



ACT Government Gazette

Gazetted Notices for the week beginning 13 September 2012

Executive Notices

Environment and Sustainable Development

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.

Penelope Farnsworth – Deputy Director-General, (E571) – 1 September 2012

Engagement

Penny Farnsworth – Deputy Director-General, Policy, Corporate and Regulation (E686) – 1 September 2012 Section 72 of the Public Sector Management Act 1994

Justice and Community Safety

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.

Jon Quiggin – Senior Director, Compliance Office (E515) – 16 September 2012

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery Services

Nursing

Emergency, Critical Care & Mental Health

Nursing Director -Emergency, Critical Care & Mental Health

Registered Nurse Level 5 Grade 5 \$138, 572, Canberra (PN: 7549)

Gazetted: 17 September 2012

Closing Date: 5 October 2012

An exciting opportunity exists for a Nurse leader who will thrive with key operational and strategic responsibilities. If you understand the benefits of a strongly values based culture; have a commitment to quality clinical management and nursing leadership than we would welcome you joining our team. As part of a dynamic Calvary Nursing Executive Team you will have the opportunity to: Shape and develop models of service and care. Lead and develop a team of people dedicated to excellence. Lead and support quality and research activities and be a leader in developing best practice initiatives In support we will provide you generous terms and conditions of employment, on-going professional development and the opportunity excel.

Eligibility/Other Requirements: Selection Criteria. Registered or eligible for Registration as a Nurse Practitioner with Australian Health Practitioners Regulation Agency (AHPRA), relevant clinical and nursing management and leadership experience. Applicants must address the selection criteria.

Contact Officer: Andrew Mead (02) 6201 6101 andrew.mead@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Medical Services

Surgical

Surgical Registrar

Senior Registrar \$124,330, Canberra (PN: 8222)

Gazetted: 19 September 2012

Closing Date: 3 October 2012

We are seeking a highly motivated Senior Registrar/Fellow to join our surgical division, overseeing the care of General, Breast and Endocrine Surgery patients admitted under the team. This will include supervision of the SET registrar and interns, and close liaison with the specialists in charge of patient care. Leading a team of General Surgical Registrars and Junior Medical officers, with participation in the on-call roster, an exciting opportunity exists within Calvary Health Care ACT. Excellent terms of employment and an opportunity to work in a supportive environment. The post would suit someone who already has completed formal General Surgical Training and looking to expand their experience in Breast & Endocrine Surgery, with a special emphasis on Oncoplastic Breast Surgery. Calvary is close to the heart of the city with quality schools, Universities, and excellent sporting and recreational facilities close to hand. Ski fields and the South Coast are in easy driving distance. Great food, fantastic markets, restaurants galleries and live entertainment are at your doorstep.

Eligibility/Other Requirements: Selection Criteria

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

Nursing and Midwifery

Maternity

Registered Midwife Level 1

New Graduate Registered Midwives Level 1 55,567-75,084, Canberra (PN: Various)

Gazetted: 13 September 2012

Closing Date: 11 October 2012

Calvary Health Care ACT has part-time and fulltime positions available for highly motivated New Graduate Registered Midwives to work within our Maternity Unit. Calvary is a Baby Friendly Health Accredited 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. For further information: Noelyn Perriman Midwifery Educator Telephone (02) 6201 6697 Email: noelyn.perriman@calvary-act.com.au For further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Contact Officer: Noelyn Perriman (02) 6201 6697 noelyn.perriman@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Ambulatory Care

Breast Care Services

Ambulatory Care Co-ordinator

Administrative Services Officer Level 3 \$52,818 - \$57,004, Canberra (PN: 8049)

Gazetted: 14 September 2012

Closing Date: 28 September 2012

The specialist Breast Care Nurses Services is seeking a highly organised, personable and motivated team member to provide part time clerical assistance. Duties would include data entry, handling phone enquiries, filing, ordering of stores and ensure ongoing provision of support for a highly specialised skill service. 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 skills, written and oral communication skills, including a range of advanced computer skills. Please include: Letter of Interest, Curriculum Vitae, Address the selection criteria. Anne-Maree Jolly Ambulatory Care Coordinator 6201 6968 Dect:6881 anne-maree.jolly@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Anne Maree Jolly (02) 6201 6968 Anne-Maree.Jolly@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Corporate Services

