



ACT Government Gazette

Gazetted Notices for the week beginning 12 May 2011

VACANCIES

Health Directorate

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>

Deputy Chief Executive The Canberra Hospital and Health Service Capital Region Cancer Service Radiation Oncology Radiation Therapist

Radiation Therapist Grade 4.1 \$96,457 - \$99,669, Canberra (PN: 23755)

Gazetted: 19 May 2011

Closing Date: 2 July 2011

Radiation Oncology at The Canberra Hospital seeks an enthusiastic, responsible and committed Radiation Therapist for permanent full time employment. As part of the Radiation Oncology Team, the successful applicant will have the opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program within a dynamic multidisciplinary environment. The Department is currently equipped with the latest technology including three Varian linear Accelerators, ARIA R & V, dedicated Philips CT Simulator, SXRT, Pinnacle 3D RTTPS and HDR Brachytherapy. Expansion of the Department is planned for the near future including an additional linear accelerator and the introduction of an LDR brachytherapy service. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the Department. In addition the Radiation Oncology Private Practice Trust Fund provides the opportunity to apply for grants for conference attendance and professional development activities.

Eligibility/Other Requirements: An appropriate qualification in Radiation Therapy with current unconditional registration as a Radiation Therapist with the ACT Medical Radiation Science Board. Licensing with the ACT Radiation Council is mandatory.

Note: Selection may be made on application and referee reports only. Applicants will be shortlisted on the basis of written application, which should address the selection criteria. Current curriculum vitae and written referee reports must accompany the application. Commencing salary will be determined based on skills and experience of the successful applicants. Salary packaging with a fringe benefits tax-free threshold is available. Payment of appropriate relocation expenses for permanent successful interstate applicants may be considered.

Contact Officer: Janelle Hawkins (02) 6244 2218

Deputy Chief Executive Strategy and Corporate Human Resource Management Staff Development

Graduate Nurse Program Coordinator

Registered Nurse Level 3.2 \$94,804, Canberra (PN: 23948)

Gazetted: 19 May 2011

Closing Date: 2 June 2011

The Graduate Nurse Program Coordinator facilitates the ACT Health Graduate Nurse Program and is an exciting, challenging position. As the successful applicant you will have an effective leadership style to manage the many challenges in this role. You will have to use a range of processes to make timely decisions using good judgement and involving others appropriately. You will have excellent teaching and educational skills and support learning of graduate nurses and staff. You will also need excellent management and project management skills with the ability to develop plans quickly in response to changing organisational needs. This role requires you to be results orientated and accountable and be able to manage risk, as well as lead and develop a team. You will have excellent communication skills, build partnerships and identify and develop positive working relationships.

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

Contact Officer: Elizabeth Renton (02) 6244 3429

Deputy Chief Executive The Canberra Hospital and Health Service Rehabilitation, Aged and Community Care Walk-in Centre

Advanced Practice Nurse

Registered Nurse Level 3.1 \$83,861-\$87,312, Canberra (PN: 19169)

Gazetted: 19 May 2011

Closing Date: 26 May 2011

A position exists for an advanced practice nurse to provide episodic health care for people with a range of minor illnesses and injuries. The Walk-in Centre is a new initiative of the ACT Government with the aim of providing timely and convenient

access to health care to the ACT Community. The Walk-in Centre advanced practice nurse will work within a collaborative team environment to provide episodic, timely, expert health care for clients presenting with minor illness and injury. Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Post Graduate tertiary nursing qualification in acute and/or primary care relevant to nursing in a Walk-In Centre. Demonstrated extensive clinical experience in a Walk-In Centre or relevant acute and/or primary care area.

Note: This position is part-time hours negotiable.

Contact Officer: Naree Stanton (02) 6174 5675 or Rhonda Maher (02) 6244 2205

**Deputy Chief Executive The Canberra Hospital and Health Service
Mental, Justice, Alcohol and Drug Services
Alcohol and Drug Program
Clinical Supervisor**

Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 28410)

Gazetted: 19 May 2011

Closing Date: 26 May 2011

The Alcohol and Drug program is seeking applications from experienced Health Professional Officer Level 4 counselling staff to fill the vacant role of clinical supervisor.

Eligibility/Other Requirements: Relevant qualifications in social work and eligibility to be a member of the Australian Association for Social Workers or Psychologist with unconditional registration with AHPRA (Australian Health Professionals Registration and Accreditation) Psychologists Board or Health related undergraduate degree with postgraduate diploma in counselling or a related discipline. 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.

Contact Officer: Vera van de Velde (02) 6205 0947

**Deputy Chief Executive Strategy and Corporate
Human Resource Management
Organisational Development
Senior Advisor**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 10824)

Closing Date: 02 June 2011

ACT Health's Human Resource Management Branch is seeking an experienced, talented and people-focused professional to drive business outcomes through a range of organisational development initiatives. You will lead a small team within the Organisational Development Section which is a collaborative, positive and value-adding environment.

Contact Officer: Ric Taylor (02) 6205 1091

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

Aged Care Assessor

Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 03165)

Gazetted: 19 May 2011

Closing Date: 26 May 2011

Applications are sought from suitably qualified Registered Nurses to join the Rehabilitation, Aged and Community Care Aged Care Assessment Team. The Aged Care Assessment Team is responsible for providing assessment services to the Aged Population across the ACT region to facilitate access to care and support services.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Post graduate qualifications or progression towards formal qualifications in Gerontology preferred. Current driver's licence.

Note: This is a permanent position, hours negotiable.

Contact Officer: Athalene Rosborough (02) 6205 1194

**Deputy Chief Executive Canberra Hospital and Health Service
Operational Support
Acute Care**

Speech Pathologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 20838)

Gazetted; 19 May 2011

Closing Date: 02 June 2011

An exciting opportunity exists to join a dynamic team of speech pathologists providing acute services at The Canberra Hospital. The Speech Pathology Department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of The Canberra Hospital and the surrounding community. The Canberra Hospital services the ACT and surrounding south east NSW. The position will have the opportunity to work across a range of adult and paediatric specialist caseloads, supervise staff and students and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership of The Speech Pathology Association of Australia.

Note: This is a temporary position available from July 2011 for a period of 12 months. Please provide two written referee reports with application. This position may be required to participate in an overtime, on call, and/or rotation roster. An

order of merit will be formed from this selection process and may be utilized to fill any future temporary positions which may occur within the following 12 months.

Contact Officer: Margaret Jacobs (02) 6244 2230 margaret.jacobs@act.gov.au

**Deputy Chief Executive Strategy and Corporate
Human Resource Management Branch
Human Resource Management Executive
Senior Medical Recruitment Officer
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 11195)**

Gazetted: 19 May 2011

Closing Date: 26 May 2011

ACT Health has a vacancy for a Recruitment Officer with relevant knowledge and experience in medical recruitment. The position will be responsible for the management of employment contracts for both Senior Medical and Visiting Medical Officers within ACT Health.

