



## **ACT Government Gazette**

**Gazetted Notices for the week beginning 05 April 2012**

## **Executive Notices**

### **Education and Training Directorate**

#### **Variation – Transfer**

**Michael Bateman** – Director, Office of Schools (E196) 1.1.12 – 31.12.12.  
Section 80A(1)(a) of the Public Sector Management Act 1994

### **Justice and Community Safety Directorate**

#### **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.

**Brett Phillips** – Executive Director, Regulatory Services (E480) – 9.4.12

#### **Engagements**

**Moir Crowhurst** – Chief Finance Officer, Strategic Finance (E487)  
Section 72 of the Public Sector Management Act 1994

## **VACANCIES**

### **Calvary Health Care ACT (Public)**

#### **Allied Health**

#### **Occupational Therapy**

#### **Occupational Therapy Assistant**

#### **Technical Officer Grade 2 \$50,317 - \$57,912, Canberra (PN: 7633)**

Gazetted: 11 April 2012

Closing Date: 9 May 2012

The Occupational Therapy Department at Calvary Hospital, Canberra is looking for an Occupational Therapy Assistant to join our supportive team to enrich the scope of Occupational Therapy services provided at the Older Person's Mental Health Inpatient Unit (OPMHIU) located on this campus. The successful Occupational Therapy Assistant will provide clinical support to the Senior Occupational Therapist working on OPMHIU, including implementation of 1:1 and group Occupational Therapy programs for older clients with a mental illness or dementia with behavioral and psychological symptoms. Completion of the Allied Health Assistants Certificate IV through Bruce CIT is strongly encouraged for this role and the Occupational Therapy department is prepared to implement flexible rostering arrangements to support a candidate who may elect to undertake this qualification whilst also working. The Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff. A staff supervision program is in place and all staff complete an Annual Development Plan with their clinical supervisor. We offer a competitive salary, free uniforms, salary packaging, and free parking. If you are successful in your application, commencement dates are flexible. A copy of the application kit and selection documentation is available on our website: [www.calvary-act.com.au](http://www.calvary-act.com.au) or by phoning (02) 6201 6087. Applications must address the selection criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: MICHAEL MALCOMESS 02 6201 6087 michael.malcomess@calvary-act.com.au Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

### **Director of Public Prosecutions**

**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)**

#### **Prosecutor**

#### **Prosecutor Grade 1 \$61,945 - \$70,530, Canberra (PN: 05477, several)**

Gazetted: 11 April 2012

Closing Date: 18 April 2012

The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. There are several Grade 1 positions available. The duties of the position include to prosecute less complex summary hearings; appear in mention lists in the Magistrate's Court and

Children's Court; act as instructing solicitor in trials in the Supreme Court; appear in less complex coronial inquests and prepare advices of a routine nature.

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

Note: These are temporary positions available from 7 May 2012 to 2 November 2012. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than one page outlining experience in the above areas, contact details of at least two referees and current curriculum vitae.

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

### **Economic Development**

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

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

#### **Tourism, Events and Sport**

##### **Territory Venues and Events**

##### **Events and Operations Manager**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 55395)**

Gazetted: 11 April 2012

Closing Date: 24 April 2012

Territory Venues and Events is looking for a highly motivated and experienced person to undertake the role of Events and Operations Manager. The successful applicant will be responsible for the operational implementation of all events undertaken at the Canberra Stadium, Manuka Oval and Stromlo Forest Park. This includes managing Venue Managers at each venue to coordinate with hirers, contractors, event staff, safety agencies, customer support services and community representatives.

Eligibility/Other Requirements: A current driver's licence is essential and tertiary qualifications in a related discipline is desirable.

Note: Duties will include after hours and weekend work.