Finance

Patient Accounts

Administrative Services Officer Level 3

Senior Registrar \$52, 818 - \$57, 004, Canberra (PN: 7241)

Gazetted: 19 September 2012

Closing Date: 26 September 2012

Calvary Health Care ACT Finance Patients Accounts Officer Calvary Health Care ACT (CHCACT) is seeking a friendly and enthusiastic Patients Accounts Officer to fill the above position. CHCACT Finance department is a busy and exciting department with a supportive team environment. All applications must address the selection criteria. To view the selection criteria and for further information regarding Calvary Health Care ACT, please visit our website www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Tori Bindon (02) 6201 6365 tori.bindon@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.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 Division

Government Information Office

Digital Projects Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31105)

Gazetted: 17 September 2012

Closing Date: 1 October 2012

Details: The Government Information Office (GIO) is seeking expressions of interest to fill the role of Digital Projects Manager. Duties include the project management and logistics around digital projects run by the GIO, as well as policy advice and support for the GIO Executive Director on information and digital policy for the ACT Government.

Eligibility/Other Requirements: Demonstrated project management experience, policy experience, public engagement, events management and a sound understanding and technical experience with digital technologies including but not limited to video streaming, video conferencing, social media, website development and accessibility implications therein. Note: This is a temporary position available from 15 October 2012 until 13 October 2013, with the possibility of permanency.

Contact Officer: Michael Chisnall (02) 6207 0612 michael.chisnall@act.gov.au

Culture and Communications

Centenary of Canberra Unit

Program Coordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31189)

Gazetted: 18 September 2012

Closing Date: 2 October 2012

Details: Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. This position will work within the Program team to develop, coordinate and administer a variety of projects in line with the Creative Director's and ACT Government's vision.

Notes: This is a temporary position available from October 2012 to 28 June 2013

Contact Officer: Teresa Comacchio (02) 6205 8304 teresa.comacchio@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

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 27153)

Gazetted: 13 September 2012

Closing Date: 20 September 2012

Details: Exciting opportunity for a motivated and well organised Assistant Manager to work as part of the Social Housing and Homelessness Services leadership team. The successful applicant will have a good understanding of housing and homelessness issues, team leadership and will have good people management, project management, communication and negotiation skills.

Eligibility/Other Requirements: Tertiary qualifications in a related discipline and/or community sector experience highly desirable though not essential.

Notes: This is a temporary position available until 28 February 2013 with possibility of 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.

Contact Officer: Sarah Watson (02) 6205 7974 sarah.watson@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

Corporate Services

Human Resources

HR People Services

Customer Service Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 00351)

Gazetted: 19 September 2012

Closing Date: 3 October 2012

Details: The Recruitment Services Team is seeking an enthusiastic applicant to join a small yet dynamic team. The successful applicant should have the ability to: Contribute effectively to the efficiency of a customer focussed team, communicate effectively with staff and provide a high standard of customer service. Provide administrative support using high level organisational skills and attention to detail whilst meeting deadlines within tight timeframes. Ability to understand and interpret human resource policies, processes and procedures. Provide high level communication skills within a recruitment focussed unit. Proficiently use a variety of computer applications, particularly word processing, databases and spreadsheets.

Eligibility/Other Requirements: Desirable: A sound knowledge of Human Resource policies and procedures.

Notes: This is a temporary position available until 30 June 2013, with the possibility of extension. Due to upcoming peak workload periods the successful applicant will be expected to be available for work during January and February 2013.

Contact Officer: Tabatha Prado (02) 6205 9429 tabatha.prado@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

Regulation and Services

Customer Services

Business Systems Support Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 12600)

Gazetted: 13 September 2012

Closing Date: 27 September 2012

Details: The successful applicant will be required to, in liaison with the SSICT in house team, coordinate the resolution of eDevelopment (eDA) system technical issues that arise in the lodgement of development and/or building applications and associated processes. They will also undertake work related to the development of e-service and process improvement initiatives including preparation of business cases, system documentation and user requirements; participate in testing and system implementation processes and assist in the preparation and maintenance of relevant standard operating procedures and work instructions; maintaining the eDA 'wizard'; the enhancement or development of additional eDA modules to improve e-service delivery across the Directorate and provide support to both internal and external e-service users ensuring excellent customer service is provided.