Note: Selection may be made on written response to selection criteria and referee reports only.

Contact Officer: Tanya Wheeler (02) 6205 1646

**Deputy Chief Executive Strategy and Corporate
Professional Leadership, Research and Education
Clinical Governance Unit
Manager, Credentialing and Scope of Clinical Practice Team
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 23851)**

Gazetted: 19 May 2011

Closing Date: 26 May 2011

Applications are invited for this challenging position in the Medical and Dental Professional Standards Unit (MDPSU). The duties focus on managing the operations of the credentialing and defining the scope of clinical practice process, and include provision of the secretariat function for the Medical and Dental Appointments Advisory Committee (MDAAC), the peak credentialing and scope of clinical practice committee for medical specialists and dentists seeking an appointment or re-appointment to a public health facility in the ACT.

Contact Officer: Elizabeth O'Leary (02) 6205 2641

**Deputy Chief Executive Strategy and Corporate
Human Resource Management
Human Resource Management Executive Unit
Recruitment Advisor and System Administrator
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 27984)**

Gazetted: 19 May 2011

Closing Date: 26 May 2011

ACT Health is looking for an enthusiastic and motivated person to join the HR Operations team. The main focus of this position is to provide systems administration support on ACT Health's eRecruitment system.

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

Contact Officer: Emma Georgiou (02) 6205 1517

**Deputy Chief Executive Strategy and Corporate
Performance and Innovation
ISB Data Management
Information Support Officer
Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 29719)**

Gazetted: 19 May 2011

Closing Date: 26 May 2011

Information Management Section (IMS) is responsible for management of ACT Health data and information resources, including provision of data for business, planning and research. This position carries out regular data processing and assists the management of ACT Health data collections in accordance with processing standards, organisational goals and national requirements. The position would suit a person with experience in data management or reporting and a capacity to develop their technical skills in this environment.

Eligibility/Other Requirements: Tertiary qualification in a relevant field is desirable.

Contact Officer: David Morley (02) 6205 2282

**Office of the Chief Executive
Population Health
Health Protection Service
Policy Officer
Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 11195)**

Gazetted: 19 May 2011

Closing Date: 02 June 2011

The Environmental Health Project Team, Health Protection Service is looking for an appropriately skilled officer to work in a small, highly motivated team with a diverse range of responsibilities. Are you someone interested in working in public health for a branch that manages risks and implement strategies for the prevention of and timely response to public health events? The ability to prepare ministerial briefs, correspondence and other high level documents is essential, as is the

capacity to provide professional advice and prepare reports and submissions on public health related legislation and policies.

Eligibility/Other Requirements: Experience in public health policy would be an advantage.

Note: The position is located in Holder, Weston Creek.

Contact Officer: Nicola Clark (02) 6205 1720

Deputy Chief Executive Strategy and Corporate

Human Resource Management

Organisational Development

Administrative Services Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 27627)

Gazetted: 19 May 2011

Closing Date: 26 May 2011

ACT Health's Human Resource Management Branch is seeking an effective team member with knowledge of human resources to contribute to a range of organisational development initiatives. You will provide strong support for programs and projects within the Organisational Development Section which is a collaborative, positive and value-adding environment.

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

Contact Officer: Ric Taylor (02) 6205 1091

Deputy Chief Executive Strategy and Corporate

Human Resource Management

Human Resource Management Executive Unit

Executive Assistant

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 16778)

Gazetted: 19 May 2011

Closing Date: 26 May 2011

ACT Health is looking for a motivated and energetic person to join the Executive Team within Human Resource Management. The main responsibility of this position is to provide executive support to the Executive Director.

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

Contact Officer: Tanya Wheeler (02) 6205 1646

Deputy Chief Executive Strategy and Corporate

Professional Leadership, Research and Education

Clinical Governance Unit

Administrative Assistant

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

Gazetted: 19 May 2011

Closing Date: 26 May 2011

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

Contact Officer: Elizabeth O'Leary (02) 6205 2641

Deputy Chief Executive The Canberra Hospital and Health Service

Capital Region Cancer Service

Radiation Oncology

Radiation Therapist

Radiation Therapist Grade 2 \$53,020 - \$74,029, Canberra (PN: 12116, several)

Gazetted: 19 May 2011

Closing Date: 26 May 2011

The Capital Region Cancer Service seeks enthusiastic, responsible and committed Radiation Therapists for permanent full time and temporary full time employment at the Canberra Hospital. As part of the Radiation Oncology team, you will have the opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program within a dynamic multidisciplinary environment. The Department is currently equipped with the latest technology including three Varian Linear Accelerators, ARIA R&V, dedicated CT Simulator, SXRT, Pinnacle 3D RTPPS and HDR brachytherapy. Expansion of the Department is underway with the purchase of an additional linear accelerator with stereotactic capabilities, a replacement linear accelerator, an additional CT Simulator as well as the introduction of an LDR brachytherapy service. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the Department. In addition the Radiation Oncology Private Practice Trust Fund provides the opportunity to apply for grants for conference attendance and educational activities.

Eligibility/Other Requirements: An appropriate qualification in Radiation Therapy and unconditional registration with the ACT Medical Radiation Science Registration Board. Applicants will also require a licence to practice within the ACT.

Note: Selection may be made on application and referee reports only. Applicants will be shortlisted on the basis of written application, which should address the selection criteria. Current curriculum vitae and written referee reports must accompany the application. Commencing salary will be determined based on skills and experience of the successful applicants. Salary packaging with a fringe benefits tax-free threshold is available. Payment of appropriate relocation expenses for successful interstate applicants may be considered.

Contact Officer: Kate Francis (02) 6244 2218

**Deputy Chief Executive The Canberra Hospital and Health Service
Capital Region Cancer Service
Radiation Oncology
Radiation Therapist
Radiation Therapist Grade 2 \$53,020 - \$74,029, Canberra (PN: 23751, several)**

Gazetted: 19 May 2011

Closing Date: 2 June 2011

Radiation Oncology at The Canberra Hospital seeks an enthusiastic, responsible and committed Radiation Therapist for permanent full time employment. As part of the Radiation Oncology Team, the successful applicant will have the opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program within a dynamic multidisciplinary environment. The Department is currently equipped with the latest technology including three Varian linear Accelerators, ARIA R & V, dedicated Philips CT Simulator, SXRT, Pinnacle 3D RTTPS and HDR Brachytherapy. Expansion of the Department is planned for the near future including an additional linear accelerator and the introduction of an LDR brachytherapy service. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the Department. In addition the Radiation Oncology Private Practice Trust Fund provides the opportunity to apply for grants for conference attendance and professional development activities. Eligibility/Other Requirements: An appropriate qualification in Radiation Therapy with current unconditional registration as a Radiation Therapist with the ACT Medical Radiation Science Board. Licensing with the ACT Radiation Council is mandatory.

