protection Services**

##### **Director**

**Executive Level 1.3 \$201,096 to \$212,405 depending on current superannuation arrangements, Canberra (PN: E280)**

Gazetted: 16 July 2012

Closing Date: 26 July 2012

Details: The Director, Care and Protection Services reports to the Executive Director, the Office for Children, Youth and Family Support and has responsibility for maintaining, in full compliance with statutory obligations, the care and protection of children and young people as prescribed by the *Children and Young People Act 2008* and other relevant legislation. The position has accountability for the operational care responsibilities for all children in the care of the Director- General and subject to Care and Protection orders, as well as all compliance issues under the *Children and Young People Act 2008*. The Director also manages the operations of child protection case conferencing, integrated court services, placements/case management monitoring, including adoptions, foster or residential care placements, and practice support. The position occupant has responsibility for key performance indicators pertaining to services to children and young people requiring child protection service including, care services provided by Care and Protection Services, legislative, policy, program and service development, as well as the provision of strategic and expert advice on complex service delivery issues and policy directions in child protection at both a local and national level.

Note: This is a temporary position available from 26 July to 31 December 2012 with the possibility of an extension.

A covering letter and curriculum vitae are sought from potential candidates outlining their experience. Selection maybe based on applications only.

Contact Officer: Christine Nolan (02) 6205 1938 [christine.nolan@act.gov.au](mailto:christine.nolan@act.gov.au)

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

### **Office of Children, Youth and Family Support**

#### **Care and Protection Services**

##### **Senior Quality Assurance Officer**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 07483)**

Gazetted: 18 July 2012

Closing Date: 1 August 2012

Details: The occupant will be responsible for ensuring quality assurance processes are met within a legislative compliance framework. The position is responsible for providing leadership and supervision through the Quality Practice and Compliance unit in the development and review of practice improvement, policy and projects.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will have at least five years experience working with children, youth and/or families in a senior social work/case management role. Current driver's licence.

Notes: This is a temporary position available for a period of six months with the possibility of extension. This position may be filled on application only.

Contact Officer: Natalie Casey (02) 6207 0925 natalie.casey@act.gov.au

**Office for Children, Youth and Family Support**

**Aboriginal and Torres Strait Islander Services**

**Senior Project Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 00361)**

Gazetted: 12 July 2012

Closing Date: 19 July 2012

Details: Aboriginal and Torres Strait Islander Services has responsibility for Aboriginal and Torres Strait Islander family and youth support services, a supported accommodation service, the Integrated Service Delivery to Aboriginal and Torres Strait Islander people program and the Aboriginal and Torres Strait Islander Services Kinship and Foster Care Service.

Aboriginal and Torres Strait Islander Services is seeking applications for the position of Senior Project Officer. The successful applicant will be required to possess high level interpersonal, administrative and co-ordination skills and an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people. Duties will incorporate the provision of high-level business support services to the Director including monitoring and reporting on the use of financial and human resources within the area.

Notes: Decision may be based on application alone.

Contact Officer: Denise Morris (02) 6205 0529 denise.morris@act.gov.au

**Housing ACT**

**Asset Management Branch**

**Quality Improvement Unit**

**Project Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00089)**

Gazetted: 18 July 2012

Closing Date: 25 July 2012

Details: Quality Assurance and Continuous Improvement Team is seeking an energetic and motivated team member to assist the Manager in planning, developing and conducting review and audit activities as well as reporting on the effectiveness of Quality Management System processes.

Eligibility/Other Requirements: Experience in IT (including data base interrogation) is essential. Knowledge of contemporary Project Management principles and practices is desirable.

Contact Officer: David Lascelles (02) 6205 0272 david.lascelles@act.com.au

**Cultural Facilities Corporation**

**ACT Museums and Galleries**

**Visitor Services, Education and Community Programs**

**Museum Assistant**

**Administrative Services Officer Class 2 \$29.03 ph, Canberra (PN: Casual)**

Gazetted: 16 July 2012

Closing Date: 23 July 2012

ACT Museums and Galleries is seeking Expressions of Interest for an organised and enthusiastic Museum Assistant to work as part of the Visitor Services, Education and Community Programs team. ACT Museums and Galleries offers programs and services to a range of audiences across four sites - Canberra Museum and Gallery (CMAG), Lanyon Homestead, Calthorpes' House and Mugga-Mugga. Duties: This role demands excellent administrative, communication and organisation skills. Administrative skills associated with venue hire bookings and preparation involves a proven ability to efficiently maintain records and a proficiency with Microsoft Office. Organisation skills are crucial, and the successful applicant will have demonstrated an ability to set priorities and manage concurrent tasks. Teamwork and the associated communication skills are vital for this position. The successful applicant will have experience in working as part of a team, including communicating with a range of people.

Note: This position involves physical activity, some lifting and some out-of-hours work.

Eligibility/Other Requirements: Availability on Tuesdays and Thursdays and must be prepared to work weekends and some evenings as part of a rotating roster. Current ACT Driver's Licence.

Notes: How to Apply: Expressions of Interest should include a supporting statement of no more than one page outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

**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](mailto:jobs@act.gov.au)**

**Land Strategy and Finance  
Strategic Finance  
LDA Financial Management  
Finance Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 18786)**

Gazetted: 12 July 2012

Closing Date: 19 July 2012

Details: The position is required to provide timely, accurate and high quality financial information and support under limited supervision. Financial skills and demonstrated experience in a wide range of financial tasks including the preparation of journals, reconciliations, purchasing, accounts payable and accounts receivable.