Eligibility/Other Requirements: Experience working in an ICT business liaison role will be an advantage. Qualifications in IT, business mapping, systems analysis or a related field would be desirable.

Contact Officer: Fred Arugay (02) 6207 1797 fred.arugay@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.

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>

Strategy and Corporate

Service and Capital Plan

Health Infrastructure Program

Health Infrastructure Program (HIP) Facility Planning and Commissioning Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31009)

Gazetted: 20 September 2012

Closing Date: 4 October 2012

Details: The ACT Government has embarked upon a program to overhaul and expand all aspects of the ACT Health Directorate systems as part of the single largest capital works project undertaken in the ACT Government's history. The enhancements to the health system in both building and clinical systems are in excess of \$1billion. The Health Infrastructure Program (HIP) involves integrating state-of-the-art information and e-health technologies; change management; and significant capital works – much of which will be based at Canberra Hospital. For further information go to: www.health.act.gov.au/yhop. Two exciting positions are available for highly motivated, enthusiastic and skilled Project Managers with knowledge of health facility planning processes within the health sector. These positions will commence in the Health Services Planning Unit undertaking consultation with stakeholders to enable the incorporation of health facility planning in preparations for the construction and commissioning phases of projects. Following Health Services Planning Unit, the positions will progress to the Redevelopment Unit and provide commissioning support through the coordination and participation in capital works phases of consultation, planning, construction and commissioning.

The successful applicants will need to show highly developed resource management skills, excellent leadership skills, model good written and oral communication skills with team members and stakeholders, be able to meet deadlines and set priorities, and show they can apply solution focused organisational and planning skills.

Note: This is a temporary position available until 30 June 2016. 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: Jacinta George (02) 6205 0525

Canberra Hospital and Health Services

Operational Support

Acute Care

Senior Food Service Dietitian

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 31092)

Gazetted: 20 September 2012

Closing Date: 27 September 2012

Details: An exciting opportunity is available at the Canberra Hospital for a Dietitian with keen interest and skills in food service related dietetics. This Senior Food Service Dietitian will work with senior management and staff of the Nutrition Department and Health Directorate Nutrition to provide guidance and support to the food service department functions. Knowledge of food service management systems, trends in food service delivery and high level dietetic skills are essential. This role will also assist with the management of the Nutrition Department lead Special Diet Services and Infant Feeding Service including management of staff.

Eligibility/Other Requirements: Eligible to hold Dietitians Association of Australia Accredited Practising Dietitian credential. Commitment to furthering qualifications in an area/s relevant to the position as appropriate. Current driver's licence.

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: Narelle Luff (02) 6244 2211

**Strategy and Corporate
People Strategy and Services
Organisational Development
Senior Advisor**

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17885)

Gazetted: 20 September 2012

Closing Date: 27 September 2012

Talented, collaborative Organisational Development practitioner required to partner with client areas to achieve culture and business improvement, and to facilitate management and related development programs.

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: Ric Taylor (02) 6205 5320

**Strategy and Corporate
Service and Capital Planning
Health Infrastructure Program
Health Infrastructure Program (HIP) Facility Planning and Commissioning Officer**

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31008)

Gazetted: 20 September 2012

Closing Date: 4 October 2012

Details: The ACT Government has embarked upon a program to overhaul and expand all aspects of the ACT Health Directorate systems as part of the single largest capital works project undertaken in the ACT Government's history. The enhancements to the health system in both building and clinical systems are in excess of \$1billion. The Health Infrastructure Program (HIP) involves integrating state-of-the-art information and e-health technologies; change management; and significant capital works – much of which will be based at Canberra Hospital. For further information go to: www.health.act.gov.au/yhop. Two exciting positions are available for highly motivated, enthusiastic and skilled Project Managers with knowledge of health facility planning processes within the health sector. These positions will commence in the Health Services Planning Unit undertaking consultation with stakeholders to enable the incorporation of health facility planning in preparations for the construction and commissioning phases of projects. Following Health Services Planning Unit, the positions will progress to the Redevelopment Unit and provide commissioning support through the coordination and participation in capital works phases of consultation, planning, construction and commissioning. The successful applicants will need to show highly developed resource management skills, excellent leadership skills, model good written and oral communication skills with team members and stakeholders, be able to meet deadlines and set priorities, and show they can apply solution focused organisational and planning skills.