Contact Officer: Michael Marsalek (02) 5256 6700 m.marsalek@canberrastadium.com

#### **Tourism, Events and Sport**

##### **Sport and Recreation Services**

##### **Strategic Projects, Policy and Planning**

##### **Manager, Strategic Projects, Policy and Planning**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 30443)**

Gazetted: 05 April 2012

Closing Date: 19 April 2012

Duties include managing a Section and/or Function and deploying resources, budgets and staff; preparing complex briefs, submissions and correspondence as required; researching and analysing key sporting, recreation and social issues and risks, and develop, recommend and advocate appropriate responses, solutions, plans and strategies; represent Sport and Recreation Services, the Economic Development Directorate and ACT Government and nurture alliances and relationships with industry and community organisations; achieve quality outcomes and results through professionalism and leadership in applying public service values and work practices.

Contact Officer: Jenny Priest (02) 6207 2070 jenny.priest@act.gov.au

#### **Tourism, Events and Sport**

##### **Sport and Recreation Services**

##### **Client Services and Programs**

##### **Manager, Client Services and Programs**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 30442)**

Gazetted: 05 April 2012

Closing Date: 19 April 2012

Duties include managing a Section and/or Function and deploying resources, budgets and staff; preparing complex briefs, submissions and correspondence as required; researching and analysing key sporting, recreation and social issues and risks, and develop, recommend and advocate appropriate responses, solutions, plans and strategies; represent Sport and Recreation Services, the Economic Development Directorate and ACT Government and manage alliances and relationships with industry and community organisations; achieve quality outcomes and results through professionalism and leadership in applying public service values and work practices.

Contact Officer: Jenny Priest (02) 6207 2070 jenny.priest@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)**

**Tertiary Education and Performance**

**Training and Tertiary Education**

**Training and Skills Development**

**Assistant Manager of Payments**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 34461)**

Gazetted: 05 April 2012

Closing Date: 19 April 2012

The successful applicant will lead the development and implementation of changing funding models which maximise training outcomes for the ACT. The successful applicant will be responsible for analysis statistics and financial data to inform evidenced based recommendations to senior officers on matters relating to Vocational Education and Training (VET) program funding models and payments for evolving training initiatives. The occupant will manage the development and implementation of procedures. Prepare and coordinate complex submissions, briefs, papers and correspondence on policy, technical, program or administrative issues.

Eligibility/Other Requirements: Relevant tertiary qualifications in finance or related disciplines.

Contact Officer: Melissa Pinney (02) 6205 8538 [melissa.pinney@act.gov.au](mailto:melissa.pinney@act.gov.au)

**Corporate Services**

**Human Resources**

**HR Strategy**

**Project Officer**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 12267)**

Gazetted: 10 April 2012

Closing Date: 17 April 2012

HR Strategy is seeking a highly motivated and engaging Project Officer. The successful applicant will have proven strengths in research, analysis, communications and project management. The position will also include writing and preparing briefs, reports and correspondence and be an active member of a dynamic results driven team.

Contact Officer: David Learoyd (02) 6205 9238 [david.learoyd@act.gov.au](mailto:david.learoyd@act.gov.au)

**Learning, Teaching and Student Engagement**

**Aboriginal and Torres Strait Islander Education and Student Support**

**Aboriginal and Torres Strait Islander Education Officer**

**School Assistant 3 \$43,394 - \$46,835, Canberra (PN: 16036)**

Gazetted: 05 April 2012

Closing Date: 17 April 2012

We are seeking a highly motivated and enthusiastic candidate to provide support to Aboriginal and Torres Strait Islander students in primary schools and community to raise awareness of Aboriginal and Torres Strait Islander issues and perspectives. The successful applicant will work with the school community to establish and maintain effective relationships with parents/caregivers and to assist teachers in matters affecting the progress of Aboriginal and Torres Strait Islander students and educational programmes.

Eligibility/Other Requirements: All applicants must hold a current driver's licence. A Year 12 Certificate or equivalent and/or the willingness to undertake relevant Certificate IV in Human Services/Education or related fields is desirable.

Note: This is an Aboriginal and Torres Strait Islander identified position.

