



ACT Government Gazette

Gazetted Notices for the week beginning 01 September 2011

Executive Notices

Community Services

Engagements

Frank Duggan – Senior Director, Strategy and Purchasing (E603)
Section 72 of the Public Sector Management Act 1994

Natalie Howson – Deputy Chief Executive (E601)
Section 72 of the Public Sector Management Act 1994

Christine Nolan – Executive Director, Office for Children, Youth and Family Support (E386)
Section 72 of the Public Sector Management Act 1994

Bronwen Overton-Clarke – Executive Director, Policy and Organisational Services (E406)
Section 72 of the Public Sector Management Act 1994

Kate Starick – Director, Disability ACT (E271)
Section 72 of the Public Sector Management Act 1994

Paul Wyles – Director, Care and Protection (E280)
Section 72 of the Public Sector Management Act 1994

Environment and Sustainable Development

Engagements

Penny Farnsworth – Deputy Chief Executive, Office of the Chief Executive (E652)
Section 72 of the Public Sector Management Act 1994

Anita Hargreaves – Chief Finance Officer (E563)
Section 72 of the Public Sector Management Act 1994

Geoffrey Rutledge – Director, Ministerial and Corporate (E562)
Section 72 of the Public Sector Management Act 1994

Health

Veronica Croome – Chief Nurse (E298)
Section 72 of the Public Sector Management Act 1994

Justice and Community Safety

Gregory Hammond – Executive Director, Capital Works and Infrastructure (E590)
Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services

Contract Cessation

Stephen Corbett – Director, City Services (E611) – 19.8.11

Treasury

Engagements

Jill Divorty – Executive Director, Shared Services (E583)
Section 72 of the Public Sector Management Act 1994

Andrew Whale – Director, Human Resources, Shared Services (E498)
Section 72 of the Public Sector Management Act 1994

Cessation

Robyn Hardy – Executive Director, Procurement Solutions, Shared Services (E404) – 31.8.11

VACANCIES

Calvary Health Care ACT (Public)

Medical Services

Cardiology

Staff Specialist - Director of Cardiology

Senior Staff Specialist \$185,984, Canberra (PN: 7818)

Gazetted: 01 September 2011

Closing Date: 8 September 2011

We are seeking a Cardiologist to join our Cardiology Team as the Director of Cardiology. Calvary Hospital has a 6 bed Coronary Care Unit, The Cardiology team looks after patients in the CCU as well as acute cardiac admissions to the medical ward. Registrar support is provided by an Advanced Trainee. Calvary Health Care ACT provides acute medical care, with support from a busy Emergency Department, plus 24-hour ICU/CCU, anaesthetic, surgical and medical cover.

Excellent terms of employment including flexible working hours, competitive salary rates and allowances, generous salary-packaging provisions, and assistance with relocation. Calvary is located close to the heart of the city, with quality schools, Australian National University, and excellent sporting and recreational facilities close to hand. Ski fields and the South Coast are in easy driving distance. This position will be responsible for the care of Cardiology Patients in CCU and on the ward and participate on the on-call Cardiology roster. In addition, you will be required to provide supervision and training to the Advanced Trainee and Resident. The successful candidate will be registered or registrable with the Medical Board of Australia as a Cardiologist, holding FRAP or equivalent

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Dr Allan Pelkowitz 02 6201 6592 allan.pelkowitz@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Occupational Therapy

Specialist Practitioner - Occupational Therapy

Health Professional Level 4 \$83, 816 - \$90, 372. Canberra (PN: 7024)

Gazetted: 01 September 2011

Closing Date: 15 September 2011

This is an exciting opportunity to work in a supportive department to accomplish great things. We are now looking to recruit an experienced clinician with a passion for clinical innovation and education to our department to co-ordinate our busy student program, staff learning program, support quality improvement and research activity, and also take on a full caseload. This is a great opportunity to play a leading role in a dynamic team that services a range of acute clinical areas throughout the entire hospital including ED, Cardiac rehabilitation, Medical Wards, the Private Hospital, Orthopaedic Wards, Inpatient Mental Health wards and Outpatient Hand Therapy. The Occupational Therapist will provide clinical education and senior therapy input to the therapists working in the above mentioned clinical areas. The occupational therapy department is committed to evidence based practice and there is a focus on continual professional development and involvement in research projects

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Michael Malcomess 6201 6087 michael.malcomess@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Social Work and Psychology

Social Worker

Health Professional Level 2/3 \$50,796 - \$76,543, Canberra (PN: 7031)

Gazetted: 05 September 2011

Closing Date: 19 September 2011

This is an exciting opportunity to undertake social work in an acute health care setting. You will provide, under supervision and direction, a broad range of services, including psycho-social assessment, brief therapeutic interventions, family meetings, community referrals and liaison, and clinical management. You will have an opportunity to provide social work services within several clinical areas. Previous experience relating to maternity and antenatal social work is preferred. The successful applicant will work in close consultation with multi-disciplinary teams as well as clinicians from the community and other external agencies. They will also contribute to the work of the Social Work and Psychology Department within Calvary Healthcare ACT. Conditions of service include generous personal leave provisions and salary packaging options with substantial tax benefits.

Eligibility/Other Requirements: Selection Criteria An appropriate degree in Social Work and eligibility for membership of the Australian Association of Social Workers (AASW).