Note: This is a temporary position available until 30 June 2016. 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: Jacinta George (02) 6205 0525

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drugs
Alcohol and Drug Program
Counsellor**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 31010, several)

Gazetted: 20 September 2012

Closing Date: 4 October 2012

Details: The Alcohol and Drug Service is a multidisciplinary service within the Health Directorate, providing a range of specialist services for people affected by alcohol and other drug use. This position will work with a multi skilled team of health professionals to provide a range of psychotherapeutic supports and services to the community. The successful applicant will be required to have recent demonstrated experience in the provision of comprehensive assessments, counselling and group work. One of the positions will involve working with young people who present with complex alcohol and other drug issues and may be in and out of custodial settings. The other position will require a preparedness and capacity to provide throughcare support and psychosocial interventions to adults who are involved in the criminal justice system.

Eligibility/Other Requirements: Psychologist or Clinical Psychologist with full registration, or Social Worker with eligibility for accredited membership with the Australian Association of Social Workers, or Counsellor with an undergraduate degree in a health related discipline and a postgraduate counselling and eligibility for membership of PACFA. Previous clinical experience is essential. Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy. Current driver's licence.

Note: This position may be required to participate in an overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. 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: Carmel McBride (02) 6205 1609

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
Office Manager**

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 18965)

Gazetted: 20 September 2012

Closing Date: 4 October 2012

Details: Mental Health, Justice, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by the Principles of Recovery. The service aims to provide collaborative care involving the consumer, their carer, families and other key agencies. It is expected that in this position you will provide high level administrative support to assist in the strategic and operational processes of Brian Hennessy Rehabilitation Centre. This will also include the provision of high quality customer service to the consumers and staff of MHJHADS in keeping with ACT Health values of Care, Excellence, Collaboration and Integrity. In addition you will have a role supporting the Director of Training.

Eligibility/Other Requirements: Knowledge and experience in the use of relevant medical terminology. Understanding in dealing with persons affected with a mental illness. Current driver's licence.

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: Kerin O'Brien (02) 6205 1222 or 0407 090 888

Director General Reports

Financial Management

Revenue and Financial Support

Private Practice Secretariat

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 02248)

Gazetted: 20 September 2012

Closing Date: 27 September 2012

Details: Provide secretariat support and committee-servicing functions; minute taking, preparation of agendas and response letters for the Private Practice Fund Committee. Authorise all travel requirements and acquittal of travel invoice. Manage and acquit credit card invoices. Process reimbursements and liaise with Doctors and other staff in relation to reimbursements.

Eligibility/Other Requirements: High level skills in excel spreadsheets and word documents.

Note: Applicants must quote the above position number when applying. Applicants may be selected on application and referees reports only. 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: Clare Crawford (02) 6244 2008

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Reception Surgical Bookings and Pre-Admission Clinic

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 22149)

Gazetted: 20 September 2012

Closing Date: 27 September 2012

Details: The successful applicant will be required to provide reception services and co-ordinate outpatient clinics for the Pre-Admission Clinic in the Surgical Bookings Department. Duties include provision of high quality customer service to patients and stakeholders who contact the Pre-Admission Clinic, liaising with Surgical Bookings staff, clinical staff, surgeons, theatre staff and other stakeholders.

Eligibility/Other Requirements: Sound communication skills and knowledge of surgical bookings process. Knowledge and experience of ACTPAS and Microsoft Office Suite is essential.

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: Nicole Burke (02) 6244 4175

Strategy and Corporate

Professional Leadership Research and Education

Student Clinical Placement Unit

Administrative Assistant

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 26364)

Gazetted: 20 September 2012

Closing Date: 27 September 2012

Details: The Health Directorate Student Clinical Placement Unit provides leadership, coordination, governance and promotion of student clinical placements to the Health Directorate. An Administrative Assistant is sought to provide administrative support, assist with data management and liaison with customers, students and universities.