Contact Officer: Ginibi Robinson (02) 6205 9195 [ginibi.robinson@act.gov.au](mailto:ginibi.robinson@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**

**Government Services**

**Senior Manager**

**Senior Officer Grade A \$119,042, Canberra (PN: 15308)**

Gazetted: 11 April 2012

Closing Date: 24 April 2012

Lead a team responsible for managing the Directorate's interface with the Government, Legislative Assembly and the wider community; close liaison with and provision of high-level support to the Director-General, executives and senior managers within ESDD; manage and monitor the effective operation of ESDD's Cabinet, assembly liaison, legislative reporting and administrative law processes.

Eligibility/Other Requirements: High level knowledge and understanding of the Territory's Assembly, Cabinet and Legislative frameworks and processes; a clear understanding of administrative law and its application to public administration.

Note: This position is temporary, commencing asap until May 2013 with the possibility of extension.

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

**Regulation and Services**

**Sustainability Programs**

**Program Manager**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 56088)**

Gazetted: 11 April 2012

Closing Date: 24 April 2012

The Environment and Sustainable Development Directorate is seeking a highly motivated person for the position of Program Manager, to manage the delivery of the ACTSmart Business Energy and Water program.

Eligibility/Other Requirements: Knowledge and experience in managing sustainability programs is desirable.

Note: This is a temporary part-time position at 22:03 hours per week available from 1 May 2012 to 30 June 2013 with the possibility of extension.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@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**

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

**Child and Adolescent Mental Health**

**STEPS/Headspace Nurse**

**Registered Nurse Level 3.1 \$86,796 - \$90,368, Canberra (PN: 29233)**

Gazetted: 12 April 2012

Closing Date: 19 April 2012

Mental Health, Justice, Alcohol and Drug Services 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 client, their family/carers and other key services. The role involves working as a member of a multidisciplinary team as well as providing clinical input, psycho-education, consultation and liaison to professional organisations and stakeholder groups pertinent to the client group.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. 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: Monique Fielder (02) 6205 1050

**Canberra Hospital and Health Services**

**Medicine**

**ACT Diabetes Service**

**Dietitian**

**Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 28374)**

Gazetted: 12 April 2012

Closing Date: 19 April 2012

An opportunity exists for an enthusiastic and suitably qualified Dietitian to join our team. The position provides a range of nutrition services including dietary assessment, care planning, counselling and monitoring of nutrition services in a multidisciplinary team; and the planning and delivery of education programs to staff and patient groups.

Eligibility/Other Requirements: Degree in Nutrition and Dietetics. Eligible for membership of the Dietitians Association of Australia. Current driver's licence.

Note: This position is a part-time temporary contract at 26.75 hours per week available for 12 months with a possibility of an extension and future permanency. To complete your application you must prepare responses to the Selection Criteria and current CV. This position may be required to participate in an overtime, on call and/or rotation roster.

Contact Officer: Libby Bancroft (02) 6205 5020

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Allied Health**

**Occupational Therapist**

**Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 18302)**

Gazetted: 12 April 2012

Closing Date: 19 April 2012

The Community Care Occupational Therapy service is a home visiting service which aims to enable adults with physical disabilities to remain living independently and safely in the community. The service is a multidisciplinary team and operates from health centres. The successful applicant will conduct home visits and prescribe modifications and equipment that will promote safety and independence in the performance of daily living skills. The successful applicant,

would have direct supervision from a senior therapist, and would supervise junior staff. The successful applicant would be encouraged to take advantage of the professional development program offered by the Community Care Program.  
Eligibility/Other Requirements: Degree or diploma in Occupational Therapy and eligibility for membership to OT Australia. Current driver's licence.