Contact Officer: Tuula Peltola 02 6201 6314 Tuula Peltola Applications can be forwarded to: recruitment@calvary-act.com.au

Canberra Institute of Technology

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

Centres

Vocational College

Year 12 Program Coordinator

Senior Teaching Post \$83,856, Canberra (PN: 51329)

Gazetted: 05 September 2011

Closing Date: 19 September 2011

Assist the Year 12 Education Manager by coordinating and implementing specific requirements of the program. Particular duties will be negotiated with the Education Manager, taking into account the skills and experience of the person selected. They may include the following, with guidance and supervision from the Education Manager: Develop and coordinate the Year 12 student Pastoral Care program, Perform either the BSSS Certification or VET Coordination roles, Perform selected other coordination duties such as Pastoral care program, Foundation Studies, AST, Assessment and Exemptions.

Eligibility/Other Requirements: Degree, diploma or equivalent qualification in Secondary Education is mandatory. Depth and breadth of experience in teaching in an ACT Year 12 program. Experience in an Institute of Technology or similar environment is desirable.

Note: This is a temporary position available from 1 January 2012 until 31 December 2014.

Contact Officer: Diane Donohue (02) 6205 8658 diane.donohue@cit.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.

Centres

Vocational College

Teacher Year 12 program

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 52014, several)

Gazetted: 06 September 2011

Closing Date: 20 September 2011

Teach ACT Year 12 Tertiary and Accredited subjects, and supporting programs in one or more curriculum areas (English, Communications, ESL, Global Relations, History, Psychology, Business, Mathematics) as required by the Education Manager up to the number of hours prescribed in the relevant industrial award. Develop educational resource materials for new and existing programs of study. Utilise elearn, online learning and other electronic media to and communicate with students.

Eligibility/Other Requirements: Appropriate Tertiary qualifications relevant to Secondary Education. Possess or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five (5) years of relevant vocational/industrial professional experience or possess other such qualifications and/or experience acceptable for the person. There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Note: These positions are temporary available from 1 January 2012 until 31 December 2013. These positions are being offered as a two (2) years temporary, with a possibility of extension up to five (5) years. Positions are full-time with one position being offered at .7 of full-time load. Temporary employment offered as a result of this advertisement may lead to permanent appointment and CIT's Enterprise Agreement 2009-2011.

Contact Officer: Diane Donohue (02) 6205 8658 diane.donohue@cit.edu.au

Centres

Central Support Centre

Courier

Administrative Services Officer Class 2/3 \$43,289 - \$53,214, Canberra (PN: 54152)

Gazetted: 06 September 2011

Closing Date: 20 September 2011

Under general guidance, participate in the team working on mail room activities such as mail sorting, the dispatch and delivery of mail/freight and external courier service. Undertake file management work such as file creation, file titling on the recordkeeping system using functional file titling, file examination, putting away and retrieval of files, and file census. Under general guidance, retrieve and arrange files for storage in a warehouse environment. Contribute, maintain and compile staff directory. Participate in any other work of the Records Management as required.

Eligibility/Other Requirements: A current driver's licence.

Note: Ability to lift and move articles in accordance with Occupational Health and Safety. This is a temporary position available from 29 September 2011 until 31 March 2012.

Contact Officer: Cheryl Griffiths (02) 6207 3142 cheryl.griffiths@cit.edu.au

Chief Minister and Cabinet

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

Policy and Cabinet

Director, Cabinet and Intergovernmental Relations

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E287)

Gazetted: 01 September 2011

Closing Date: 6 September 2011

Policy and Cabinet Division is seeking expressions of interest for a temporary placement of up to 9 months as Director, Cabinet and Intergovernmental Relations. The job covers the Cabinet Secretariat (including Cabinet note taking), Assembly Liaison and Intergovernmental Relations. The team now includes the Strategic Board secretariat.

Questions should be directed to Pam Davoren, Deputy Director-General Policy and Cabinet on (02) 6207 6136.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applicants will need to go to <http://www.jobs.act.gov.au> to access the selection documentation.

Applications should be forwarded to: pam.davoren@act.gov.au

Workforce Capability and Governance Division

Continuous Improvement and Workers' Compensation

Administration Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 21650)

Gazetted: 02 September 2011

Closing Date: 16 September 2011

The successful candidate will support the implementation of the ACTPS workers' compensation and work safety improvement plan. The improvement plan is designed to contribute to a healthy and productive ACTPS and over time improve the return to work and health outcomes for ACTPS injured workers.

Note: This is a temporary position available until the 30 June 2013 with the possibility of permanency. The application should be limited to three pages addressing all of the selection criteria

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

Community Services

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

Executive Unit

Deputy Director-General's Office

Executive Officer to Deputy Director-General

Senior Officer Grade A \$115,016, Canberra (PN: 25236)

Gazetted: 06 September 2011

Closing Date: 20 September 2011

Applications are sought for a permanent vacancy in the position of Executive Officer to the Deputy Director-General, Community Services Directorate. The successful applicant will be expected to provide advice to the Deputy Director-General on a range of policy, project and administrative matters, provide secretariat services for a range of executive meetings and manage a diverse workflow into and out of the Deputy Director-General's office. The person will work closely with other members of the Deputy Director-General's office, the Minister's Office and other departmental executives. The successful applicant will need to be able to exercise sound judgement, discretion and have the capacity to manage competing deadlines and tasks.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage.

Contact Officer: Lesley Daw (02) 6207 6516 lesley.daw@act.gov.au

Children, Youth and Family Support

Strategy and Purchasing

Senior Project Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 25232)

Gazetted: 05 September 2011

Closing Date: 12 September 2011

We are seeking a person with well developed interpersonal and communication skills, experience in the provision of high level secretariat support and project work, preparation of complex briefs and reports, knowledge of relevant legislations and working within a statutory environment and the capacity to undertake high quality research and data analysis. The position provides an exciting opportunity for the successful applicant to work with the Children and Young People Death Review Committee to meet its legislative functions aimed at preventing the future deaths of children and young people in the ACT.