Note: This is a temporary position available for a period of 12 months. 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: Rowena King (02) 6174 5127

Canberra Hospital and Health Services

Mental Health, Justice, Alcohol and Drug Services

Access and Acute Mental Health

Enrolled Nurse

Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 29429, several)

Gazetted: 20 September 2012

Closing Date: 27 September 2012

Details: An exciting opportunity has arisen for committed Enrolled Nursing staff to work within a dynamic service within the newly commissioned adult mental health unit. Full support and supervision will be given to successful candidates.
Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

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: Wendy Kipling (02) 6174 5406

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

ACT Government Solicitor Property and Commercial Solicitor

Legal 1 \$54,415 - \$111,570, Canberra (PN: 31103)

Gazetted: 19 September 2012

Closing Date: 3 October 2012

Details: The ACT Government Solicitor invites applications for a lawyer in the Land and Property Development team.

Applicants must demonstrate experience in ACT planning and land administration matters, including: preparation of Crown leases; advising on ACT planning and land law e.g. *Planning and Development Act 2007* and Territory Plan; tenders, auctions and sale documentation for ACT real property including contracts for sale and associated special conditions, as well as documents for post-sale obligations of purchasers. Familiarity is required with processes and procedures of the Land and Planning Authority (e.g. DAs and variations of Crown leases), and general subleasing (including application of the Leases (*Commercial and Retail Act 2001*) and licensing of real property.

Eligibility/Other Requirements: Applicants must be admitted or eligible for admission as an Australian legal practitioner.

Notes: This is a temporary position available for a period of two years with the possibility of permanency from this process.

Contact Officer: Loretta Zamprogno (02) 6207 0653 loretta.zamprogno@act.gov.au

ACT Government Solicitor Property and Commercial Solicitor

Legal 1 \$54,415 - \$111,570, Canberra (PN: 31102)

Gazetted: 19 September 2012

Closing Date: 3 October 2012

Details: The ACT Government Solicitor invites applications for a lawyer in the Property and Commercial practice.

Applicants will have strong recent land and property experience but with a flair for the conduct of commercial legal work, and be able to demonstrate that they have worked on major projects within a statutory regime. The successful applicant will work as part of a unit of commercial and property lawyers on a range of complex and interesting matters with opportunities for significant client contact, and will assist in the leadership of less senior lawyers and paralegal officers.

Eligibility/Other Requirements: Applicants must be admitted as an Australian legal practitioner preferably with three to five years post admission experience.

Notes: This is a temporary position available for a period of two years with the possibility of permanency from this process.

Contact Officer: Loretta Zamprogno (02) 6207 0653 loretta.zamprogno@act.gov.au

ACT Government Solicitor Civil Litigation Solicitor

Legal 1 \$54,415 - \$111,570, Canberra (PN: 31104)

Gazetted: 19 September 2012

Closing Date: 9 October 2012

Details: The ACT Government Solicitor (ACTGS) invites applications for a lawyer in the ACTGS litigation practice.

Applicants will have proven experience in representing clients in dispute resolution and litigation work, preferably in the commercial jurisdiction, and with the capacity to undertake work in relation to construction matters if required. The successful applicant will work as part of a litigation unit on a range of complex and interesting matters with opportunities for direct client contact, as well as liaising with commercial and construction lawyers in ACTGS.

Eligibility/Other Requirements: Applicants must be admitted as an Australian legal practitioner preferably with two-three years post admission experience.

Notes: This is a temporary position available for a period of 12 to 18 months with the possibility of permanency from this process. Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria.

Contact Officer: Sky Sim (02) 6207 0634 sky.sim@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**

Parks and City Services

National Arboretum Canberra

Marketing Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30917)

Gazetted: 17 September 2012

Closing Date: 28 September 2012

Details: The focus of this position will be to promote the Arboretum to visitors, media, sponsors and other stakeholders to develop and deliver the Arboretum's marketing promotional and publicity activities.