Note: This position is temporary part-time at 22 hours per week, commencing in April 2012 for 12 months with the possibility of extension. It is a non-rotating position and may be required to participate in an overtime or on call roster. 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: Nicola Cooper (02) 6205 1224

**Canberra Hospital and Health Services  
Surgery and Oral Health  
Dental Health Program**

**Dental Therapist / Oral Health Therapist**

**Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 26598)**

Gazetted: 12 April 2012

Closing Date: 19 April 2012

Health directorate is seeking qualified Dental Therapist to provide dental services to eligible children and youth of the ACT. The successful applicants will also undertake health promotion activities, quality improvement activities and supervision of undergraduate students, HP1, HP2 and support staff.

Eligibility/Other Requirements: An appropriate tertiary qualification in Dental Therapy or equivalent and must possess unconditional registration as a Dental Therapist/Oral Health Therapist by Australian Health Practitioner Regulation Agency (AHPRA), Dental Board of Australia. Applicants must have a minimum of three years paid experience as a Dental Therapist/Oral Health Therapist in the public dental sector. Must be eligible for a radiation licence with ACT Health Radiation Council.

Note: Selection may be based on application and referee reports only and may not require interview. 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: Patricia Mason (02) 6205 1541 or Amanda Blyton (02) 6205 2768

**Strategy and Corporate  
Business and Infrastructure  
Biomedical Support**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 21497)**

Gazetted: 12 April 2012

Closing Date: 19 April 2012

This position will be based at Sterilising Services in Mitchell and the TCH campus as required, reporting directly to the Senior Manager. Applicants should have excellent communication skills, ability to prioritise workloads, provide secretariat support to a number of committees, organise travel and meetings and be a team player. The applicant should have demonstrated experience in any or all areas of Biomedical Support namely Biomedical Clinical Engineering, Medical Physics and Radiation Engineering and Sterilising Services.

Note: This is a full-time temporary position for a period of three months with the possibility of extension. 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: Jeffrey Boundy (02) 6213 3299

**Director General Reports  
Office of Director General  
Internal Audit**

**Audit and Risk Management Support Officer**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 29799)**

Gazetted: 12 April 2012

Closing Date: 26 April 2012

Under the general supervision of the Internal Audit and Risk Manager the Audit and Risk Support Officer will: Support the Internal Audit and Risk Management (IA&RM) team in the timely, effective and efficient delivery of the risk management and audit programs; Build and maintain productive relationships with Health Directorate business units, internal and external stakeholders and represent the team or participate in relevant forums as required. Support the timely receipt of reports from internal and external stakeholders, preparation of IA&RM reports and services to the Audit and Risk Management Committee including meeting minutes. Provide support to the Audit and Risk Management Committee as required; and undertake all other relevant tasks as may be assigned to this position from time to time.

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: Sarwan Kumar (02) 6207 5755

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Child and Adolescent Mental Health  
Administrative Assistant  
Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 28595)**

Gazetted: 12 April 2012

Closing Date: 19 April 2012

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) 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. It is expected that in this position you will provide high level administrative support to the clinical team. This also includes the provision of high quality customer service to the consumers and staff of MHJHADS.

An interesting opportunity is available for an Administrative Service Officer 3 to work within this multidisciplinary team of mental Health Professionals. This temporary position is for five months with the possibility of an extension, and will provide administration and reception support to the CAMHS North team. You will work with the Team Leader to facilitate the administrative and operational aspects of the team. The role includes minute taking, fleet management, data entry, stores management and file preparation. Sound organisational skills and an ability to prioritise workloads are important. The position is based at the Belconnen Health Centre. Applicants are requested to submit their expression of interest in writing. Include a short statement of two pages or less, outlining your interest and suitability for the position; a current CV and; the names and contact details of two work referees. The position will be appointed on the basis of responses to the selection criteria, referee reports and/or interview.

Eligibility/Other Requirements: Medical Terminology would be an advantage. An understanding in dealing with persons affected with Mental Illness. Current driver's licence.