Eligibility/Other Requirements: Knowledge of the ACT Land Sales process would be an advantage

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

Contact Officer: Jennifer Willson (02) 6207 6236 [jennifer.willson@act.gov.au](mailto:jennifer.willson@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](mailto:jobs@act.gov.au)**

**Learning, Teaching and Student Engagement  
Office of the Executive Director**

**Division Operations**

**Senior Administrative Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 17694)**

Gazetted: 17 July 2012

Closing Date: 31 July 2012

Details: An opportunity exists within the Learning, Teaching and Student Engagement Division for a dynamic, client oriented person to join the Division Operations section. The section is responsible for providing business support services to the Division including, but not limited to, project management support; financial and human resources advice and support; professional learning and events management support; and centre management of the Hedley Beare Centre for Teaching and Learning. The Senior Administrative Officer will provide critical support to the manager to oversee workflow and ensure strategic directions of the Business Unit are achieved. The position requires a high level of collaboration, including working with managers and section staff to ensure division goals are realised.

Notes: This is a temporary position available asap until 31 December 2012, with the possibility of an extension.

Contact Officer: Sarah Harris (02) 6205 6758 [sarah.harris@act.gov.au](mailto:sarah.harris@act.gov.au)

**Learning, Teaching and Student Engagement**

**Learning and Teaching**

**Vocational Education and Training in Schools**

**Administration Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 18702)**

Gazetted: 16 July 2012

Closing Date: 23 July 2012

Details: The Vocational Education and Training in Schools (VETiS) section is seeking a highly motivated and experienced Administration Officer. The successful applicant will liaise with stakeholders to organise Structured Workplace Learning (SWL) programs for students and provide high level administrative and clerical support in the area of vocational learning in schools. This position will also provide support to the section with the arrangement of ACT activities relevant to the Youth Attainment and Transitions National Partnership.

Note: This is a temporary vacancy available asap until 31 January 2013 with the possibility of extension.

Contact Officer: Helen Witcombe (02) 6205 9256 [helen.witcombe@act.gov.au](mailto:helen.witcombe@act.gov.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](mailto:jobs@act.gov.au)**

**Corporate  
Ministerials, Government and Legal Services**

**Senior Manager**

**Senior Officer Grade A \$123,208, Canberra (PN: 30774)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking a motivated individual to fill the role of Senior Manager within the Ministerials and Government Services team. The Senior Manager: Leads and manages

a team responsible for the effective delivery of the Section's responsibilities; Oversees the effective operation of ESDD's Cabinet, Assembly liaison, legislative reporting, and relevant administrative law processes; Personally undertakes or coordinates achievement of the more important, complex, or critical tasks of the team; Represents ESDD in dealings with the public and at internal, interdepartmental, industry and community forums; Takes responsibility and accountability for the day to day operations of the Section and actively undertakes a range of management, policy support and administrative tasks as required.

Eligibility/Other Requirements: Appropriate tertiary qualifications are desirable.  
Contact Officer: Adrian Walsh (02) 6207 1914 adrian.walsh@act.gov.au

**Corporate  
Ministerials, Government and Legal Services  
Manager**

**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 30775)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking a motivated individual to fill the role of Manager within the Ministerials and Government Services team. The Manager: Leads and manages a group responsible for the effective delivery of one or more aspects of the Section's responsibilities in relation to ESDD's Cabinet, Assembly liaison, legislative reporting, and relevant administrative law processes; Personally undertakes or coordinates achievement of complex or critical tasks of the group; critically examines, evaluates and takes appropriate action on reports, submissions and related documentation; Actively provides advice and support to ESDD managers and staff with regard to Cabinet, Assembly, legislation and broader machinery of government processes and procedures; Represents ESDD in dealings with the public and at internal, interdepartmental, industry and community policy meetings and forums; Takes responsibility and accountability for the day to day operations of the group and actively undertakes a range of management, policy support and administrative tasks as required.

Eligibility/Other Requirements: Appropriate tertiary qualifications are desirable.  
Contact Officer: Adrian Walsh (02) 6207 1914 adrian.walsh@act.gov.au

**Corporate  
Governance  
Senior Manager**

**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 16763)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking a motivated individual to fill the role of Senior Manager within the Governance team. The Senior Manager will: Manage and coordinate the internal audit program and processes. Ensure the provision of high level secretariat services to the Internal Audit Committee; Manage the development, ongoing review and reporting of the Directorate's Corporate, Business, Risk Management, Fraud and Corruption Prevention, Emergency Management and Business Continuity Plans and other strategic plans and governance frameworks as required; Manage and oversee the Directorate's official records and ensure compliance with the *Territory Records Act 2002*. Administers the IDMS (Objective) Records Management System. Develop and review the Directorate's Records Management Plan; Manage and oversee the processing of Freedom of Information requests made to the Directorate, in accordance with statutory time frames and obligations; Coordinate the preparation, lodgement and distribution of the Directorate's Annual Report. Ensure compliance of the Annual Report with the obligations and requirements of the *Annual Reports (Government Agencies) Act 2004* the *Financial Management Act 1996* and the Chief Minister's Annual Report Directions; Monitor progress against and compliance with the Directorate's corporate governance policies and requirements. Prepare and coordinate reports in relation to these and other relevant high level strategic initiatives and indicators; Coordinate and oversee the Directorate's insurance, coverage, claims processes and related arrangements; Undertake and manage special projects as required.