Note: Selection may be made on application and referee reports only. Applicants will be shortlisted on the basis of written application, which should address the selection criteria. Current curriculum vitae and written referee reports must accompany the application. Commencing salary will be determined based on skills and experience of the successful applicants. Salary packaging with a fringe benefits tax-free threshold is available. Payment of appropriate relocation expenses for permanent successful interstate applicants may be considered.

Contact Officer: Janelle Hawkins (02) 6244 2218

**Deputy Chief Executive Strategy and Corporate
Human Resource Management
HRM Executive Unit
Recruitment Support Officer
Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 25153, expected vacancy)**

Gazetted: 19 May 2011

Closing Date: 26 May 2011

Human Resource Management Unit is looking for enthusiastic and customer focussed person to join the HR Operations team. The successful applicant will undertake routine tasks related to recruitment activities for ACT Health staff.

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

Contact Officer: Emma Georgiou (02) 6205 1517

**Deputy Chief Executive The Canberra Hospital and Health Service
Critical Care and Diagnostics
Medical Imaging
Administration Officer
Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 10892, several)**

Gazetted: 19 May 2011

Closing Date: 26 May 2011

Under general direction provide reception and clerical services to patients attending the section. Schedule appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action. Retrieve files from our offsite storage.

Eligibility/Other Requirements: Knowledge of Medical Terminology highly desirable. Current driver's licence.

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

Contact Officer: Jeannie Dumbrell (02) 6244 2159

**Deputy Chief Executive The Canberra Hospital and Health Service
Operational Support
Nursing Administration
Enrolled Nurses, Graduate Program
Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 23421, several)**

Gazetted: 19 May 2011

Closing Date: 13 June 2011

ACT Health invites applications for employment from Diploma in Nursing Graduates and Enrolled Nurses (medication endorsed) for the Enrolled Nurse Graduate Program September 2011 intake. ACT Health offers a twelve-month, structured program that provides a supportive framework for Enrolled Nurses during their first year of clinical practice. Full-time or part-time employment will be offered with a minimum of seven shifts per fortnight during the graduate year to assist Enrolled Nurse Graduates with transition into the workforce. The Enrolled Nurse Graduate Program will provide participants with support and dynamic learning opportunities that are offered through the diversity of services available within ACT Health. The twelve-month program will generally incorporate two rotations throughout clinical areas or as a speciality stream across ACT Health. Enrolled Nurse Graduates are offered permanent employment in ACT Health with a

probation period on commencement. ACT Health recognises that support and the opportunity to learn is essential to the personal and professional development of all staff, including Graduate Nurses. The professional development of the Enrolled Nurse Graduate is enhanced by a supportive learning culture, which includes: The Enrolled Nurse Clinical Development Nurses are rostered on seven days a week to work exclusively with the Enrolled Nurse Graduates and provide clinical support, education, feedback and conduct competency based assessments for graduates; and Specialty based Clinical Development Nurses are located in most clinical areas across ACT Health being able to provide speciality advice and support for all nursing/midwifery staff.

Eligibility/Other Requirements: Applicants must be Australian Citizens or Permanent Residents. Eligible for registration as an Enrolled Nurse (prior to July 2010 known as an Endorsed Enrolled Nurse) with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: To graduate from the program participants must complete all elements of the program. Applicants must also submit Curriculum Vitae including two written professional references using the referee template available online. Employment decisions will be based on application, interview and referee reports. ACT Health requires applicants to provide written responses to the following Selection Criteria as part of the application. Please be advised that incomplete or late applications will not be considered.

Contact Officer: Maxine Jordan (02) 6244 3382 maxine.jordan@act.gov.au

**Deputy Chief Executive Strategy and Corporate
Human Resource Management
Refresher Program**

Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 03226, several)

Gazetted: 19 May 2011

Closing Date: 26 May 2011

Are you an Enrolled Nurse who has not practiced in the clinical environment for up to 10 years? Would you be interested in returning to a nursing environment?

The ACT Health Enrolled Nurse Refresher Program accredited with the Nursing and Midwifery Board of Australia offers an opportunity for you to update your nursing knowledge and clinical skills in a supportive program designed to facilitate your return to acute care practice.

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

Note: Temporary vacancies available from the 31 August to 18 November 2011. Positions can be filled part-time or full time.

Contact Officer: Terri Conley (02) 6205 0231 Terri.Conley@act.gov.au

**Deputy Chief Executive Canberra Hospital and Health Service
Mental, Justice, Alcohol and Drugs
Access and Acute Mental Health
Mental Health Nurse**

Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 11061, several)

Gazetted: 19 May 2011

Closing Date: 26 May 2011

Enrolled nursing positions exist in an exciting busy mental health in-patient unit patient. This is an excellent opportunity for enrolled nurses with an interest in mental health to work in a unit that is moving towards a recovery focus. Successful applicants will be provided with full support and clinical supervision.

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

Contact Officer: Wendy Kipling (02) 6244 3223

**Deputy Chief Executive Strategy and Corporate
E-Health and Clinic Records
Clinical Records**

Evening Receptionist

Administrative Services Officer Class 2/3 \$43,289 - \$53,214, Canberra (PN: 25119)

Gazetted: 19 May 2011

Closing Date: 26 May 2011

The Clinical Records Service based at the Canberra Hospital is seeking the services of an enthusiastic person to fill the role of Evening Receptionist. This is a key position within the department being the first point of contact for incoming phone calls and visitors. The successful candidate will be required to perform general reception duties for the department including: handling enquiries from hospital staff, GPs and the general public; preparing and faxing discharge referrals to GPs; following up and tracking outstanding medical records; and other related reception and department duties.

Note: This is a temporary position for 12 months, with the possibility of extension. Please ensure you submit a completed application addressing the selection criteria, your CV and two written referee reports. The evening receptionist shift is from 3:00pm to 10:51pm Monday – Friday.

Contact Officer: Heather Byrne (02) 6244 3663

Calvary Health Care ACT (Public)

**Corporate Services
Information Communications & Technology**

ACTPAS

ACTPAS Project Officer

Administrative Service Officer Level 4 \$54,956 - \$59,668, Canberra (PN: 7639)

Gazetted: 12 May 2011

Closing Date: 27 May 2011

This position is for a period of up to fourteen months as part of the ACTPAS Project Team delivering the implementation of patient administration software application solutions. The successful candidate will be part of a friendly dynamic project team and needs to have the ability to communicate well, organise and prioritise administrative and project support work with little supervision and provide great customer service. Experience in formal minute taking is essential. Excel experience would be an advantage.