Contact Officer: Brenda Herd (02) 6205 5082 brenda.herd@act.gov.au

Parks and City Services

Libraries ACT

Casual Community Liaison Officer

Professional Officer Class 1 \$49,452 - \$69,377, Canberra (PN: 22091)

Gazetted: 18 September 2012

Closing Date: 9 October 2012

Details: Libraries ACT is looking for a people from a wide range of backgrounds such as librarians, early literacy and education specialists, youth workers, public relations and community development professionals, who want to help create lifelong learners, deliver and support literacy programs, facilitate information-sharing with the community, and provide access to computers, the internet and inclusive spaces.

Eligibility/Other Requirements: Recognised university qualifications that meet our professional business needs.

Notes: A casual pool valid for twelve months duration may be established from successful candidates. Libraries ACT operates seven days a week and applicants will be required to work on weekends.

Contact Officer: Karen Hansen (02) 6207 5721 karen.hansen@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

Public Libraries

Customer Service Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 21747, several)

Gazetted: 13 September 2012

Closing Date: 2 October 2012

Details: Do you have a passion beyond books! Are you enthusiastic, demonstrate innovation, have a strong customer focus and relish a busy and changing environment. Are you willing to try new things? Libraries ACT is looking for people who are enthusiastic and dynamic change champions.

Eligibility/Other Requirements: Recognised qualifications in library and information studies or a related discipline (as defined by ALIA) or relevant work experience in customer service is highly desirable.

Notes: A casual pool of twelve months duration may be established from successful applicants. Libraries ACT operates across seven days per week and applicants will be required to work on weekends.

Contact Officer: Judy Franklin (02) 6207 5107 judy.franklin@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**

Finance and Budget

Budget Management and Analysis

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 43390)

Gazetted: 17 September 2012

Closing Date: 2 October 2012

Details: Treasury is looking for an experienced Senior Manager with expertise in analysis of policy, financial information and business cases associated with program and service delivery. You will be part of a dynamic team in a central agency. High order leadership and management skills, including the ability to meet deadlines under pressure are essential. You will also have the proven capacity to handle complex financial, economic and administrative issues and provide effective and strategic advice to Ministers, agencies and executive officers. You will have the demonstrated ability to exercise initiative, excellent communication skills, good judgement and flexibility and will be looking for a challenging and interesting role.

Eligibility/Other Requirements: Tertiary qualifications in accounting, economics or similar fields desirable.

Contact Officer: Nicole Masters (02) 6205 0527 nicole.masters@act.gov.au

Shared Services

Business Development

Online Systems

Web Services Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 05176)

Gazetted: 19 September 2012

Closing Date: 9 October 2012

Details: Lead and manage a small team of specialist staff responsible for the development, maintenance and content management of the internet, intranet and schools websites on behalf of the Education and Training Directorate (ETD).

Contact Officer: Greg Tankard (02) 6207 5826 greg.tankard@act.gov.au

Finance and Budget

Senior Analyst/Analyst

Administrative Services Officer Class 6/Senior Officer Grade C \$70,913 - \$96,809, Canberra (PN: 55750, several)

Gazetted: 17 September 2012

Closing Date: 2 October 2012

Details: Treasury is looking for experienced Senior Analysts/Analysts with expertise in analysis of policy, financial information and business cases associated with program and service delivery and capital works projects. The successful applicants will be required to give strategic and robust advice, and as such will have the demonstrated ability to exercise initiative, excellent communication skills, good judgement and flexibility in handling complex policy, financial, economic and administrative issues.

Eligibility/Other Requirements: Policy, finance and budget development experience, and relevant tertiary qualifications such as economics, accounting, law or relevant fields are desirable.

Notes: These positions will be filled at either the Administrative Service Officer Class 6 or Senior Officer Grade C level dependant on the skills, qualifications and experience of the successful applicant.