Eligibility/Other Requirements: Appropriate tertiary qualifications would be desirable.  
Contact Officer: Adrian Walsh (02) 6207 1914 adrian.walsh@act.gov.au

**Corporate  
Ministerials, Government and Legal Services  
Team Leader**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30776)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking a motivated individual to fill the role of Team Leader within the Ministerials and Government Services team. The Team Leader: Leads a team responsible for the effective delivery of one or more aspects of the Section's responsibilities in relation to ESDD's Cabinet, Assembly liaison, legislative reporting, and relevant administrative law processes; Personally undertakes complex or critical tasks; critically examines, evaluates and takes appropriate action on reports, submissions and related documentation; Actively provides advice and support to ESDD managers and staff with regard to Cabinet, Assembly, legislation and broader machinery of government processes and procedures; Represents or supports ESDD at internal and interdepartmental, industry and community policy meetings and forums; Takes responsibility and accountability for the day to day operations of the team and undertakes a range of management, policy support and administrative roles as appropriate.

Eligibility/Other Requirements: Appropriate tertiary qualifications are desirable.  
Contact Officer: Adrian Walsh 6207 1914 adrian.walsh@act.gov.au

**Corporate  
Governance**

**Internal Audit Manager**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 16618)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking a motivated individual to fill the role of Internal Audit Manager within the Governance team. The Internal Audit Manager will: Actively manage and coordinate the Directorate's internal program of audits, ensuring the timely and effective contracting, monitoring and delivery of agreed audits. Manage implementation and reporting of audit outcomes in accordance with best practice audit principles and practices; Provide active secretarial and other support to the Internal Audit Committee; Undertake other research and investigation projects and develop and implement policies and procedures across a range of areas relevant to the Directorate; Provide operational support to the Director and Senior Managers within the Branch.

Eligibility/Other Requirements: Appropriate tertiary qualifications would be valued.

Contact Officer: Adrian Walsh (02) 6207 1914 adrian.walsh@act.gov.au

**Corporate**

**Ministerials, Government and Legal Services**

**Government Services Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30777, several)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking motivated individuals to fill the roles of Government Services Officers within the Ministerials and Government Services team. The Government Services Officers will: Manage and coordinate the effective delivery of one or more aspects of the Section's responsibilities in relation to ESDD's Cabinet, Assembly liaison, legislative reporting, and relevant administrative law processes; Actively manage requests from the Minister's Office in relation to constituent inquiries and other policy, operational and administrative issues; Undertake a range of administrative and organisational tasks associated with the coordination, tracking and monitoring of Ministerial and ESDD correspondence and provide advice relating to the preparation of correspondence, reports, submissions and related documentation; Actively provide advice and support to ESDD managers and staff with regard to Cabinet, Assembly, legislation and broader government and administrative law processes and procedures; Provide administrative, secretarial and other support for ESDD internal and interdepartmental, industry and community policy meetings and forums; Undertake a range of management, policy support and administrative roles as appropriate.

Eligibility/Other Requirements: Appropriate tertiary qualifications would be valued.

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

**Corporate**

**Governance**

**Project Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30780)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking a motivated individual to fill the role of Project Officer within the Governance team. The Project Officer: Undertakes research and investigations and develops and implements policies and procedures across a range of areas relevant to the Directorate; Coordinates the drafting and development of the Annual Report, Corporate Plan and other key Directorate governance documents; Provides secretariat support to Committees; Undertakes discrete project work; Provides operational support to the Director and Senior Managers within the Branch.

Eligibility/Other Requirements: Appropriate tertiary qualifications would be valued.

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

**Corporate**

**Ministerials, Government and Legal Services**

**Government Services Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30778, several)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking motivated individuals to fill the roles of Government Services Officers within the Ministerials and Government Services team. The Government Services Officers will: Manage and coordinate the effective delivery of one or more aspects of the Section's responsibilities in relation to ESDD's Cabinet, Assembly liaison, legislative reporting, and relevant administrative law processes; Manage requests from the Minister's office in relation to constituent inquiries and other policy, operational and administrative issues; Undertake a range of administrative and organisational tasks associated with the coordination, tracking and monitoring of Ministerial and ESDD correspondence and provide advice relating to the preparation of correspondence, reports, submissions and related documentation; Provide advice and support with regard to Cabinet, Assembly, legislation and broader government and administrative law processes and procedures; Provide administrative and secretarial support for ESDD internal and interdepartmental, industry and community policy meetings and forums; Undertakes a range of support and administrative roles as appropriate.

Eligibility/Other Requirements: Appropriate tertiary qualifications would be valued.



Contact Officer: Debbie Crowe (02) 6207 2576 [debbie.crowe@act.gov.au](mailto:debbie.crowe@act.gov.au)

**Corporate**

**Ministerials, Government and Legal Services**

**Administrative Assistant**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30779, several)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking motivated individuals to fill the roles of Administrative Assistants within the Ministerials and Government Services team. The Administrative Assistants will: Assist in the effective delivery of one or more aspects of the Section's responsibilities in relation to ESDD's Cabinet, Assembly liaison, legislative reporting, and relevant administrative law processes; Respond to requests from the Minister's Office in relation to constituent inquiries and other policy, operational and administrative issues; Undertake a range of administrative and organisational tasks associated with the coordination, tracking and monitoring of Ministerial and ESDD correspondence and provide advice relating to the preparation of correspondence, reports, submissions and related documentation; Support ESDD staff with regard to Cabinet, Assembly, legislation and broader government and administrative law processes and procedures; Provide administrative and secretarial support for ESDD internal and interdepartmental, industry and community policy meetings and forums; Undertakes range of support and administrative roles as appropriate.

Eligibility/Other Requirements: Appropriate tertiary qualifications would be valued.