Eligibility/Other Requirements: The successful applicant requires an understanding of issues affecting children and young people and their families in the ACT.

Note: This is a temporary part-time position at two and half days a week available asap for a period of six months with the possibility of extension.

Contact Officer: Ingrid Cevallos (02) 6205 9461 ingrid.cevallos@act.gov.au

**Disability ACT
Service Delivery
Intensive Treatment Support Services
Psychologist**

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 03517)

Gazetted: 02 September 2011

Closing Date: 20 September 2011

The position of Psychologist requires an individual who is experienced in working with individuals with high and complex needs, in particular, with behavioural interventions - and who has excellent case management skills. The occupant will be required to work as part of a diverse team and contribute to a culture change across service delivery that emphasises responsibility, inclusion and participation, in order to meet the service objectives. The occupant will be responsible for contributing to a team that aims to maintain people in their normal community setting through timely assessment and treatment supporting informal and professional carers, providing social service input and linking with specialist services as required.

Eligibility/Other Requirements: Four year Degree in Psychology, and Registration with ACT Registration (unconditional). Experience in working with individuals with an intellectual disability and/or mental health disorder. Minimum of three years clinical experience is required for this position.

Note: This is a temporary vacancy for the period asap until 31 August 2012.

Contact Officer: Sue Watson (02) 6205 3533 sue.watson@act.gov.au

**Office for Children, Youth and Family Support
Aboriginal and Torres Strait Islander Services
Family Support Officer**

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 07722, several)

Gazetted: 02 September 2011

Closing Date: 22 September 2011

The Family Support Officer will provide culturally appropriate early intervention and preventative youth and family support services to Aboriginal and Torres Strait Islander children, young people and their families who come into contact with the care and protection and juvenile justice systems. These support services may include working with clients to meet medical or legal appointments; linking clients to relevant government or non-government programs; or identifying and implementing strategies to enhance family relationships.

Eligibility/Other Requirements: Relevant tertiary qualifications desirable as is at least one year's experience working with children, youth and/or families in a social work/case management role.

Contact Officer: Lee-anne Daley (02) 6205 4087 lee-anne.daley@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

**Tourism, Events and Sport
Sport and Recreation Services
Executive**

Deputy Director

Senior Officer Grade A \$115,016, Canberra (PN: 10396)

Gazetted: 06 September 2011

Closing Date: 13 September 2011

Sport and Recreation Services is seeking a suitable candidate for a temporary position to undertake role of Deputy Director for the Branch. This position requires a person with proven leadership ability in managing financial, human and other resources within an ethical framework. Key responsibilities of the position include, in partnership with the Director, guiding the direction and resources of the Branch, managing and leading staff to undertake a variety of operational, management, advocacy and policy development tasks.

Note: This is a temporary position available from 3 October 2011 to 30 April 2012 with a possibility of extension.

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

**Ministerial, Cabinet and Policy
Senior Ministerial Liaison Officer**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 25229)

Gazetted: 05 September 2011

Closing Date: 19 September 2011

Economic Development Directorate (EDD) is seeking a motivated and experienced Senior Ministerial Liaison Officer to be responsible for facilitating and monitoring the flow of information between the Ministers' Office and the Directorate, including registering, tracking and managing all incoming and outgoing ministerial correspondence and briefs. The successful applicant will be required to provide administrative and secretarial support in a very busy office environment

with a high level of attention to detail. Demonstrated organizational skills, effective communication and interpersonal skills and the ability to multi-task in a dynamic environment will be an advantage.
Eligibility/Other Requirements: A relevant tertiary qualification is highly desirable.
Contact Officer: Ellie Eggerking (02) 6205 4015 ellie.eggerking@act.gov.au

**Tourism, Events and Sport
Sport and Recreation Services
Sport Facilities**

Sportsgrounds Maintenance

General Service Officer Level 5/6 \$42,612 - \$47,092, Canberra (PN: 10415)

Gazetted: 01 September 2011

Closing Date: 20 September 2011

Duties include leading and working as part of a team of employees engaged in turf management and horticultural activities. Some of the skills required for the position include an appropriate knowledge of and practical experience in turf and irrigation management and the operation of equipment. Experience and proven ability in supervision of industrial staff and contractors, a sound knowledge of the industrial environment and workplace safety practices.

Eligibility/Other Requirements: Current driver's licence. Ability to undertake the physical requirements of the tasks listed on the duty statement. Certificate in Turf Management or Horticulture.

Note: This is a temporary position for the period asap until 16 March 2012. Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application.

Contact Officer: Phil Davies 0417 822 452 phil.davies@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.

Education and Training

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

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

**Strategy and Coordination
Information, Communications and Governance
Risk Management and Audit
Manager**

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

Gazetted: 02 September 2011

Closing Date: 20 September 2011

The successful applicant will be responsible for developing, implementing and managing the directorate's audit arrangements. Provide high level strategic policy advice and develop policy initiatives in relation to the Directorate's audit functions, risk management, insurance and associated obligations.

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

Note: This is a temporary position available til 1 September 2012 with the possibility of extensions.

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

**School Improvement
Tuggeranong Network
Taylor Primary School**

Principal

School Leader A \$104,283 - \$142,362, Canberra (PN: 04149)

Gazetted: 01 September 2011

Closing Date: 15 September 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.