Contact Officer: Floyd Kennedy (02) 6207 0716 floyd.kennedy@act.gov.au

Finance and Budget Division

Executive Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 55564)

Gazetted: 17 September 2012

Closing Date: 2 October 2012

Details: The Finance and Budget Division is seeking a highly motivated, enthusiastic and experienced Executive Support Officer to provide high level administrative and coordination support to the Executive Director. You will be part of a fast-paced team responsible for providing strategic financial and economic policy advice to the Government and advising the government and agencies on the development of the Territory's budget. The successful applicant will have the demonstrated ability to work effectively in a team environment, very good oral and written communication skills, the ability to consistently display customer service principles, and carry out general duties with limited supervision.

Eligibility/Other Requirements: Demonstrated well developed organisational and communication skills, well developed written, oral and interpersonal skills and the ability to liaise appropriately with all levels of staff.

Contact Officer: Elizabeth Kirkham (02) 6204 0310 elizabeth.kirkham@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.

Shared Services

Human Resources

Injury Management and Safety

Administrative Support Officer

Administrative Services Officer Class 4 \$38,249 - \$42,272, Canberra (PN: 30454)

Gazetted: 18 September 2012

Closing Date: 2 October 2012

Details: An exciting opportunity exists to join the newly established ACT Government Injury Management and Safety Team. The administrative role supports the team who work collaboratively with business areas to coordinate targeted and holistic return to work, injury management and safety strategies. Duties include supporting team processes of record keeping, accounts, data entry, meeting processes, training and communication programs. Well developed communication, liaison and administrative skills are highly desirable.

Eligibility/Other Requirements: Knowledge of data systems including OHASIS would be an advantage.

Notes: This is a temporary position available until 30 June 2014. This process may be used to fill permanent vacancies at level as they arise.

Contact Officer: Jenny Gosch (02) 6205 0187 jenny.gosch@act.gov.au

APPOINTMENTS

ACT Teacher Quality Institute

Administrative Services Officer Class 4 \$58,870 - \$63,917

Yvonne Ong 835-68709, Section 68(1), 17 September 2012

Community Services

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

Angela Skountzos 827-35982, Section 68(1), 19 September 2012

Health

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

Keith Gillies 835-62948, Section 68(1), 17 September 2012

Administrative Services Officer Class 2/3 \$46,372 - \$57,004

Aileen Kulcsar 820-75339, Section 68(1), 13 September 2012

Enrolled Nurse Level 1 \$50,160 - \$53,766

Harriet McIntosh 835-84274, Section 68(1), 10 September 2012

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

Lauren Murray -, Section 68(1), 17 September 2012

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

Tracey Quade 834-52749, Section 68(1), 17 September 2012

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

Vanojeniya Raveindiran 835-85250, Section 68(1), 19 September 2012

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

Kylie Stonestreet 786-53335, Section 68(1), 17 September 2012

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

Shradha Waddepalli 835-87598, Section 68(1), 20 September 2012

Health Service Officer Level 4 \$43,599 - \$45,346

Jonathon Whittall 833-46137, Section 68(1), 17 September 2012

Senior Specialist, \$199,231

Derek Potgieter 816-87181, Section 68(1), 12 September 2012

Justice and Community Safety

Trust Officer Level 1 \$58,293 - \$67,050

Colin Peter Reckord 827-40626, Section 68(1), 20 September 2012

Territory and Municipal Services

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

Michael John Ivill 835-87109, Section 68(1), 24 September 2012

Treasury

Administrative Services Officer Class 1 \$40,974 - \$45,283

Rona Lazo 835-86296, Section 68(1), 20 September 2012

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

Jade O'Halloran 835-87061, Section 68(1), 14 September 2012

TRANSFERS

Health

Alan Bycroft: 741-18802

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

Calvary Health Care ACT (Public)

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

Health, Canberra (PN. 28582) (Gazetted 7 June 2012)

Jodie Huet: 752-27496

From: Health Professional Level 4 \$89,786 - \$96,809
Health
To: Registered Nurse Level 3.1 \$89,834 - \$93,531
Health, Canberra (PN. 21872) (Gazetted 16 August 2012)

PROMOTIONS

ACT Teacher Quality Institute

Maria Aleida O'Reilly: 761-22813

From: School Assistant 2 \$39,431 - \$43,728
Education and Training
To: †Administrative Services Officer Class 5 \$65,660 - \$69,623
ACT Teacher Quality Institute, Canberra (PN. 30718) (Gazetted 1 August 2012)