Contact Officer: Trevor Carr (02) 6201 6018 trevor.carr@calvary-act.com.au Applications can be forwarded to: www.calvarycare.org.au

Chief Minister and Cabinet Directorate

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 Long Service Leave Authority

Compliance

Compliance Manager

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 55827)

Gazetted: 16 May 2011

Closing Date: 30 May 2011

The Authority is seeking a compliance officer to manage a small compliance team to ensure that the statutory functions of inspector are performed under the *Long Service Leave (Portable Schemes) Act 2009*. The successful officer will have excellent analytical, research, project management, liaison and conflict resolution skills.

Eligibility/Other Requirements: Current drivers licence.

Contact Officer: Goran Josipovic (02) 6247 3900 gjosipovic@actslb.act.gov.au

ACT Long Service Leave Authority

Client Service and Administrative Support Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 19007)

Gazetted: 17 May 2011

Closing Date: 31 May 2011

The ACT Long Service Leave Authority is seeking a highly motivated individual with excellent time management and organisational skills. This position will undertake administrative duties including processing long service leave applications, levy payments, claims and queries. The successful applicant will be able to work as part of a team, and will possess excellent skills in customer service.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Goran Josipovic (02) 6247 3900 pcollins@actslb.act.gov.au

ACT Long Service Leave Authority

Personal Assistant

Personal Assistant /Client Service Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 15424)

Gazetted: 16 May 2011

Closing Date: 30 May 2011

The Personal Assistant to Chief Executive Officer of the Authority to undertake a range of administrative tasks, including: meeting secretariat for the governing Boards of the Authority; maintaining electronic and physical records and files; and responding telephone and counter inquiries and preparing correspondence. The successful applicant will be able to work as part of a team, and will possess excellent skills in customer service.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Phil Collins (02) 6247 3900 pcollins@actslb.act.gov.au

Community Services Directorate

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

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

Office for Children, Youth and Family Support

Strategy and Purchasing

Purchasing, Data and Information

Senior Program Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 23732)

Gazetted: 18 May 2011

Closing Date: 14 June 2011

The Office for Children, Youth and Family Support is seeking a dynamic and self motivated person to fill the position of Senior Program Officer who will be jointly responsible for the management of data for the Office for Children, Youth and

Family Support, in particular Care and Protection. The person we are seeking must have the demonstrated ability to manage the maintenance of data quality and integrity in a customised live, multi-user environment.

Eligibility/Other Requirements: A knowledge and understanding of the roles and responsibilities of statutory child protection would be an advantage.

Note: This is a temporary position available for a period of 12 months. Selection may be based on written application and referee reports only. Please ensure all necessary attachments are lodged with your application.

Contact Officer: Lisa Gooley (02) 6207 1036 lisa.gooley@act.gov.au

Canberra Institute of Technology

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

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

Centres

Marketing and National Positioning Centre

Marketing Manager

Senior Public Affairs Officer Class 1 \$111,485, Canberra (PN: 55938)

Closing Date: TBA

The Canberra Institute of Technology (CIT) Marketing and National Positioning Centre is seeking suitable applicants for the position of Marketing Manager. The Marketing Manager is responsible for marketing planning and delivery for CIT to meet client service outcomes by providing leadership on marketing communication activities, developing and implementing annual marketing plans and strategies, leading a team of marketing and communication client account officers, managing external supplier and client relationships, managing marketing projects, representing marketing on key internal forums and promoting CIT nationally.

Eligibility/Other Requirements: A Degree in marketing, public relations, communication and media. Three to five years experience in a marketing role in education, industry or government.

Contact Officer: Shane Kay (02) 6207 3133 shane.kay@cit.edu.au

Centres

Central Support Centre

Financial Accountant

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 23842)

Gazetted: 13 May 2011

Closing Date: 20 May 2011

The Canberra Institute of Technology requires a proactive and enthusiastic client focused financial accountant with demonstrated skills and expertise in all or most of the following functional work area's; financial statement preparation, financial management and reporting, general ledger management and maintenance, cash and banking management, purchasing and procurement, asset and taxation management. The position requires strong team management, supervisory and mentoring skills and the ability to support business centres in the delivery of high quality work outcomes.

Eligibility/Other Requirements: Qualifications in accounting or finance or working towards completion would be highly desirable.

Note: This position is temporary for the period asap for up to 12 months.

Contact Officer: Paul Heinemann (02) 6207 3363 paul.heinemann@cit.edu.au

Centres

Central Support Centre

Finance Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 11828)

Gazetted: 16 May 2011

Closing Date: 30 May 2011

The CIT requires a proactive and enthusiastic client focused finance officer with demonstrated skills and expertise in all or most of the following functional work area's; budget development and monitoring, financial reporting and analysis, purchasing and procurement, general ledger and account maintenance, asset and taxation duties and cash and banking management. The position requires strong team skills and the ability to support business centres in the delivery of high quality work outcomes.

Eligibility/Other Requirements: Qualifications in accounting or finance or working towards completion would be highly desirable.

Contact Officer: Paul Heinemann (02) 6207 3363 paul.heinemann@cit.edu.au

Centres

Central Support Centre

Financial Accountant

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 23842)

Gazetted: 13 May 2011

Closing Date: 20 May 2011

The Canberra Institute of Technology requires a proactive and enthusiastic client focused financial accountant with demonstrated skills and expertise in all or most of the following functional work area's; financial statement preparation, financial management and reporting, general ledger management and maintenance, cash and banking management,

purchasing and procurement, asset and taxation management. The position requires strong team management, supervisory and mentoring skills and the ability to support business centres in the delivery of high quality work outcomes. Eligibility/Other Requirements: Qualifications in accounting or finance or working towards completion would be highly desirable.

Note: This position is temporary for the period asap for up to 12 months.

Contact Officer: Paul Heinemann (02) 6207 3363 paul.heinemann@cit.edu.au

Centres

Central Support Centre

Finance Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 11828)

Gazetted: 16 May 2011

Closing Date: 30 May 2011

The CIT requires a proactive and enthusiastic client focused finance officer with demonstrated skills and expertise in all or most of the following functional work area's; budget development and monitoring, financial reporting and analysis, purchasing and procurement, general ledger and account maintenance, asset and taxation duties and cash and banking management. The position requires strong team skills and the ability to support business centres in the delivery of high quality work outcomes.

Eligibility/Other Requirements: Qualifications in accounting or finance or working towards completion would be highly desirable.