Contact Officer: Tanya Nelipa (02) 6207 7918 tanya.nelipa@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.

**Tertiary and International Education
Training and Tertiary Education
Business Process and Systems
Functional Analyst**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 25196)

Gazetted: 01 September 2011

Closing Date: 15 September 2011

The Training and Tertiary Education Branch is seeking an experienced Functional Analyst to fill a temporary position. The successful applicant will actively support business units to develop functional systems specifications to meet business requirements. They will be required to develop proposed business solutions and user testing relating to the replacement

of the ACT Vocational Management System. Duties will also include the provision of high level advice to senior management on information management challenges and operational issues.

Note: This is a temporary position available from 1 January 2012 to 30 June 2013 with a possibility of extension.
Contact Officer: Ann Goleby (02) 6205 2683 ann.goleby@act.gov.au

Corporate Services

Human Resources

Health and Wellbeing

Early Intervention Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 09407)

Gazetted: 05 September 2011

Closing Date: 12 September 2011

The Early Intervention Officer coordinates and monitors the medical assessment process for directorate employees and assists employees with non work-related injuries or illness return to work. The successful applicant will be part of a motivated team committed to strategic injury management and achieving positive outcomes.

Eligibility/Other Requirements: Knowledge of relevant legislation together with sound administration, communication, customer service and case management skills are required for the role.

Contact Officer: Barb Crawford (02) 6205 9273 barbara.crawford@act.gov.au

School Improvement

Tuggeranong Network

Caroline Chisholm School

Information Technology Officer

Information Technology Officer Class 1 \$53,214 - \$60,844, Canberra (PN: 02117)

Gazetted: 07 September 2011

Closing Date: 21 September 2011

Caroline Chisholm School is seeking an experienced Information Technology Officer. The successful applicant will liaise with the School IT Coordinator in relation to all aspects of the development, implementation and management of PC systems across the school. Identify and rectify hardware problems, manage user accounts, maintain the school's IT asset database and provide technical support/assistance with IT security for the school.

Eligibility/Other Requirements: Completion or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (two or more years).

Contact Officer: Gavin McClory (02) 6205 7277 gavin.mclcory@ed.act.edu.au

School Improvement

North/Gungahlin Network

Campbell Primary School

School Secretary

School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 31139)

Gazetted: 07 September 2011

Closing Date: 21 September 2011

Campbell Primary School is seeking an energetic and motivated person to fill the position of School Secretary. The successful applicant will be required to perform general secretarial duties including the preparation and production of school correspondence and publications, reception duties, school enrolments, general administrative support to the school principal and first aid duties as required. The position also requires an understanding of the needs of mobile students, special needs students and their families.

Eligibility/Other Requirements: First Aid and Epi-pen qualification or willingness to undertake appropriate training.

Contact Officer: Anna McKenzie (02) 6205 6300 anna.mckenzie@ed.act.edu.au

School Improvement

North/Gungahlin Network

Campbell High School

Library Assistant

School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 00825)

Gazetted: 07 September 2011

Closing Date: 21 September 2011

Campbell High School is seeking a highly motivated and enthusiastic person to provide clerical support needed to maintain the efficient functioning of the School Library. The successful applicant will also assist the teaching staff with library operations and the supervision of student groups.

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

Contact Officer: Julie Molyneux (02) 6205 6344 julie.molyneux@ed.act.edu.au

Environment and Sustainable Development

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

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

Policy

Water Policy

Water Resources

Assistant Manager

Senior Professional Officer Grade C \$83,816 - \$90,372, Canberra (PN: 11026)

Gazetted: 06 September 2011

Closing Date: 13 September 2011

As team leader or as part of a team, assist in the implementation of water resource management and environment protection policies, strategies and legislation. In consultation with relevant Government Agencies, review and develop water resource management policies and proposals for legislation. Prepare and provide advice and responses for Government on water resource management and regulation issues including technical and scientific input. Undertake community consultation and liaison as required. Represent the Branch, Division, Directorate and Government on relevant committees, in legal proceedings and in various local, regional and national forums.

Eligibility/Other Requirements: Relevant tertiary qualifications in natural management or similar field are essential. A tertiary qualification in a legislative field is highly desirable.

Contact Officer: Daniel Walters (02) 6207 6334 daniel.walters@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.

Regulation and Services

Sustainability Programs

Business Unit Sustainability Programs

Manager Business Unit

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 17578)

Gazetted: 05 September 2011

Closing Date: 12 September 2011

The Directorate is seeking a highly motivated person for the position of Manager, Business Programs, to manage the implementation of sustainability initiatives for the business and office sectors in the ACT, public event waste and recycling programs and the CitySwitch Green office program.

Eligibility/Other Requirements: A current driver's licence is essential. Waste management education experience is highly desirable.

Note: This position will be part-time at 4 days per week.

Contact Officer: Ann Lyons Wright (02) 6207 6357 ann.lyonswright@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>

Deputy Chief Executive The Canberra Hospital and Health Service

Women Youth and Children

Paediatric Nursing

Paediatric and Adolescent Clinical Support Nurse

Registered Nurse Level 3.1 \$83,861 - \$87,312, Canberra (PN: 23984)

Gazetted: 08 September 2011

Closing Date: 15 September 2011

Applications are invited from dynamic and innovative Registered Nurses with a background in the educational support of nursing staff in an acute-care, child and adolescent health setting. Applicants must have a demonstrated background in the provision of best practice and evidence based practice child and youth health learning and development programs.