Note: This is a part-time temporary position available from April 2012 to September 2012 with the possibility of extension, working 29:24 hours per week. 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: Monique Fielder (02) 6205 1050

**Canberra Hospital and Health Services  
Capital Region Cancer Services  
Haematology  
Clerical Administrator  
Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 22930)**

Gazetted: 12 April 2012

Closing Date: 19 April 2012

The advertised position is a full time permanent position that is part of a team that provides secretarial and administrative support to specialist and registrars of the Haematology Department. A high level of keyboard skill and competence in and the use of computers and their various applications is essential. A sound knowledge of medical terminology and experience with Dictaphone equipment is essential. Current knowledge of ACTPAS system would be an advantage.

Eligibility/Other Requirements: Holds or is working towards a medical terminology certificate is most desirable and experience of ACTPAS. High degree of competence in the use of computers, computer based applications and Dictaphone equipment.

Note: Applicants will be shortlisted on basis of written application and two referee reports, which should address the selection criteria. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Shortlisted applicants will be required to attend a further assessment. This position attracts a medical typing allowance.

Contact Officer: Rosalba Sipponen (02) 6244 2929

**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)**

**ACT Government Solicitor  
Property and Commercial  
Principal Solicitor  
Legal 2 \$117,119 - \$121,932, Canberra (PN: 18265)**

Gazetted: 11 April 2012

Closing Date: 24 April 2012

The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. The ACTGS seeks a Principal Solicitor with expertise in contract law with a particular emphasis on construction law. The lawyer will be part of a team working on major construction projects for the Territory including reviewing and updating the Territory's contracts and associated delivery documents. The position provides an exciting opportunity to work on a number of high profile projects of significant importance to the Territory and advise government at the most senior levels. Excellent client relationship skills and the ability to assume leadership roles will be important.

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

Note: The position is temporary for an initial 11 months from April 2012 until March 2013 but may be filled on a permanent basis. Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria. An order of merit may be established from this recruitment process and used to fill other vacancies at level.  
Contact Officer: Michael Deasey (02) 6205 3754 michael.deasey@act.gov.au

**ACT Government Solicitor  
Property and Commercial  
Solicitor**

**Legal 1 \$52,575 - \$107,797, Canberra (PN: 46140, several)**

Gazetted: 11 April 2012

Closing Date: 24 April 2012

The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. The ACTGS seeks a Solicitor to work in its commercial contracting and government procurement area. The successful applicant will have the opportunity to work as part of a team on a range of complex and interesting projects of significance for the Territory.

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

Note: This position will be filled on a permanent or temporary basis. Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria. An order of merit may be established from this recruitment process and used to fill other vacancies at level.

Contact Officer: Michael Deasey (02) 6205 3754 michael.deasey@act.gov.au

**Public Advocate of the ACT  
Guardianship**

**Professional Support Officer**

**Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 30447)**

Gazetted: 05 April 2012

Closing Date: 19 April 2012

The Public Advocate of the ACT is looking for an enthusiastic person with a strong customer focus to provide professional support to the Principal Guardian and the Guardianship Team. This successful candidate will join the Team at entry level, however it is anticipated that they will demonstrate the capacity in time to take on further duties and responsibilities. Under supervision, the successful applicant's primary duties will be to perform administrative functions including management and coordination of the flow and filing of legal documents, data base management and recording and collation of statistics; undertake telephone reception, and eventually further client contact via Advice Line and visiting as/when directed; conduct all other professional support tasks and duties required.

Eligibility/Other Requirements: Progress towards an appropriate tertiary degree such as law, social work or psychology will be favourably considered.

Note: This is a temporary position initially available until 27 July 2012 with the possibility of extension or permanency from this selection process. This is a position of trust and applicants must be aware of confidentiality and privacy provisions.

Contact Officer: Marion Pearce (0) 6207 0707 marion.pearce@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](mailto:jobs@act.gov.au)**

**Transport and Infrastructure**

**ACTION**

**Fleet Services**

**Cleaner/Fueller**

**EGSO4.2 - Workshop Staff \$52,255, Canberra (PN: SCP002, several)**

Gazetted: 11 April 2012

Closing Date: 25 April 2012

Under direction of the Workshop Manager and Cleaner/Fueller Supervisor, maintain work standards and ensure the ACTION fleet vehicles are fuelled, cleaned and detailed in accordance with ACTION's standards.