Contact Officer: Paul Heinemann (02) 6207 3363 paul.heinemann@cit.edu.au

Education and Training Directorate

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

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

School Improvement

Belconnen Network

Evatt Primary School

Principal (Category 3)

School Leader A \$104,283 - \$142,362, Canberra (PN: 31764)

Gazetted: 12 May 2011

Closing Date: 23 May 2011

Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification is essential.

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Linda Baird (02) 6205 5479 linda.baird@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.

School Improvement

Belconnen Network

Maribyrnong Primary School

Principal (Category 3)

School Leader A \$104,283 - \$142,362, Canberra (PN: 04139)

Gazetted: 12 May 2011

Closing Date: 23 May 2011

Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Linda Baird (02) 6205 5479 linda.baird@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.

School Improvement

North/Gungahlin Network

Black Mountain School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 04051)

Gazetted: 13 May 2011

Closing Date: 30 May 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Teaching Staff Enterprise Agreement are eligible to apply. Contact Officer: Frank Fogliati (02) 6205 6377 frank.fogliati@ed.act.edu.au

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

**School Improvement
Aboriginal and Torres Strait Islander Education and Student Support
Student Wellbeing and Behaviour Support
Deputy Principal**

School Leader B \$98,077, Canberra (PN: 33760)

Gazetted: 12 May 2011

Closing Date: 23 May 2011

This position will support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Note: Only ACT Department of Education and Training permanent school leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: David Bromhead (02) 6205 7170 david.bromhead@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.

**School Improvement
North/Gungahlin Network
Gold Creek School
Deputy Principal**

School Leader B \$98,077, Canberra (PN: 23497)

Gazetted: 12 May 2011

Closing Date: 23 May 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Teaching Staff Enterprise Agreement are eligible to apply.

Contact Officer: Sue Jose (02) 6205 1814 sue.jose@ed.act.edu.au

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

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

School Leader B \$98,077, Canberra (PN: 04142)

Gazetted: 12 May 2011

Closing Date: 23 May 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Denis Dickinson (02) 6205 5811 denis.dickinson@ed.act.edu.au

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

**School Improvement
South/Weston Network
Chapman Primary School
Executive Teacher**

School Leader C \$91,769, Canberra (PN: 02223)

Gazetted: 13 May 2011

Closing Date: 24 May 2011

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

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Anne Simpson (02) 6205 7300 anne.simpson@ed.act.edu.au

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

School Improvement

South/ Weston Network

Canberra College

Executive Teacher, Mathematics

School Leader C \$91,769, Canberra (PN: 02727)

Gazetted: 12 May 2011

Closing Date: 23 May 2011

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

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Simon Vaughan (02) 6205 5777 simon.vaughan@ed.act.edu.au

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

School Improvement

North Canberra/Gungahlin

Charnwood-Dunlop School

Executive Teacher

School Leader C \$91,769, Canberra (PN: 17253)

Gazetted: 12 May 2011

Closing Date: 23 May 2011

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

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Teaching Staff Enterprise Agreement are eligible to apply.

Contact Officer: Frances Dowling (02) 6205 7322 frances.dowling@ed.act.edu.au

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

School Improvement

South/Weston Network

Garran Primary School

Team Leader

School Leader C \$91,769, Canberra (PN: 03624)

Gazetted: 12 May 2011

Closing Date: 23 May 2011

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

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Teaching Staff Enterprise Agreement are eligible to apply.

Contact Officer: Wayne Prowse (02) 6205 5844 wayne.prowse@ed.act.edu.au

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

School Improvement

South/Weston Network

Stromlo High School

Executive Teacher - English

School Leader C \$91,769, Canberra (PN: 02263)

Gazetted: 12 May 2011

Closing Date: 23 May 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan specifically in the English learning area and school events and promotions. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students. Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Cecily Blake (02) 6205 6166 cecily.blake@ed.act.edu.au

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

Strategy and Coordination

Governance

Corporate Planning and Review

Assistant Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 00266)

Gazetted: 13 May 2011

Closing Date: 23 May 2011

Analyse, report and provide advice on complex governance and corporate planning issues. Manage departmental policies processes, oversee applications for overseas excursions, manage school board election processes and represent the Department in appropriate forums.

Eligibility/Other Requirements: Tertiary qualifications highly desirable.

Note: This position is temporary for the period 1 July 2011 to 31 June 2012.

Contact Officer: Robyn Lewis (02) 6205 9185 robyn.lewis@act.gov.au

School Improvement

North/Gunghalin Network

Majura Primary School

Learning Support Assistant

School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 23921)

Gazetted: 17 May 2011

Closing Date: 31 May 2011

This position is to support a student with complex special needs in a mainstream primary school.

Eligibility/Other Requirements: Experience and knowledge of Special Education, first aid qualification, or willingness to undertake appropriate training desirable.

Contact Officer: Coralie McAlister (02) 6205 5711 coralie.mcalister@ed.act.edu.au

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

School Improvement

Belconnen Network

Canberra High School

School Secretary

School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 00905)

Gazetted: 13 May 2011

Closing Date: 27 May 2011

Canberra High School is seeking a motivated person to provide administrative and secretarial support to the Principal and staff throughout the school.

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

Contact Officer: Kris Garry (02) 6205 7005 kris.garry@ed.act.edu.au

School Improvement

South/Weston Network

Hughes Primary School

Learning Support Assistant

School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 01709)

Gazetted: 13 May 2011

Closing Date: 27 May 2011

Hughes Primary School is seeking a highly motivated person to provide high-level personal and educational support to students with special needs and severe disabilities. May be responsible for the physical well being of a student or groups of students.

Eligibility/Other Requirements: First Aid, Epi-pen qualifications and Certificate III in Disability or willingness to undertake training desirable.

Contact Officer: Gaye Broad (02) 6205 5661 gaye.broad@ed.act.edu.au

School Improvement

**Belconnen Network
Kingsford Smith School
School Secretary
School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 15576, several)**

Gazetted: 18 May 2011

Closing Date: 1 June 2011

Kingsford Smith School is seeking highly motivated people to provide administrative and secretarial support to the Principal and staff throughout the school.

Eligibility/Other Requirements: First Aid qualification or willingness to undertake appropriate training desirable.

Contact Officer: Frances Bruce (02) 6207 4455 frances.bruce@ed.act.edu.au

Economic Development Directorate

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

Events

Territory Venues and Events

Canberra Stadium

Venue Administration Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 11743)

Gazetted: 18 May 2011

Closing Date: 25 May 2011

A position exists for an experienced and enthusiastic person to join the dynamic Territory Venues and Events (TVE) team in the role of Venue Administration Officer. TVE manages Canberra Stadium, Manuka Oval and Stromlo Forest Park. As the Venue Administration Officer you will be responsible for general reception, finance and administrative duties, as well as managing the event bookings for Stromlo Forest Park. You will possess a strong work ethic and display high customer service skills.