Applicants should demonstrate a willingness to be a part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency - Nursing and Midwifery Board of Australia. Holds or is enrolled and progressing towards a post-graduate qualification relevant to the position is highly desirable.

Note: This position is temporary for a period of six months.

Contact Officer: Stephen Simpson (02) 6174 5147

Director General Reports

Population Health

Health Promotion

Manager

Senior Professional Officer Grade C \$83,816 - \$90,372, Canberra (PN: 19562)

Gazetted: 08 September 2011

Closing Date: 15 September 2011

The Health Promotion Branch is seeking a suitably experienced senior project officer to engage and work in partnership with adults on government income support in the Inner North of Canberra, and relevant government, non-government organisations and businesses to progress the Healthy Communities Initiative. This aims to create environments that increase levels of physical activity and healthy eating for this population group.

Eligibility/Other Requirements: A relevant allied health tertiary qualification is essential with membership of or eligibility for membership of, the associated professional association or registration board. Demonstrate leadership in health promotion initiatives with vulnerable populations including community capacity building and have experience in procurement of services.

Note: This is a temporary vacancy available to 30 June 2013. Applicants may be selected on written application alone, including a statement against the selection criteria, current resume, and two referee reports.

Contact Officer: Yvonne Poels (02) 6207 4439

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine**

Medical Services

Clinical Development Nurse

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 10063)

Gazetted: 08 September 2011

Closing Date: 15 September 2011

Ward 7A is seeking applications from dynamic, motivated registered nurses for the role of the Clinical Development Nurse (CDN). 7A is a general medical ward covering the specialities of Neurology, Infectious Diseases and Acute Stroke. There are 28 ward beds and 4 acute stroke beds. The 7A CDN will be responsible for the education and support of graduate nurses, overseas nurses and new and existing staff. The CDN will provide and promote education, feedback, reflective practice and innovative change to provide excellent and safe patient care.

Eligibility/Other Requirements: Registered or eligible for registration as a nurse with AHPRA.

Contact Officer: Brett Jones (02) 6244 2535

**Canberra Hospital and Health Service
Capital Region Cancer Service**

Radiation Oncology

Patient Liaison Officer

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 29230)

Gazetted: 08 September 2011

Closing Date: 15 September 2011

The Capital Region Cancer Service is seeking a Patient Liaison Officer for the Radiation Oncology Department. The successful candidate will be responsible for coordinating patients' radiotherapy treatment bookings and liaising with patients about waiting times, appointments and access to support services. The successful candidate will be patient focused, enthusiastic, have highly developed communication and organisation skills, and enjoy working as part of a flexible and dynamic team.

Eligibility/Other Requirements: An appropriate qualification and clinical experience in nursing or radiation therapy is required.

Contact Officer: Hany Elsaleh (02) 6244 2241

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care**

Rehabilitation

Clinical Psychologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 20297)

Gazetted: 08 September 2011

Closing Date: 22 September 2011

An exciting opportunity exists for an appropriately qualified Clinical Psychologist to join the small and friendly Psychology and Counselling team in Rehabilitation, Aged and Community Care (RACC). Our team consists of a Disability Counsellor, two Clinical Psychologists and three Neuropsychologists. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings. The successful applicant will provide services across a varied caseload throughout the inpatient and outpatient services and have the opportunity to rotate through the aged care and rehabilitation caseloads. Would you like access to regular clinical supervision within work hours? Would you like to participate in regular professional development (peer review, in-services, case presentations) with other Psychology colleagues in the ACT Health Directorate? Would you like access to a tertiary-based library, including electronic journals? Free car parking? Salary packaging including meal, entertainment and accommodation cards? Generous leave entitlements as per the Enterprise Bargaining Agreement, including access to annual, personal and maternity leave? A family friendly workplace with flexible working hours and flex leave opportunities? If you answered yes to these questions this may be the job for you!

Eligibility/Other Requirements: Post-graduate qualifications (i.e. Masters or Doctorate) in Clinical Psychology from a recognised tertiary institution. Unconditional professional registration with the Psychology Board of Australia. 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. While this position is full-time applications for part-time employment are also encouraged. Please provide two written referee reports with your application.

Contact Officer: Rebecca Lennie (02) 6244 2772

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Neuropsychologist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 02811, several)

Gazetted: 08 September 2011

Closing Date: 22 September 2011

Exciting opportunities exist for appropriately qualified Neuropsychologists to join the small and friendly Psychology and Counselling team in Rehabilitation, Aged and Community Care (RACC). Our team consists of a Disability Counsellor, two Clinical Psychologists and three Neuropsychologists. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings. The successful applicants will provide services across a varied caseload throughout the inpatient and outpatient services. The successful applicants will have the opportunity to rotate through the aged care and rehabilitation caseloads. The RACC division is soon to commence a multidisciplinary memory clinic which will include a part-time Neuropsychologist position. Applications for people interested in the memory clinic position are also encouraged to apply as the memory clinic position will also be filled using this recruitment round. Would you like access to regular clinical supervision within work hours? Would you like to participate in regular professional development (peer review, in-services, case presentations) with other Psychology colleagues in the ACT Health Directorate? Would you like access to:

a tertiary-based library, including electronic journals, free car parking, salary packaging including meal, entertainment and accommodation cards, generous leave entitlements as per the Enterprise Bargaining Agreement, including access to annual, personal and maternity leave, a family friendly workplace with flexible working hours and flex leave opportunities? If you answered yes to these questions this may be the job for you!