Contact Officer: Debbie Crowe (02) 6207 2576 [debbie.crowe@act.gov.au](mailto:debbie.crowe@act.gov.au)

**Health**

Selection documentation for the following positions may be downloaded from

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

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

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Medical Staff**

**Director of Pain Medicine**

**Staff Specialist Band 1-5 \$147,465 - \$181,976 Senior Specialist \$199,231, Canberra (PN: 29779)**

Gazetted: 19 July 2012

Closing Date: 30 August 2012

The Position: Applications are invited for the position of Director of Pain Medicine to join the Department of Anaesthesia and Pain Management at Canberra in the Australian Capital Territory. Applicants for this position should be qualified medical graduates with Fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists (FFPMANZCA) or equivalent. The position is a staff specialist tenured position. The Director position is for a period of three years in the first instance with the possibility of extension following mutual agreement. The Pain Management Unit is well established, serving the Territory and the surrounding region. It is a truly multidisciplinary team consisting of Doctors in Anaesthesia and Rehabilitation Medicine, of Psychologists, Physiotherapists, Occupational Therapists and well experienced and dedicated nursing staff. The opportunity for procedural work is available. There is an opportunity for staff specialists to work a day per week in the private system. The Pain Management Unit runs a range of multidisciplinary educational sessions as well as an established two-weeks pain management program. The Unit takes part in the undergraduate and postgraduate training program of the Australian National University and University of Canberra and is included in the training of anaesthetic registrars as part of the pain module. The preferred applicant will be expected to have a considerable clinical background and a commitment to management, clinical review and quality assurance, teaching, and research. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 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 \$240,332 - \$318,730. Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency and Fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists (FFPMANZCA) or an equivalent higher specialist qualification. Contact Officer: Barbara Reid, Executive Director, Surgery & Oral Health (02) 6244 3515 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

**Canberra Hospital and Health Services**

**Mental, Justice Alcohol and Drug Services**

**Access and Acute Mental Health Services**

**Registered Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 18531, several)**

Gazetted: 19 July 2012

Closing Date: 26 July 2012

Details: The Crisis Assessment and Treatment Team provides 24-hour acute mental health services in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments in the Mental Health Assessment Unit (MHAU) within the Canberra Hospital Emergency Department. They will be required to work as a member of a multi disciplinary team, to provide

assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies.

These positions are supported by a cohesive multi-disciplinary team of Nurses, Social Workers, Psychologists, a Consultant Psychiatrist and Psychiatry Registrar.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in nursing. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Applicants must have a minimum of 12 months experience in a related/relevant organisation or service. Current driver's licence. This position involves shift work including evenings, weekends and overnight.

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

Contact Officer: Deborah Plant (02) 6205 1979

### **Strategy and Corporate**

#### **E-Health and Clinical Records**

##### **E-Health**

##### **Health Services Directory (HSD) Support Officer**

##### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30677)**

Gazetted: 19 July 2012

Closing Date: 26 July 2012

Details: ACT Government Health Directorate is currently implementing Health-e Future, a \$90 million e-Health investment aimed to facilitate a safe, high quality, secure and sustainable health care service in a patient-centric environment, where e-Health systems ensure the right information is available to the right person at the right time, regardless of their location. A position is available for a highly motivated, enthusiastic person with strong organisational and time management skills to be the Project Support Officer for the ACT - Health Services Directory (HSD). The position involves content management and system support for the HSD database, integration and updating health services data, as well as managing two public facing websites. The position requires demonstrated problem solving, project management and liaison skills in order to effectively support the HSD system and to train/engage users from a wide range of government and private sector services. The position will be well-suited to an individual who has recent health industry and communications experience.

Note: This is a permanent full-time position, Monday to Friday. **To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.**

Contact Officer: Cathy Ogilvie (02) 6174 5605

### **Canberra Hospital and Health Services**

#### **Women, Youth and Children**

##### **WCH Operations**

##### **Administration Officer**

##### **Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 24240)**

Gazetted: 19 July 2012

Closing Date: 26 July 2012

Details: An exciting opportunity exists for a Team Leader in the outpatient clinics for the Paediatric team. The successful applicant will be enthusiastic and have excellent interpersonal skills and previous experience in managing staff. A high level of knowledge in the use of hospital based IT systems and report management is required with the successful applicant responsible for the processes that co-ordinate patients into the service through ACTPAS, screen incoming phone calls and correspondence. The role requires the demonstrated ability to ensure high quality customer standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

Note: Expressions of interest are sought to fill a temporary position available for 10 months with the possibility of extension starting in August 2012.

Contact Officer: Jason McNamara (02) 6244 3740

### **Canberra Hospital and Health Services**

#### **Mental, Justice Alcohol and Drugs**

##### **Adult Community and Older Persons**

##### **Recovery Support Officer**

##### **Technical Officer Level 2 \$52,078 - \$59,939, Canberra (PN: 22969)**

Gazetted: 19 July 2012

Closing Date: 26 July 2012

Details: City Mental Health Unit is a contemporary evidence based service providing high quality mental health care that is guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. Under defined supervision, it is expected that the Recovery Support Officer will develop competencies and skills to provide sound interventions to consumers of the service and participate in quality initiatives to promote optimal service delivery.

Eligibility/Other Requirements: Relevant qualifications from an Australian TAFE institution, university or a comparable overseas qualification appropriate to the duties of the office. Relevant experience, training or accreditation which is assessed as meeting the competency needs of the position. Current driver's licence is essential.