Eligibility/Other Requirements: Knowledge and/or experience in EXO Finance System and Events Perfect. Class C driver's licence essential. Current RSA Certificate highly desirable.

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

Contact Officer: Jacqui Stenhouse (02) 6256 6703 j.stenhouse@canberrastadium.com

Environment and Sustainable Development Directorate

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

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

Office of Chief Executive

Climate Change and Natural Environment

Sustainability Programs

Assist Program Manager Outreach Unit

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 21196)

Gazetted: 12 May 2011

Closing Date: 26 May 2011

The Department is seeking a highly motivated person for the position of Assistant Program Manager for the Outreach Unit that implements an energy and water efficiency program for low income households. The Assistant Program Manager will work with the manager of the Unit across all aspects of program delivery including planning and development, contract negotiation and management, budgeting and financial management, monitoring and evaluation, and stakeholder relations.

Eligibility/Other Requirements: Experience in the delivery of environmental sustainability programs and in working with community service sector organisations and external program delivery agents is essential.

Note: This is a temporary position available for three years, from 1 July 2011 to 30 June 2014.

Contact Officer: Warren Geeves (02) 6205 4314 warren.geeves@act.gov.au

Planning Services

Development Policy

Planning Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 15224)

Gazetted: 19 May 2011

Closing Date: 06 June 2011

The Territory Plan Section is seeking a motivated person with planning expertise to provide policy research and advice and to prepare draft variations to the Territory Plan. The person should be able to demonstrate excellent research ability, coupled with a sound understanding of the ACT or other planning system. The applicant should possess project management and problem solving skills, be able to exercise sound judgement and to meet tight timeframes. The person should have superior communication skills.

Eligibility/Other Requirements: It is desirable that the applicant has a tertiary qualification in urban planning, geography, architecture, social sciences or a related discipline and/or significant work experience in urban planning or a related field.

Contact Officer: Sonya Moser (02) 6207 2435 sonya.moser@act.gov.au

Justice and Community Safety Directorate

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
Governance**

Governance and Business Improvement

Internal Audit Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 42911)

Gazetted: 18 May 2011

Closing Date: 25 May 2011

Under the limited direction of Manager Governance and Business Improvement undertake audits in accordance with the Department's Audit Plan and charter as directed by the Audit Committee of the Board of Management. Develop audit plans in relation to complex audits and assist in the development of the more complex audit tasks. Monitor and review the effectiveness of current risk assessment and fraud control policy and procedures. Develop and implement appropriate staff training and development strategies for activities associated with risk assessment and fraud prevention. Assist in detailed planning in relation to the development of audit strategies and assist in determining the audit coverage and coordination of work performed. Develop, implement and evaluate education and awareness raising policies and programs to help improve standards of accountability and prevent fraud on the department. Maintain records in accordance with the *Territory Records Act 2002*

Eligibility/Other Requirements: Project and/or Risk Management qualification/experience would be an advantage.

Note: This is a temporary position available asap for a period of 6-12 months, with a possibility of permanent filling from this process.

Contact Officer: Lisa Jackson (02) 6207 5066 lisa.jackson@act.gov.au

Director of Public Prosecutions

Administrative Support

Corporate

Assistant Paralegal Manager

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 04334)

Gazetted: 12 May 2011

Closing Date: 26 May 2011

The successful applicant will be required to provide admin assistance in the preparation of matters for prosecution in the Magistrates and Supreme Courts, attend court to assist legal staff and undertake research and analysis tasks, and assist the Paralegal Manager as the Assistant Paralegal Manager in the provision of quality legal support services within the Office, including assisting with the supervision of staff.

Eligibility/Other Requirements: An understanding of the legal process would be an advantage. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Susan Little (02) 6207 5399 susan.little@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.

Director of Public Prosecutions

Administrative Support

Corporate

Paralegal

Paralegal Grade 3 \$56,700 - \$59,668, Canberra (PN: 23886)

Gazetted: 12 May 2011

Closing Date: 26 May 2011

The successful applicant will be required to provide administrative assistance in the preparation of matters for prosecution in the Magistrates and Supreme Courts, and attend court to assist legal staff and undertake research and analysis.

Eligibility/Other Requirements: An understanding of the legal process would be an advantage. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Susan Little (02) 6207 5399 susan.little@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.

Director of Public Prosecutions

Corporate

Paralegal Grade 2

Paralegal Grade 2 \$50,588 - \$54,956, Canberra (PN: 08217)

Gazetted: 16 May 2011

Closing Date: 30 May 2011

The successful applicant will be responsible for providing administrative support services to the legal staff in the preparation of matters for prosecution in the Magistrates and Supreme Courts.

Eligibility/Other Requirements: An understanding of the legal process would be an advantage. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Susan Little (02) 6207 5399 susan.little@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.

Corporate

Capital Works and Infrastructure

Infrastructure

Operations Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 43784)

Gazetted: 18 May 2011

Closing Date: 1 June 2011

An exciting opportunity exists to join the Capital Works and Infrastructure Unit, of JACS, Corporate. The Unit is seeking applications for an Operations Officer to act as a site contact, facilitating the engagement of established appropriate external service providers relating to a range of facilities maintenance, property related services and contracts and carrying out inspections for quality assurance purposes. Applicants should be motivated, committed to achieving outcomes and have demonstrated experience in a Capital Works and Infrastructure environment.

Eligibility/Other Requirements: ACT Driver's licence essential.

Contact Officer: Kendall Lewer (02) 6207 8380 kendall.lewer@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 Regulatory Services

Compliance - Parking Review

Parking Review Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 11968)

Gazetted: 12 May 2011

Closing Date: 26 May 2011

Receipt, investigate and respond to correspondence. Answer phone and counter enquiries from clients regarding their rights and responsibilities concerning infringements. Assess and process disputes of infringement notices in accordance with guidelines, legislation and discretionary powers. Efficiently maintain, update and operate office systems. Assist senior members with other work in the unit to ensure the objectives of the unit are achieved. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A current driver's licence is essential. The ability to deal with clients in a range of circumstances, often difficult is highly desirable.

Note: Please note, this is not a shopfront role.

Contact Officer: Gregory Mirenda (02) 6207 7167 gregory.mirenda@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.