Eligibility/Other Requirements: Post-graduate qualifications (i.e. Masters or Doctoral level) in Neuropsychology and/or Clinical Psychology from a recognised tertiary institution. Unconditional professional registration with the Psychology Board of Australia. Current driver's licence.

Note: There is one full-time position and one part-time position available, so applications for either full or part-time employment are encouraged. This position may be required to participate in an overtime, on call, and/or rotation roster. Please provide two written referee reports with your written application.

Contact Officer: Rebecca Lennie (02) 6244 2772

Deputy Chief Executive The Canberra Hospital and Health Service

Capital Region Cancer Service

Screening and Support

Radiography - Mammography Roles

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 14983, several)

Gazetted: 08 September 2011

Closing Date: 22 September 2011

BreastScreen ACT is part of BreastScreen Australia, a national population-based program aimed at reducing breast cancer morbidity and mortality. We have a great opportunity for you to join our dynamic and committed team to undertake digital breast imaging work for screen mammography and assessment for clients of BreastScreen ACT using the latest SPECTRA Digital Modalities. A career with BreastScreen ACT offers exceptional opportunities for personal and professional development within the specialised field of mammography. A role with BreastScreen ACT can offer: excellent remuneration and benefits – Remuneration (including superannuation and leave loading) of an annual salary \$72,543 - \$76,543 (Additional remuneration of 10% may be available to applicant); salary packaging with fringe benefits tax-free threshold of up to \$9,095 (pro-rata) is also available; and access to skilled teams of Allied Health and multidisciplinary staff. So come and join us in the Nation's Capital - We are looking forward to your call!

Eligibility/Other Requirements: Degree or Diploma in Applied Science (Medical Imaging). Eligible for membership of the Australian Institute of Radiography. Previous specific training or willingness to undertake specific training in digital mammography.

Contact Officer: Angela Belluomo (02) 6205 1932

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Switchboard Supervisor

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 20122)

Gazetted: 08 September 2011

Closing Date: 15 September 2011

Applications are sought from suitably qualified candidates for the newly created position of Switchboard Supervisor within Business and Infrastructure, Security and Emergency Preparation. We are seeking an individual with excellent staff supervision skills, highly developed communication, liaison and conflict resolution skills. This position is responsible for the delivery of day-to-day operational activities of the Switchboard business unit which supports telephony services across the ACT Health portfolio, including switchboard and paging services. The position has responsibility for direct supervision of staff whilst also undertaking a hands-on role assisting with telephony services and other associated duties as appropriate, to deliver high levels of customer service to all internal and external clients. The Supervisor is directly responsible for staff training, management of rosters and staff leave and works very closely with the Client Services Manager on service provision and human resource matters.

Eligibility/Other Requirements: Certificate IV in Workplace Assessment and Training, or the ability and willingness to obtain is desirable. Unencumbered driver's licence.

Contact Officer: Andrei Lena (02) 6174 5116

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Allied Health**

New Graduate Podiatrist

Health Professional Level 1 \$47,515 - \$61,074, Canberra (PN: 27450)

Gazetted: 08 September 2011

Closing Date: 22 September 2011

Community Care Podiatry is pleased to offer an excellent opportunity to a final year undergraduate podiatry student. The 2012 New Graduate Podiatry Program is a 12 month fulltime employment program aimed at providing a supported introduction to the profession with multiple development opportunities. Our podiatry service provides care for clients with high-risk issues. As a new graduate you will be given the opportunity to work in a supportive, experienced and friendly team of podiatrists in various clinical settings including Community and Hospital.

Experience and be challenged in all aspects of podiatry including general treatment, wound management, biomechanics, orthotic therapy and nail surgery.

Eligibility/Other Requirements: Appropriate Degree or Diploma in Podiatry. Eligible for registration with the Podiatry Board of Australia. Current driver's licence is desirable.

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. This is a temporary position for a period of 12 months.

Contact Officer: Noshin Lou (02) 6205 1496

**Canberra Hospital and Health Service
Mental, Justice, Alcohol and Drug Services
Adult Community and Older Persons Mental Health
Recovery Support Officer**

Technical Officer Level 2 \$48,615 - \$55,954, Canberra (PN: 21295)

Gazetted: 08 September 2011

Closing Date: 22 September 2011

Mental Health ACT is a contemporary evidence based service providing high quality mental health care that is guided by the ACT Principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. Mental Health expects that the Recovery Support Officer will develop and demonstrate the competencies and skills required to support the achievement of individual consumer's goals as identified in their Recovery Plan. Recovery Support Officers will be educated and supported to provide services consistent with the strategic direction of Mental Health and participate in quality initiatives to promote optimal service delivery.

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

Contact Officer: Helen Braun (02) 6205 1488

**Deputy Chief Executive The Canberra Hospital and Health Service
Surgery and Oral Health**

Operations

Enrolled Nurse

Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 21392, several)

Gazetted: 08 September 2011

Closing Date:

Experienced Enrolled Nurses in Anaesthetic nursing is sought for the Perioperative Unit at The Canberra Hospital. The Perioperative Unit has 12 operating theatres and one interventional MRI operating theatre providing care for adult, paediatric and obstetric patients.

Eligibility/Other Requirements: Enrolled or eligible for enrolment as an Enrolled Nurse with AHPRA.

Note: Applicants will be required to work a rotating 7 day roster, on call work is available after competency assessments have been completed. These are temporary positions.