Eligibility/Other Requirements: A background in the cleaning industry, the operation of plant, or a background in heavy vehicle maintenance would be an advantage. The occupant of this position must hold a current motor vehicle license and be able to obtain and hold an ACTION specific yard licence.

Note: The positions are permanent part-time from 25 to 30 hours per week. This position is required to work rotating rostered shifts and weekend overtime.

Contact Officer: Alistair Kirkpatrick (02) 6207 7540 alistair.kirkpatrick@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](mailto:jobs@act.gov.au)**

**Shared Services**

**Procurement**

**Goods and Services**

**Senior Procurement Officer**

**Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 30439)**

Gazetted: 10 April 2012

Closing Date: 30 April 2012

Applications are sought for one or more full-time Senior Procurement Officer roles at the Senior Officer Grade B level working in the Goods and Services Branch of Shared Services Procurement. The successful applicant could work with one of several client focussed sections to provide quality advice and assist in achieving value for money through procurement. Shared Services has a variety of positions to be filled across levels ranging from Procurement Officer (ASO6) through to Senior Procurement Officer roles at (SOGC) or at a more strategic or managerial level (SOGB), enabling remuneration to be matched to your experience and qualifications.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, including Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

Note: A merit list may be created for the filling of future temporary and on-going positions.

Contact Officer: Catriona Vigor (02) 6205 5279 [catriona.vigor@act.gov.au](mailto:catriona.vigor@act.gov.au)

**Shared Services**

**Procurement**

**Goods and Services**

**Senior Procurement Officer**

**Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 03686)**

Gazetted: 10 April 2012

Closing Date: 30 April 2012

Applications are sought for one or more full-time Senior Procurement Officer roles at the Senior Officer Grade C level working in the Goods and Services Branch of Shared Services Procurement. The successful applicant could work with one of several client focussed sections to provide quality advice and assist in achieving value for money through procurement. Shared Services has a variety of positions to be filled across levels ranging from Procurement Officer (ASO6) through to Senior Procurement Officer roles at (SOGC) or at a more strategic or managerial level (SOGB), enabling remuneration to be matched to your experience and qualifications.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, including Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

Note: A merit list may be created for the filling of future temporary and on-going positions.

Contact Officer: Catriona Vigor (02) 6205 5279 [catriona.vigor@act.gov.au](mailto:catriona.vigor@act.gov.au)

**Shared Services**

**Procurement**

**Goods and Services**

**Procurement Officer**

**Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 18345)**

Gazetted: 10 April 2012

Closing Date: 30 April 2012

Applications are sought for one or more full-time Procurement Officer roles at the Administrative Services Officer 6 level working in the Goods and Services Branch of Shared Services Procurement. The successful applicant could work with one of several client focussed sections to provide quality advice and assist in achieving value for money through procurement. Shared Services has a variety of positions to be filled across levels ranging from Procurement Officer (ASO6) through to Senior Procurement Officer roles at (SOGC) or at a more strategic or managerial level (SOGB), enabling remuneration to be matched to your experience and qualifications.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, including Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

Note: A merit list may be created for the filling of future temporary and on-going positions.

Contact Officer: Catriona Vigor (02) 6205 5279 [catriona.vigor@act.gov.au](mailto:catriona.vigor@act.gov.au)

**Shared Services**

**Shared Services ICT**

**Customer Relations/Education and Training ICT**

**Finance and Purchasing Officer**

**Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 05117)**

Gazetted: 11 April 2012

Closing Date: 24 April 2012

Under general direction provide financial, purchasing and administrative support to Education and Training ICT sections including processing schools IT purchasing order requests and maintaining financial and purchasing related documentation. Direct enquiries to appropriate areas and liaise with other sections regarding ICT support and administrative issues including the management of the section's car fleet.