Law Courts and Tribunals Administration

Registry

Registry Support Officer

Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 43779, several)

Gazetted: 13 May 2011

Closing Date: 31 May 2011

We are seeking persons with a mature approach, well developed communication skills, the ability to work well within a changing team and the capacity to work with people from diverse backgrounds to undertake the role of Registry Support Officers in the Law Courts and Tribunal Administration. The successful applicants will assist Team Leaders in performing administrative registry duties, providing procedural advice to clients and relevant agencies and processing applications and court documents when received, as well as acting as an associate in Court when required.

Note: Successful applicants may be placed in any vacant Registry Support Officer position and will be rotated throughout the business units, as required.

Contact Officer: Judy Talevich (02) 6207 1319 judy.talevich@act.gov.au

Director of Public Prosecutions

Corporate

Paralegal 1

Paralegal Grade 1 \$43,289 - \$48,003, Canberra (PN: 43748)

Gazetted: 18 May 2011

Closing Date: 1 June 2011

The successful applicant will be responsible for providing administrative support services to legal staff in the preparation of matters for prosecution in the Magistrates and Supreme Courts.

Eligibility/Other Requirements: An understanding of the legal process would be an advantage. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Susan Little (02) 6207 5399 susan.little@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.

Territory and Municipal Services Directorate

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

Transport and Infrastructure

Transport Planning

Public Transport Development

Public Transport Program Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 19957)

Gazetted: 12 May 2011

Closing Date: 27 May 2011

The position reports to the senior manager, Public Transport Development and under limited direction: Lead public transport project development, service design and optimisation by collaborating and consulting with internal and external stakeholders. Manage and/or undertake public transport network optimisation. Prepare high level submissions, briefs and budget proposals. Liaise effectively with Government agencies, stakeholders and with community groups on program related issues. Undertake other duties as directed.

Eligibility/Other Requirements: A degree (or other equivalent qualification) or extensive experience relevant to the functional roles and responsibilities.

Contact Officer: Bronwen Duke (02) 6207 5763 bronwen.duke@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.

Transport and Infrastructure Division

Transport Regulation

Public Transport Regulation

Administrative Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 23604)

Gazetted: 13 May 2011

Closing Date: 27 May 2011

Transport Regulation is seeking applications from suitably qualified people to join its team. The team plays a key role in the ACT, developing policy and legislation and advising the Government on public transport and national road reform, as well as regulating public passenger transport, driver competency, vehicle standards, parking practices and heavy vehicles. The successful applicant will assist to implement a range of important ACT public transport issues. The successful applicant will be required to prepare reports, submissions and briefings and to manage and review transport related projects. Applicants must possess well developed communication and project management skills and be able to manage workloads to meet competing priorities. They will be required to liaise with service providers, other areas of government and members of the community about public transport regulatory matters.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline or relevant experience is desirable.

Contact Officer: Kerry Bell (02) 6207 6185 kerry.bell@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.

Land Management and Planning

Parks and Conservation Service

Tidbinbilla

Hospitality Manager

General Service Officer Level 7 \$48,615 - \$51,449, Canberra (PN: 10519)

Gazetted: 13 May 2011

Closing Date: 27 May 2011

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

Eligibility/Other Requirements: Current driver's licence and ability to undertake the physical requirements of the tasks in the duty statement.

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

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

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

Land Management and Planning

Parks and Conservation Service

Tidbinbilla

Cook

General Service Officer Level 3/4 \$38,248 - \$41,947, Canberra (PN: C08796, several)

Gazetted: 16 May 2011

Closing Date: 30 May 2011

Seeking cooks to undertake food handling, preparation, serving and storage in accordance with safe food handling practices. Under the direction of the Hospitality Manager, operate a commercial kitchen, undertake basic housekeeping and administrative tasks associated with residential facility operations.

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

Note: These positions will be offered on a casual basis for a period of two years, commencing in July 2011. Hours will be determined by a roster in accordance with bookings received. Officers must be prepared to work weekends and public holidays if required.

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

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

**Land Management and Planning
Parks and Conservation Service
Tidbinbilla**

Kitchen Hand

General Service Officer Level 2 \$36,052 - \$37,436, Canberra (PN: C08794, several)

Gazetted: 13 May 2011

Closing Date: 27 May 2011

Seeking kitchen hands to undertake basic food preparation, serving and storage in accordance with safe food handling practices. Assist cooks and Hospitality Manager in the efficient running of a commercial kitchen. Under supervision, undertake basic housekeeping functions.

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

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

**Transport and Infrastructure
Roads ACT**

Road Maintenance Services

Workplace Health and Safety Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 23914)

Gazetted: 18 May 2011

Closing Date: 7 June 2011

Roads ACT is seeking a suitable candidate to liaise, coordinate and provide support to technical/professional staff across all sections of Roads ACT in relation to workplace health and safety and personnel matters.

Eligibility/Other Requirements: Current appropriate driver's licence. Certificate IV in Occupation Health and Safety is desirable.

Contact Officer: Ken Marshall (02) 6213 0762 ken.marshall@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 Directorate

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

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

Shared Services ICT

Operations

Education-ICT, Business Services

Office Manager

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 09328)

Gazetted: 13 May 2011

Closing Date: 31 May 2011

Manage and control financial and budgetary matters for large project, capital and recurrent budgets, including regular financial reporting, forecasting, budget preparation and monitoring, and advising and liaising with managers and suppliers.

Note: This is a temporary position available from 1 June 2011 until 9 March 2012.

Contact Officer: Karen Carlton (02) 6205 5510 karen.carlton@act.gov.au

Shared Services

Service Support

Central Asset Services

Asset Co-ordinator

Information Technology Officer Class 1 \$53,214 - \$60,844, Canberra (PN: 14528, several)

Gazetted: 13 May 2011

Closing Date: 23 May 2011

Provide asset replacement and technical support to Agencies. Experience in installation of various applications and peripheral devices.

Eligibility/Other Requirements: A current driver's licence is required for this position.
Contact Officer: David Harkness (02) 6207 2302 david.harkness@act.gov.au

Revenue Management

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 02182)

Gazetted: 16 May 2011

Closing Date: 30 May 2011

As a team supervisor, you will undertake a range of operational and administrative tasks relating to the assessment, collection and maintenance of accounts for rates, land tax, land rent and CCMIL. Professionally deal with taxpayers, commercial entities and their representatives.

Contact Officer: Mr Gerry Bustamante (02) 6207 0064 gerry.bustamante@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

Business Services

Strategic Finance

Accountant

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 01579)

Gazetted: 18 May 2011

Closing Date: 1 June 2011

The successful applicant will be required to provide financial and accounting services in support of Shared Services business operations. Responsibilities include assisting with a wide range of accounting functions including end-of-month financial and management reporting, reconciliations and budgeting as well as contributing to the development, maintenance and implementation of policies and procedures relevant to financial accounting functions.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting as well as CPA or ICA membership, or progression towards these qualifications would be advantageous.