Contact Officer: Michelle Burns (02) 6244 2765

**Deputy Chief Executive, The Canberra Hospital and Health Services
Women, Youth and Children
Paediatric Nursing**

Play Nurse

Enrolled Nurse Level 1 \$46,825 - \$50,191, Canberra (PN: 23734)

Gazetted: 08 September 2011

Closing Date: 22 September 2011

Paediatrics at the Canberra Hospital (PatCH) is seeking a dynamic, enthusiastic applicant to join the Paediatric team as a Play Nurse. The suitable applicant will be an Enrolled Nurse with a demonstrated interest or qualification in childhood development and play therapy or childcare.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Note: This is a part-time position at 16 hours per week on weekends.

Contact Officer: Donna Cleary (02) 6244 3258

**Deputy Chief Executive The Canberra Hospital and Health Service
Medicine**

**Pharmacy - TCH
Pharmacy Technician**

Technical Officer Level 1 \$44,764 - \$47,026, Canberra (PN: 19001, several)

Gazetted: 08 September 2011

Closing Date: 3 November 2011

The Canberra Hospital Pharmacy Department is an exciting and challenging workplace for Pharmacy Technicians. The successful applicants will be required to undertake duties such as dispensing, extemporaneous, sterile and chemotherapy manufacture, and distribution of medications.

Eligibility/Other Requirements: Certificate III or IV in Hospital or Community Pharmacy Support highly desirable.

Experience in a hospital or community pharmacy is required.

Note: These positions are full-time temporary for 12 months and may be required to work weekend and after-hours rosters. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

Contact Officer: Claire Bekema (02) 6244 2118 claire.bekema.act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service
Women, Youth and Children's Health**

**Women and Children's Health
Administration Support**

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 10782, several)

Gazetted: 08 September 2011

Closing Date: 15 September 2011

Several positions available - Women, Youth and Children's Health. An exciting opportunity exists to fill the position of - Administration Officer for Women's, Youth and Children's Outpatient Service. The position will provide high level administrative support for Women's, Youth and Children's Outpatient services. The successful applicant will be enthusiastic and have excellent interpersonal skills and experience in administration. A high level of knowledge in the use of hospital based IT systems required with the successful applicant responsible for assisting in the day to day coordination of Outpatient clinics, screen incoming phone calls and correspondence. The role requires the demonstrated ability to ensure high quality customer standards and to support and provide assistance to the Outpatient Team Leaders as necessary. An exciting opportunity exists to fill the position of - Administration Support to Women's and Children's Administration Services. The position will provide high level administrative support including booking and scheduling, and maintaining patient records. The successful applicant will be required to coordinate patients into the service through ACTPAS, screen incoming phone calls and correspondence, communicate with patients and provide administration assistance as necessary. The successful applicant will be enthusiastic and have excellent interpersonal skills and enjoy working as part of a team.

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

Note: Please attach a current CV and provide your answers to the selection criteria along with contact details for two referee's.

Contact Officer: Phil Corlis (02) 6244 3059

Justice and Community Safety

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

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

ACT Emergency Services Agency

Corporate and Governance

Manager, ESA Project Office

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 07397)

Gazetted: 07 September 2011

Closing Date: 14 September 2011

This ESA is seeking a Project Office Manager for the Corporate and Governance unit. The position will suit an enthusiastic, highly professional and organised individual with personal drive and the ability to work flexibly, show initiative and manage a range of competing priorities. Under limited direction within ESA the successful applicant will provide management of the project office, implementation of the project management methodology, oversight/management of a program of work and provide consolidated management oversight and reporting of projects.

Eligibility/Other Requirements: Qualifications and/or professional experience in the governance and management of complex projects is highly desirable.

Contact Officer: Ian Turnbull (02) 6207 7851 ian.turnbull@act.gov.au

ACT Corrective Services

Community Based Corrections

Prisoner Employment Programs

Prisoner Employment Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 15604)

Gazetted: 07 September 2011

Closing Date: 20 September 2011

Under the broad direction of the Senior Manager Community Based Corrections and in liaison with the Superintendent Custodial Operations: Provide high level leadership, management and strategically direct the operations of the Prisoner Employment Service, the Transitional Release Centre, and the Community Service Work Unit, and other Units as directed. Interpret and apply legislation and develop policy as required in relation to administration of sentences and Court Orders. Manage the section resources to ensure cost effective performance.

Eligibility/Other Requirements: Relevant tertiary qualifications, trade and/or equivalent correctional experience are desirable. Experience in liaison and negotiation with the public and private sector is desirable. Eligible candidates will be required to undergo a criminal record check and ACT Corrective Services Induction training. A current driver's licence is required.

Contact Officer: Glenda McCarthy (02) 6207 1561 glenda.mccarthy@act.gov.au

Office of the Director of Public Prosecutions

Prosecutor Grade 1 (Upper)

Prosecutor Grade 1 (Upper) \$66,198 - \$85,700, Canberra (PN: 05472)

Gazetted: 07 September 2011

Closing Date: 21 September 2011

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 is an expected Prosecutor Grade 1 Upper vacancy.

The duties of the position include to prosecute 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; and appear in coronial inquests.

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.

Contact Officer: Shane Drumgold (02) 6207 5399 shane.drumgold@act.gov.au

Office of the Director General

Executive Assistant

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 25225)

Gazetted: 01 September 2011

Closing Date: 20 September 2011

The Office of the Director General is seeking a suitably qualified person for the position of Executive Assistant to the Director General. The position is responsible for the provision of high level administrative support to the Director General, including managing sensitive and confidential issues, managing diaries and liaising with Senior Executives, Ministerial staff and other Government officials, key private sector and industry stakeholders and members of the public. The successful applicant will also be responsible for managing a small team of executive assistants. The position will suit an enthusiastic, highly professional and organised individual who has the ability to work flexibly, show initiative and manage a range of competing priorities under limited direction.