Community Services

Office of Children, Youth and Family Support

Office of the Senior Director

Child, Youth and Family Services Program

Morgan Eddey: 799-86596

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Community Services
To: †Senior Officer Grade C \$89,786 - \$96,809
Community Services, Canberra (PN. 13129) (Gazetted 2 July 2012)

Policy and Organisational Services

artsACT

Michelle Jumeau: 799-74149

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Community Services
To: †Senior Officer Grade B \$106,086 - \$119,426
Community Services, Canberra (PN. 20338) (Gazetted 13 August 2012)

Housing and Community Services

Housing ACT

Housing Initiatives

Kellie Laggner: 817-51796

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Community Services
To: †Senior Officer Grade C \$89,786 - \$96,809
Community Services, Canberra (PN. 30728) (Gazetted 25 June 2012)

Economic Development

Tourism, Events and Sport

Australian Capital Tourism

Office of the Director

Jonathan Kobus: 779-99377

From: Senior Officer Grade B \$106,086 - \$119,426
Economic Development
To: †Senior Officer Grade A \$123,208
Economic Development, Canberra (PN. 28753) (Gazetted 19 July 2012)

Land Strategy and Finance

Sales, Marketing and Estate Management

Estate Management

Stephen John Polsen: 545-60249

From: Senior Officer Grade C \$89,786 - \$96,809
Economic Development
To: †Senior Officer Grade B \$106,086 - \$119,426
Economic Development, Canberra (PN. 18819) (Gazetted 27 June 2012)

Health

Director General Reports

Population Health

Health Protection Service

Priyadarshini Jeevaranjan: 820-91611

From: Health Service Officer Level 3 \$42,160 - \$43,599

Health

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

Health, Canberra (PN. 24701)

Promotion has been made under Section 6.1 of the Health Enterprise Agreement 2011-2013.

Justice and Community Safety

Office of Regulatory Services

Road User Services

Traffic Camera Office

Wendy Neville: 827-60707

From: Administrative Services Officer Class 2 \$46,372 - \$51,422

Justice and Community Safety

To: Administrative Services Officer Class 3 \$52,818 - \$57,004

Justice and Community Safety, Canberra (PN. 21756) (Gazetted 10 May 2012)

Territory and Municipal Services

Roads and Public Transport

Executive

Fleur Beveridge: 827-33637

From: Administrative Services Officer Class 4 \$58,870 - \$63,917

Territory and Municipal Services

To: †Administrative Services Officer Class 5 \$65,660 - \$69,623

Territory and Municipal Services, Canberra (PN. 04536) (Gazetted 2 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.

Directorate Services

Executive

Leanne Kaleb-Dumic: 827-43560

From: Administrative Services Officer Class 3 \$52,818 - \$57,004

Territory and Municipal Services

To: †Administrative Services Officer Class 5 \$65,660 - \$69,623

Territory and Municipal Services, Canberra (PN. 09758) (Gazetted 2 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 of the Director-General

Executive

Shonah Stratton: 799-96946

From: Administrative Services Officer Class 4 \$58,870 - \$63,917

Territory and Municipal Services

To: †Administrative Services Officer Class 6 \$70,913 - \$81,460

Territory and Municipal Services, Canberra (PN. 18316) (Gazetted 30 July 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.

Treasury

Revenue Management Division

Advice and Assessments

Lindsay Aquilina: 506-90708

From: Senior Officer Grade B \$106,086 - \$119,426

Treasury

To: †Senior Officer Grade A \$123,208

Treasury, Canberra (PN. 30686) (Gazetted 18 June 2012)

Shared Services

Shared Services Information and Communication Technology (ICT)

Customer Relations

Edward Nathaniel McRae: 781-81139

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

Territory and Municipal Services

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

Treasury, Canberra (PN. 00414) (Gazetted 12 July 2012)

Revenue Management

Revenue Accounts

Maki Okano: 817-44115

From: Administrative Services Officer Class 2/3 \$46,372 - \$57,004
Health

To: †Administrative Services Officer Class 4 \$58,870 - \$63,917
Treasury, Canberra (PN. 05766) (Gazetted 14 August 2012)