Contact Officer: Bruno Aloisi (02) 6205 1338

### **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](mailto:jobs@act.gov.au)**

#### **Strategic Finance**

##### **Senior Management Accountant**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 04817)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: Justice and Community Safety Directorate's Strategic Finance area currently has a vacancy in its Senior Management Accountant position. The position has a significant role in the development and coordination the Directorate's budget and performance reporting processes. The role is expected to be able to develop and manipulate financial modelling tools and complex spreadsheets to undertake financial and budget analysis and modelling in support of the Directorate's operations. The role is also expected to provide appropriate and responsive customer focussed support to the Directorate's internal and external stakeholders. The successful applicant will require excellent management accounting skills with demonstrated high quality written and verbal communication and self management skills that facilitate team work and the delivery of a full range of strategic finance services in a complex and diverse setting.

Eligibility/Other Requirements: Advanced Excel skills to undertake complex budgeting, costing and financial analysis. Relevant accounting qualifications or significant progress in this area is highly desirable, including membership of either of the Australian professional accounting bodies (CPA or ICA).

Contact Officer: Sandra Kennedy (02) 6207 8414 [sandraj.kennedy@act.gov.au](mailto:sandraj.kennedy@act.gov.au)

#### **Transport Regulation**

##### **Road User Services**

##### **Business Development and Information**

##### **Software Test Manager**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 03186)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: Under the limited direction of the Manager, Business Development and Information: Lead members of the Test Team, manage testing resources and tools, co-ordinate workload and assign priorities for testing, measure performance and delivery against work plans, take corrective action where necessary and plan and undertake all tasks associated with the management of the testing of improvements and/or developments to the rego.act system; Prepare build test strategies and plans, develop new and maintain existing manual and automated test cases, scenarios and scripts, and be actively involved in evolving and improving test methodologies to ensure the application of best practices and to drive continuous process improvement; Offer high level advice and assistance to end users and external agencies in the functionality of the rego.act system, monitor performance and record defects for prioritisation and resolution to achieve maximized system quality; Participate in stakeholder meetings and working groups to ensure the ongoing operational efficiency of the rego.act system; Manage user access and administration of the rego.act system, run and monitor batch processes, update system parameters, fees and code changes and provide end user support; Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Relevant tertiary qualifications with several years experience in software testing, including web based applications, or considerable management experience with a good knowledge of software testing processes is highly desirable

Contact Officer: Indran Naidoo (02) 6205 1573 [indran.naidoo@act.gov.au](mailto:indran.naidoo@act.gov.au)

#### **Legislation and Policy**

##### **Restorative Justice Unit**

##### **Indigenous Guidance Partner**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24436)**

Gazetted: 18 July 2012

Closing Date: 3 August 2012

Details: The Restorative Justice Unit (RJU) is looking for a highly motivated 'people person' to work as the Indigenous Guidance Partner (IGP). RJU operates under the *Crimes (Restorative Justice) Act 2004* and delivers a high quality restorative justice scheme to offenders and victims of crime in the ACT. The position is dedicated to providing information, guidance and assistance to Aboriginal and Torres Strait Islander youth referred to or involved in restorative justice. Working with convenors to engage with Aboriginal and Torres Strait Islander youth referred to restorative justice, the role of the IGP is integral to the successful participation of Aboriginal and Torres Strait Islander youth in restorative justice. Other important functions of the role include developing and promoting positive relationships with the Aboriginal and Torres Strait Islander community and key stakeholders, contributing to policy development and specific projects. The role also includes provision of information and support to Aboriginal and Torres Strait Islander youth referred to the Galambany Court.

Eligibility/Other Requirements: Aboriginality is considered essential *section 42, Discrimination Act 1991*. A current ACT driver's licence or interstate equivalent is required.

Contact Officer: Dymphna Lowrey (02) 6207 0571 [dymphna.lowrey@act.gov.au](mailto:dymphna.lowrey@act.gov.au)

#### **Corporate**

##### **Governance**

##### **Executive Assistant/Administrator**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 08039)**

Gazetted: 13 July 2012

Closing Date: 20 July 2012

Details: The Justice & Community Safety Directorate is seeking an enthusiastic and highly motivated person for the role of executive assistant/administrator to the Executive Director Governance, Corporate. This position will provide high level administrative and secretariat support to the Executive Director including organising and prioritising workflow and maintaining an appointment diary. They will provide reception and telephone services, and record, prepare and distribute minutes of meetings, record and monitor Ministerial, Cabinet and correspondence, reports and submissions, prepare draft correspondence and arrange travel and accommodation when required. The role also requires the occupant to be able to take on a range of broader administrative responsibilities including: Managing the JACS Directory; Undertaking secretariat responsibilities for a range of committees chaired by the Executive Director; Provide support to the broader governance team as required.

Notes: This is a temporary position available immediately for a period of 2 months subject to business unit restructure and permanent recruitment.

Contact Officer: Danielle Krajina (2) 6207 4813 danielle.krajina@act.gov.au

**Public Trustee for the ACT**

**Trust Officer**

**Trust Officer Level 1 \$58,293 - \$67,050, Canberra (PN: 43738)**

Gazetted: 12 July 2012

Closing Date: 19 July 2012

Details: The Public Trustee is looking for interested people who, as part of a team, have the necessary experience and demonstrated ability to: In the Estates and Trusts Section, carry out the administration of less complex Estates and Trusts; and or in the Financial Management Section, administer all matters relating to less complex management of property orders and powers of attorney. In both sections, prepare and arrange execution of Powers of Attorney.