Eligibility/Other Requirements: Current driver's licence is highly desirable or the ability to obtain a driver's licence within a reasonable period.

Contact Officer: Chris McGaghey (02) 6207 6885 [chris.mcgaghey@act.gov.au](mailto:chris.mcgaghey@act.gov.au)

**APPOINTMENTS**

**Canberra Institute of Technology**

**Senior Officer Grade C \$86,750 - \$93,535**

Rebecca Louise Smith 606-56482, Section 68(1), 23 April 2012

**Community Services**

**Administrative Services Officer Class 6 \$68,515 - \$78,705**

Huyen Truong 835-67829, Section 68(1), 23 March 2012

**Administrative Services Officer Class 6 \$68,515 - \$78,705**

Anita Winter 835-67992, Section 68(1), 5 April 2012

**Economic Development**

**Administrative Services Officer Class 6 \$68,515 - \$78,705**

Richard Lindsay Goldsmith 835-69023, Section 68(1), 5 April 2012

**Administrative Services Officer Class 5 \$63,440 - \$67,269**

Yvonne Ong 835-68709, Section 68(1), 11 April 2012

**Professional Officer Class 1 \$47,780 - \$67,031**

Sarah Taylor 827-60643, Section 68(1), 5 April 2012

**Senior Officer Grade B \$102,499 - \$115,387**

Luceille Yeomans 835-68223, Section 68(1), 5 April 2012

**Education and Training**

**School Assistant 2 \$38,098 - \$42,249**

Shannon Melody Matthews 821-04515, Section 68(1), 4 April 2012

**Environment and Sustainable Development**

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

Pamela Kathryn Hubert 835-69488, Section 68(1), 30 April 2012

**Health**

**Senior Specialist, \$185,984**

Suzanne Packer: 829-56099, Section 68(1), 2 April 2012

**Staff Specialist Band 1-5, \$137,660 - \$169,877**

Nahal Payman: 799-68857, Section 68(1), 2 April 2012

**Staff Specialist Band 1-5, \$137,660 - \$169,877**

Katie Morgan: 829-55459, Section 68(1), 2 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Virginia Austin 829-69236, Section 68(1), 12 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Patricia Bromwich 833-45994, Section 68(1), 12 April 2012

**Health Professional Level 2 \$52,574 - \$72,925**

Michaela Bryce 793-99957, Section 68(1), 11 April 2012

**Health Professional Level 2 \$52,574 - \$72,925**

Lynette Chiaruka Van Ash 828-67475, Section 68(1), 10 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Zorica Dimitrijevic 835-68717, Section 68(1), 12 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Mandy Dukoski 825-47437, Section 68(1), 12 April 2012

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

Jennifer Gordon 835-67175, Section 68(1), 26 March 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Danny Grey 833-45302, Section 68(1), 12 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Christopher Hastings 825-47412, Section 68(1), 12 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Esther Khakula 831-22942, Section 68(1), 12 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Roy Machado 827-83183, Section 68(1), 12 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Regina McMaster 827-83140, Section 68(1), 12 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Snezana Milosavljevic 827-83167, Section 68(1), 12 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Salashanmugam Muniandy 821-08524, Section 68(1), 12 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Tracey Newell 835-68733, Section 68(1), 12 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Kim Ovcac 831-24032, Section 68(1), 12 April 2012

**Senior Officer Grade B \$102,499 - \$115,387**

Diana Perriman 831-24825, Section 68(1), 26 April 2012

**Health Service Officer Level 4 \$42,125 - \$43,813**

Stephen Post 833-46313, Section 68(1), 12 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