Note: A full application addressing the selection criteria should be forwarded by the closing date, including your curriculum vitae and the name and contact details of two referees.

Contact Officer: Florence Young (02) 6207 6796 florence.young@act.gov.au

Revenue Management

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 00804, several)

Gazetted: 18 May 2011

Closing Date: 1 June 2011

As a team member undertake range of operational and administrative tasks relating to debt management for rates, land tax, City Centre Marketing and Improvements Levy (CCMIL), land rent, deferred duty, First Home Owner Grant (FHOG), payroll tax and other return based taxes.

Contact Officer: Peter Denton (02) 6207 0128 peter.denton@act.gov.au

APPOINTMENTS

Health Directorate

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

Beth Atkins 825-48570, Section 68(1), 13 May 2011

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

Rochelle Borucinski 827-40407, Section 68(1), 19 May 2011

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

Nicholls Christine 771-10590, Section 68(1), 9 May 2011

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

Michael Fitzsimons 788-77240, Section 68(1), 10 May 2011

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

Joanne Gehrig 827-40503, Section 68(1), 2 May 2011

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

Patrick Hourigan 830-79470, Section 68(1), 16 May 2011

Registered Nurse Level 4.2 \$101,525

Jill Hughes 831-22379, Section 68(1), 19 May 2011

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

Elsamma Joseph 821-59356, Section 68(1), 1 May 2011

Technical Officer Level 1 \$44,764 - \$47,026

Jelica Madaras 821-15273, Section 68(1), 12 May 2011

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

Ramesh Kharel 824-31882, Section 68(1), 24 March 2011

Community Services Directorate

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

Ada Azzam 827-31674, Section 68(1), 16 May 2011

Administrative Services Officer Class 3/4 \$49,306 - \$59,668

Jane Wallace Hedges 827-27819, Section 68(1), 15 May 2011

Education and Training Directorate

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

Leo Paul Bator 827-38630, Section 68(1), 11 May 2011

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

Adrienne Buckeridge 817-31672, Section 68(1), 4 May 2011

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

Leanne Kim Langton 827-33485, Section 68(1), 10 May 2011

Justice and Community Safety Directorate

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

Christine Nicholls 771-10590, Section 68(1), 9 May 2011

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

Julia Burns 827-23885, Section 68(1), 12 May 2011

Territory and Municipal Services Directorate

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

Tania Bunk 778-77572, Section 68(1), 23 May 2011

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

Adrian Ede 787-40500, Section 68(1), 23 May 2011

TRANSFERS

Health Directorate

Paul Bibo: 259-28104

From: EL1 \$86,670 - \$98,849

Department of Health and Ageing

To: Senior Officer Grade C \$83,816

ACT Health, Canberra (PN. 239696) (Gazetted 10 February 2011)

Rebecca York: 786-49934

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

ACT Health

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

ACT Health, Canberra (PN. 215531) (Gazetted 9 December 2010)

PROMOTIONS

Health Directorate

**Deputy Chief Executive The Canberra Hospital and Health Service
Capital Region Cancer Service
Screening and Support**

Angela Belluomo: 825-46874

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

ACT Health

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

ACT Health, Canberra (PN. 28556) (Gazetted 17 March 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Capital Region Cancer Service
Cancer Stream Administration**

Phillip John Corlis: 820-88738

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

ACT Health

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

ACT Health, Canberra (PN. 21434) (Gazetted 17 February 2011)

**Deputy Chief Executive The Canberra Hospital and Health Service
Capital Region Cancer Service
Cancer Stream Administration**

Kathryn Margaret Stewart: 820-74352

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

ACT Health

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

ACT Health, Canberra (PN. 21428) (Gazetted 17 February 2011)

Chief Minister and Cabinet Directorate

**Governance Division
Public Sector Management
Strategic Human Resources**

Leanne Michelle Martens: 527-65654

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

Chief Minister and Cabinet Directorate

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

Chief Minister and Cabinet Directorate, Canberra (PN. 10288) (Gazetted 3 November 2010)

Community Services Directorate

**Office for Children, Youth and Family Support
Early Intervention and Prevention Services
Child and Family Centre**

Anna Holcroft: 817-443681

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

Community Services Directorate

To: †Health Professional Level 5 \$99,033 - \$111,485

Community Services Directorate, Canberra (PN. 09178) (Gazetted 16 December 2011)

**Housing and Community Services
Asset Management Branch**

Lisa Jane Salerno: 786-42652

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

Community Services Directorate

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

Community Services Directorate, Canberra (PN. 15588) (Gazetted 11 November 2010)

Education and Training Directorate

**School Improvement
North/Gungahlin Network
Lyneham High School**

Kathryn Roma Cheshire: 737-58453

From: Administrative Services Officer Class 4 \$54,956 - \$59,668
Department of Education and Training
To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Department of Education and Training, Canberra (PN. 00513) (Gazetted 11 March 2011)

School Improvement

Tuggeranong Network

Gowrie Primary School

Jason Neil Walmsley: 772-14509

From: School Leader C \$91,769
Department of Education and Training
To: †School Leader B \$98,077
Department of Education and Training, Canberra (PN. 04029) (Gazetted 7 March 2011)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Treasury Directorate

Finance and Budget

Accounting

Petek Kasirga: 792-44314

From: Administrative Services Officer Class 3 \$49,306 - \$53,214
Department of Territory and Municipal Services
To: Administrative Services Officer Class 4 \$54,956 - \$59,668
Department of Treasury, Canberra (PN. 11043) (Gazetted 16 March 2011)

Shared Services

Finance Services

Reporting Team

Mark Laphorne: 779-81898

From: Senior Officer Grade C \$83,816 - \$90,372
Shared Services
To: †Senior Officer Grade B \$99,033 - \$111,485
Department of Territory and Municipal Services, Canberra (PN. 11113) (Gazetted 1 December 2010)

Shared Services

Finance Services

Reporting Team

Robert Stanley Smith: 799-84400

From: Senior Professional Officer Grade C \$83,816 - \$90,372
Department of Territory and Municipal Services
To: †Senior Officer Grade B \$99,033 - \$111,485
Department of Territory and Municipal Services, Canberra (PN. 11114) (Gazetted 1 December 2010)

Justice and Community Safety Directorate

Office of Regulatory Services

Compliance

Parking Operations

Mark Pye: 820-86839

From: Administrative Services Officer Class 2 \$43,289 - \$48,003
Justice and Community Safety Directorate
To: †Administrative Services Officer Class 4 \$54,956 - \$59,668
Justice and Community Safety Directorate, Canberra (PN. 03319) (Gazetted 1 April 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.