Eligibility/Other Requirements: A current drivers licence and the ability to use computer applications are considered essential. Completion or partial completion of legal studies, accounting or other recognised trustee industry qualification/experience.

Notes: Face to face interviews may not be conducted so applicants should include two referee reports with their application. Occupants of positions may be required to rotate through-out other positions at the same classification within Public Trustee for the ACT.

Contact Officer: Jennifer Woolrych (02) 6207 9800 jennifer.woolrych@act.gov.au

**Legal Aid Commission**

**Client Services**

**Aboriginal and Torres Strait Islander Dispute Resolution Project Support**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: tba)**

Gazetted: 12 July 2012

Closing Date: 6 August 2012

The function of the Aboriginal and Torres Strait Islander Dispute Resolution Project Support is to provide administrative services for the development and establishment of a program to deliver culturally appropriate dispute resolution services to Aboriginal and Torres Strait Islander families. This position will assist Legal Aid ACT in identifying and delivering its services to meet the special needs of Aboriginal and Torres Strait Islander people and assisting Aboriginal and Torres Strait Islander people to access services provided by Legal Aid ACT and other legal assistance providers. Note: Aboriginal and Torres Strait Islander people are encouraged to apply. Contact Officer: Sharyn Giles 6243 3426 hr@legalaidact.org.au Applications can be forwarded to: hr@legalaidact.org.au or GPO Box 512, Canberra city ACT 2601

**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](mailto:jobs@act.gov.au)**

**Parks and City Services**

**City Services**

**Urban Treescapes**

**Technical Officer, Tree Register**

**Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 13627)**

Gazetted: 16 July 2012

Closing Date: 30 July 2012

Details: The Urban Treescapes section within City Services has a temporary vacancy for a Technical Officer based at Macarthur House. The primary responsibilities include: Undertaking assessments and collating information about trees on leased and unleased land suitable for entry to the ACT Tree Register. Making recommendations regarding trees to be included to the ACT Tree Register. Preparing briefs for the Conservator of Flora and Fauna in relation to proposed entries to the Tree Register.

Eligibility/Other Requirements: Essential: Technical qualifications in Arboriculture, Amenity Horticulture or a related discipline, a current driver's licence.

Note: This is a temporary vacancy for an initial period of six months, however there may be an opportunity to extend for a period of up to three years. The successful applicant may be chosen on application and references alone.

Contact Officer: Richard Allen (02) 6207 5878 richard.allen@act.gov.au

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

#### **Parks and City Services**

##### **Libraries ACT**

##### **ACT Heritage Library**

##### **ACT Heritage Librarian**

##### **Professional Officer Class 1 \$46,164 - \$64,764, Canberra (PN: 22105)**

Gazetted: 18 July 2012

Closing Date: 1 August 2012

Details: Archivists, librarians, curators, registrars, public programs and visitor services staff and researchers are invited to apply for a short-term non-ongoing position with the ACT Heritage Library. Canberra's history is captured, preserved and made accessible by the ACT Heritage Library. In the lead up to the Centenary of Canberra in 2013, we are developing programs, encouraging the donation or loan of materials and devising ways of making it available for use by the community for research, scholarship and future publication. We are looking for someone with arrangement and description, interpretation, registration or heritage skills and experience to work with the ACT Heritage Library team. This will be an excellent opportunity to learn new skills and to gain a greater understanding of the services the ACT Heritage Library offers to the community, including services to our Aboriginal and Torres Strait Islander community. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer. Aboriginal and Torres Strait Islander people are encouraged to apply.

Eligibility/Other Requirements: Appropriate tertiary qualifications.

Notes: Libraries ACT provides a service 7 days a week and requires staff to provide services based on this principle eg ability and willingness to work weekday and weekend shifts.

Contact Officer: Antoinette Buchanan (02) 6207 5163 antoinette.buchanan@act.gov.au

#### **Treasury**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Independent Competition and Regulatory Commission**

##### **Senior Regulatory Advisor**

##### **Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 19929)**

Gazetted: 17 July 2012

Closing Date: 24 July 2012

Details: A senior regulatory advisor is required to provide high-level advice and support to the Commission on industry and regulatory policy including for the water and energy industries, and on other matters associated with microeconomic reform, competition policy and regulatory issues in relation to the Commission's statutory functions.

Eligibility/Other Requirements: Sound background in microeconomics and/or econometrics. Experience in utility regulation is desirable but not essential. Solid writing and communication skills. Report writing is highly desirable.

Evidence of high level analytical skills. Economics degree qualified. Management of junior staff including training and development.

Notes: This is a temporary position available for a period of six to nine months with a possibility of permanency from this process.

Contact Officer: Ross Lambie (02) 6205 3513 ranjini.nayager@act.gov.au

#### **Shared Services**

##### **Shared Services Information and Communication Technology (ICT)**

##### **Customer Relations**

##### **Territories and Municipal Services ICT Co-ordinator**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 00414)**

Gazetted: 12 July 2012

Closing Date: 31 July 2012

Details: A Deputy ICT Manager is required to direct, coordinate and manage the delivery of ICT corporate support to Territory and Municipal Services Directorate (TAMSD). To provide support services in the management of TAMSD Voice Bills and the SLA. Will work within Shared Services ICT operational framework for ICT services within government.

Contact Officer: Orlando Cacciotti (02) 6207 0462 orlando.cacciotti@act.gov.au

#### **Shared Services**

##### **Shared Services Human Resources**

##### **Employee Relations and Training**

##### **Office Assistant**

##### **Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 30621)**

Gazetted: 17 July 2012

Closing Date: 31 July 2012

Details: Training and Development is seeking a keen individual to fill a disability identified position as an Office Assistant. The successful applicant will work under close supervision to undertake a range of tasks that contribute to the services provided by the Training and Development Team including; processing training and study assistance applications; providing administrative support through data entry, photocopying and filing; undertaking research and responding to less complex enquiries; and assisting team members with other duties as required.