Keira Rhynehart 820-92921, Section 68(1), 12 April 2012

**Health Service Officer Level 4 \$42,125 - \$43,813**

Blake Schroedl 830-79120, Section 68(1), 12 April 2012

**Health Service Officer Level 2/3 \$38,010 - \$42,197**

George Sebastian 831-51743, Section 68(1), 12 April 2012

**Territory and Municipal Services**

**Administrative Services Officer Class 3 \$51,032 - \$55,076**

Mhairi Mills 835-68602, Section 68(1), 10 April 2012

**Park Ranger 1 \$51,032 - \$55,076**

Craig Wainwright 827-47801, Section 68(1), 5 April 2012

**TRANSFERS**

**Chief Minister and Cabinet**

**Una Popplewell: 827-40992**

From: Administrative Services Officer Class 5 \$63,440 - \$67,269  
Environment and Sustainable Development

To: Administrative Services Officer Class 5 \$63,440 - \$67,269  
Chief Minister and Cabinet, Canberra (PN. 27454) (Gazetted 9 March 2012)

**Justice and Community Safety**

**Ian Roebuck: 827-30524**

From: Ambulance Support Officer 1 \$44,960 - \$47,092

Justice and Community Safety

To: Ambulance Support Officer 1 \$44,960 - \$47,092

Justice and Community Safety, Canberra (PN. 22894) (Gazetted 11 January 2012)

**PROMOTIONS**

**Canberra Institute of Technology**

**Centre**

**Centre for Creative Industries**

**Environmental Design**

**Fiona Catherine Dace-Lynn: 784-5745**

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

Canberra Institute of Technology

To: †Teacher Band 2 \$97,504

Canberra Institute of Technology, Canberra (PN. 51854) (Gazetted 27 February 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.

**Community Services**

**Housing and Community Services**

**Housing ACT**

**Gateway Services**

**Tracey Lestelle Harwood: 778-10941**

From: Administrative Services Officer Class 4 \$56,879 - \$61,756

Community Services

To: †Administrative Services Officer Class 5 \$63,440 - \$67,269

Community Services, Canberra (PN. 26802) (Gazetted 7 November 2011)

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

**Economic Development**

**ACT Gambling and Racing Commission**

**Gaming Regulation**

**Mark McCormick: 820-76016**

From: Technical Officer Level 2 \$50,317 - \$57,912

Health

To: Administrative Services Officer Class 5 \$63,440 - \$67,269

Economic Development, Canberra (PN. 02759) (Gazetted 10 November 2011)

**Health**

**Strategy and Corporate  
Professional Leadership, Research and Education  
Nursing and Midwifery Office**

**Janine Davidson: 771-99089**

From: Registered Nurse Level 1 \$53,688 - \$72,545

Health

To: Registered Nurse Level 2 \$75,514

Health, Canberra (PN. 27840) (Gazetted 1 March 2012)

**Canberra Hospital and Health Services**

**Medicine**

**Infectious Diseases**

**Britt Traviss: 828-65920**

From: Registered Nurse Level 1 \$53,688 - \$72,545

Health

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

Health, Canberra (PN. 15076) (Gazetted 9 February 2012)

**Strategy and Corporate  
Business and Infrastructure**

**Leslie Wagner: 778-36826**

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

Health

To: †Health Professional Level 4 \$83,816 - \$90,372

Health, Canberra (PN. 23843) (Gazetted 16 February 2012)

**Justice and Community Safety**

**Public Trustee ACT**

**Estates/Trusts**

**Zia Khan: 817-46487**

From: Trust Officer Level 2 \$67,845 - \$82,862

Justice and Community Safety

To: †Legal 1 \$52,575 - \$107,797

Justice and Community Safety, Canberra (PN. 12989) (Gazetted 5 March 2012)

**Treasury**

**Shared Services**

**Shared Services ICT**

**Customer Relations/Service Management**

**Michael Crombie: 507-66370**

From: Senior Officer Grade C \$86,750 - \$93,535

Treasury

To: †Senior Officer Grade B \$102,499 - \$115,387

Treasury, Canberra (PN. 23981) (Gazetted 22 February 2012)