Eligibility/Other Requirements: This position has been created as a dedicated role for a person with a disability. For the purpose of being eligible to apply for this position the ACT Public Service Employment Strategy for People with a Disability, utilises, in part the Australian Bureau of Statistics (ABS) definition which defines a person as having a disability if the person has one or more impairments that impact on their daily life and lasts for six months or longer. The key aspect is not the impairment, but its effect.

Contact Officer: Leanne Salmond (02) 6205 4523 leanne.salmond@act.gov.au

## **APPOINTMENTS**

### **Canberra Institute of Technology**

#### **Teacher Band 1 \$62,403 - \$83,963**

Michael Blasch 799-91176, Section 68(1), 4 July 2012

#### **Community Services**

#### **Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)**

Jordan Jade Bowles 827-32773, Section 68(1), 17 July 2012

#### **Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)**

Jacinta Maddigan 827-55756, Section 68(1), 4 July 2012

### **Economic Development**

#### **Senior Officer Grade B \$106,086 - \$119,426**

Matthew Elkins 827-18568, Section 68(1), 9 July 2012

### **Education and Training**

#### **Administrative Services Officer Class 2 \$46,372 - \$51,422**

Tanya Maree Grant 827-17194, Section 68(1), 13 July 2012

#### **School Assistant 2 \$39,431 - \$43,728**

Mark Warren Hedges 817-52246, Section 68(1), 13 August 2012

### **Environment and Sustainable Development**

#### **Senior Officer Grade C \$89,786 - \$96,809**

Woo O'Reilly 835-81620, Section 68(1), 3 July 2012

### **Health**

#### **Registered Nurse Level 1 \$55,567 - \$75,084**

Minu George 825-49354, Section 68(1), 16 July 2012

#### **Registered Nurse Level 1 \$55,567 - \$75,084**

Jose Caracena Gutierrez 824-32519, Section 68(1), 2 July 2012

#### **Registered Nurse Level 1 \$55,567 - \$75,084**

Sue Jenness 835-82359, Section 68(1), 23 July 2012

#### **Registered Nurse Level 1 \$55,567 - \$75,084**

Sunil Joseph 835-78974, Section 68(1), 5 July 2012

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

David Arthur Keunen 835-80388, Section 68(1), 28 June 2012

#### **Registered Nurse Level 1 \$55,567 - \$75,084**

Benna Kurian 821-59444, Section 68(1), 12 July 2012

#### **Administrative Services Officer Class 3 \$52,818 - \$57,004**

Alison MacDonald 835-82201, Section 68(1), 2 July 2012

**Technical Officer Level 1 \$47,953 - \$50,376**

Michelle Mitchell 831-24964, Section 68(1), 17 July 2012

**Registered Nurse Level 2 \$75,514 - \$80,184**

Alison Teate 834-53899, Section 68(1), 19 July 2012

**Senior Specialist, \$199,231**

Andree Salter: 829-55969, Section 68(1), 17 July 2012

**Staff Specialist Band 1-5, \$147,465-\$181,976**

Erin Martin: 829-55467, Section 68(1), 10 July 2012

**Justice and Community Safety**

**Administrative Services Officer Class 5 \$65,660 - \$69,623**

Catherine Elisabeth Schmohl 835-68987, Section 68(1), 18 July 2012

**Treasury**

**Senior Officer Grade A \$119,042**

Michael Stephen Jeremenko 753-59253, Section 68(1), 23 July 2012

**Administrative Services Officer Class 6 \$70,913 - \$81,460**

Jennifer Smith 795-13772, Section 68(1), 9 July 2012

**TRANSFERS**

**Education and Training**

**Sandi Joy Carige: 785-55735**

From: School Assistant 2 \$39,431 - \$43,728

Education and Training

To: School Assistant 2 \$39,431 - \$43,728

Education and Training, Canberra (PN. 01073) (Gazetted 1 May 2012)

**Health**

**Donna Solari: 261-50031**

From: Registered Nurse Level 2 \$78,157 - \$82,990

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 23338) (Gazetted 7 June 2012)

**PROMOTIONS**

**Community Services**

**Office for Children Youth and Family Support**

**Youth Services**

**Youth Justice Case Management**

**Sarah McAuley: 786-89362**

From: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Community Services

To: †Senior Officer Grade C \$89,786 - \$96,809

Community Services, Canberra (PN. 07466) (Gazetted 27 April 2012)

**Office for Children Youth and Family Support**

**Youth Services**

**Youth Justice Case Management**

**Janice Pearcey: 786-89397**

From: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Community Services

To: †Senior Officer Grade C \$89,786 - \$96,809  
Community Services, Canberra (PN. 25205) (Gazetted 27 April 2012)

### **Education and Training**

#### **Office for Schools**

##### **North/Gungahlin Network**

##### **North Ainslie Primary School**

**Daniel Eric Breen: 755-72265**

From: Classroom Teacher \$53,350 - \$84,350

Education and Training

To: †School Leader C \$97,350

Education and Training, Canberra (PN. 19314) (Gazetted 29 May 2012)

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

#### **Office for Schools**

##### **Belconnen Network**

##### **Hawker School**

**Jennifer Coen: 025-35471**

From: Classroom Teacher \$53,350 - \$84,350

Education and Training

To: †School Leader C \$97,350

Education and Training, Canberra (PN. 23966) (Gazetted 7 May 2012)

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

#### **Office for Schools**

##### **South/Weston Network**

##### **Canberra College**

**Jan Maree Marshall: 033-13766**

From: School Leader C \$97,350

Education and Training

To: †School Leader B \$113,350

Education and Training, Canberra (PN. 09924) (Gazetted 30 May 2012)

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

#### **Office for Schools**

##### **South/Weston Network**

##### **The Woden School**

**Jarrod Paul McGrath: 787-45395**

From: Classroom Teacher \$53,350 - \$84,350

Education and Training

To: †School Leader C \$97,350

Education and Training, Canberra (PN. 30544) (Gazetted 29 May 2012)

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

### **Health**

#### **Canberra Hospital and Health Services**

**Lorena Hernandez: 821-15476**

From: Technical Officer Level 1 \$47,953 - \$50,376

Health

To: †Technical Officer Level 2 \$52,078 - \$59,939

Health, Canberra (PN. 30484) (Gazetted 24 May 2012)

#### **Canberra Hospital and Health Services**

##### **Mental, Justice, Alcohol and Drug Services**

##### **Adult Community and Older Persons**

**Nikki Higgins: 827-22153**

From: Health Professional Level 1 \$50,899 - \$65,424

Health

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Health, Canberra (PN. 27537) (Gazetted 21 June 2012)



**Canberra Hospital and Health Services  
Mental, Justice, Alcohol and Drugs  
Adult Community and Older Persons  
Jenelle Landale: 827-45654**

From: Health Professional Level 2 \$54,414 - \$75,477  
Health

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)  
Health, Canberra (PN. 17591) (Gazetted 21 May 2012)

**Strategy and Corporate  
Policy and Government Relations  
Chronic and Primary Policy Unit  
Asimina Peristeri: 521-22827**

From: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)  
Health

To: †Senior Officer Grade C \$89,786 - \$96,809  
Health, Canberra (PN. 03372) (Gazetted 3 May 2012)

**Director General Reports  
Inderjit Singh: 821-13681**

From: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Health

To: †Senior Officer Grade C \$89,786 - \$96,809  
Health, Canberra (PN. 17231) (Gazetted 7 June 2012)

**Strategy and Corporate  
People Strategy and Services  
Employee Services**

**Richard John Taylor: 821-19573**

From: Senior Officer Grade C \$89,786 - \$96,809  
Health

To: †Senior Officer Grade A \$123,208  
Health, Canberra (PN. 25610) (Gazetted 16 February 2012)

**Canberra Hospital and Health Services  
Julio Torres: 799-88057**

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

To: †Registered Nurse Level 1 \$53,688 - \$72,545  
Health, Canberra (PN. 25543) (Gazetted 26 May 2011)

**Canberra Hospital and Health Services  
Mental Justice Alcohol and Drugs  
Crisis Assessment and Treatment  
Faye Honeybone: 795 52835**

From: Registered Nurse Level 2 \$78,157 - \$82,990  
Health

To: Registered Nurse Level 3.1 \$89,834 - \$93,531  
Health, Canberra (PN: 28857) (Gazetted 3 May 2012)

**Justice and Community Safety**

**Legislation and Policy  
Restorative Justice Unit  
Restorative Justice**

**Dymphna Lowrey: 545-06584**

From: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Justice and Community Safety

To: †Senior Officer Grade B \$111,570  
Justice and Community Safety, Canberra (PN. 43800) (Gazetted 19 October 2011)

**Legislation and Policy  
Transport and Road Safety Policy  
Daniel Ng: 827-26832**

From: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Justice and Community Safety

To: †Legal 1 \$54,415 - \$106,086 - \$119,426  
Justice and Community Safety, Canberra (PN. 12055) (Gazetted 7 June 2012)

**Emergency Services Agency  
ACT Ambulance Service  
Ambulance Operations  
Joel Powell: 799-99207**

From: Intensive Care Paramedic 1 \$68,108 - \$75,676 plus penalties  
Justice and Community Safety

To: †Intensive Care Paramedic 2 \$80,087 - \$88,986 plus penalties  
Justice and Community Safety, Canberra (PN. 19352) (Gazetted 13 April 2012)

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

**ACT Law Courts and Tribunal Administration  
Registry**

**Neil Robertson: 799-86799**

From: Administrative Services Officer Class 3 \$52,818 - \$57,004  
Justice and Community Safety

To: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Justice and Community Safety, Canberra (PN. 22845) (Gazetted 6 September 2011)

**Territory and Municipal Services**

**Roads and Public Transport**

**Roads ACT**

**Road Maintenance Services**

**Matthew Curtis: 827-41688**

From: General Service Officer Level 5/6 \$45,647 - \$50,446  
Territory and Municipal Services

To: †General Service Officer Level 8 \$56,611 - \$59,939  
Territory and Municipal Services, Canberra (PN. 26353) (Gazetted 4 May 2012)

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

**Business Enterprises Division**

**Canberra Cemeteries**

**Nathan Andrew Garrod: 821-14772**

From: General Service Officer Level 7 \$52,078 - \$55,114  
Territory and Municipal Services

To: †Technical Officer Level 2 \$52,078 - \$59,939  
Territory and Municipal Services, Canberra (PN. 46145) (Gazetted 8 May 2012)

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

**Retirements and Dismissals**

**Environment and Sustainable Development**

*Section 143 Public Sector Management Act 1994 – Anthony Thew AGS: 757-51036, 5 July 2012*