Contact Officer: Lil Hays (02) 6207 4813 lil.hays@act.gov.au

ACT Corrective Services

Community Based Corrections

Probation and Parole

Indigenous Probation and Parole Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 46200)

Gazetted: 05 September 2011

Closing Date: 20 September 2011

Provide case management, supervision and monitoring for people on court and parole orders with the objectives of reducing the risk of further criminal conduct, maintaining community safety and administering court orders. Provide written and verbal reports to the Courts, releasing authorities and other bodies in relation to offender management, risk and intervention.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential. Eligible candidates will be required to undergo a criminal history check. Applicants will be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential. Aboriginal or Torres Strait Islander ancestry is considered essential (*s42, Discrimination Act 1991*).

Contact Officer: Helen Rowling (02) 6207 0205 helen.rowling@act.gov.au

ACT Corrective Services

Personal Assistant to Deputy Executive Director

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 11269)

Gazetted: 06 September 2011

Closing Date: 20 September 2011

Provide office management and administrative support to the Deputy Executive Director including: Examining, recording and registering incoming correspondence and initiate appropriate action; Screen and classify incoming telephone calls; Resolve or direct enquiries as appropriate; Record and monitor Ministerial, Cabinet and correspondence, reports and submissions.

Eligibility/Other Requirements: The ability to write in shorthand and well developed keyboard skills are highly desirable. A current driver's licence is essential. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Kate Walton (02) 6207 0438 kate.walton@act.gov.au

**ACT Emergency Services Agency
ACT State Emergency Service
Community and Volunteer Relations Coordinator
Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 07765)**

Gazetted: 06 September 2011

Closing Date: 13 September 2011

An exciting opportunity exists for a 12 month temporary position as the Community and Volunteer Relations Coordinator for the ACT State Emergency Service. The successful applicant will have excellent communication skills and have experience in working with volunteers.

Eligibility/Other Requirements: Previous experience in community relations and working with volunteers is desirable.

Note: This is a temporary position for a period of 12 months from 26 September 2011 until 1 October 2012. Please submit a two page Expression of Interest outlining your skills and experience relevant to the position. This position may be filled based on written application and referee reports.

Contact Officer: Erin Emery (02) 6207 8462 erin.emery@act.gov.au

**ACT Law Courts and Tribunal Administration
Registry**

Senior Support Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 43613)

Gazetted: 06 September 2011

Closing Date: 20 September 2011

The ACT Law Courts and Tribunal Administration is seeking applications from individuals who are interested in working as part of a team within the registry. Responsibilities will involve assisting team leaders, processing documentation, liaising with clients and exercising the statutory appointment of a Deputy Registrar as required. The successful person for this position should have a flexible and helpful approach, be able to work under pressure, meet deadlines and have well developed computer skills.

Note: This position is a generic position and successful applicants may be placed in any vacant Senior Support Officer position and will be rotated throughout the business unit.

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

ACT Government Solicitor

Property and Commercial

Executive Assistant to the Deputy Chief Solicitor

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 42624)

Gazetted: 07 September 2011

Closing Date: 21 September 2011

The ACT Government Solicitor is seeking an experienced Executive Assistant to provide high level administrative support to the Deputy Chief Solicitor, which includes oversight of the Property and Commercial section. The successful applicant will be required to manage the office of the Deputy Chief Solicitor and take responsibility for examining incoming correspondence and initiate appropriate action, monitor ministerial correspondence and cabinet submissions, as required. The position is required to provide high-level administrative assistance to the Deputy Chief Solicitor, which will include preparation of draft correspondence and reports together with contracts and other documents. The successful applicant will be required to take responsibility for general administrative management including monitoring and supervising the workloads of less senior administrative staff within the section.

Eligibility/Other Requirements: Well developed keyboard skills with a typing speed in excess of 50 words per minute and experience in using a dictaphone is essential. Knowledge of Open Practice, Lawdocs and TRIM software applications would be an advantage. Previous experience in a legal environment and demonstrated supervisory experience is highly desirable.

Note: An order of merit may be established from this recruitment process.

Contact Officer: Courtney Black (02) 6205 3734 courtney.black@act.gov.au

Office of the Director of Public Prosecutions

Prosecutor Grade 1 (Lower)

Prosecutor Grade 1 (Lower) \$54,187 - \$61,697, Canberra (PN: 04216, several)

Gazetted: 07 September 2011

Closing Date: 21 September 2011

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 Prosecutor Grade 1 (Lower) positions. 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.

Contact Officer: Shane Drumgold (02) 6207 5399 shane.drumgold@act.gov.au

**Office of Regulatory Services
Compliance
Parking Operations**

Parking and Information Officer

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 03325, several)

Gazetted: 01 September 2011

Closing Date: 11 September 2011

As an authorised person in uniform, patrol designated areas within the ACT administered under the *Road Transport (General) Act 1999* and attend to parking matters as required. This will require working in difficult weather conditions and often patrolling up to 20 kilometres on foot per day. Provide information on matters effecting or likely to effect, parking enforcement control measures in the ACT Attend the ACT Magistrate's Court on prosecution matters arising from parking infringements. Assist in on-the-job training. Undertake other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: The position may be required to work on a rotating rostered shift basis. A current driver's licence is essential. A current First Aid certificate is highly desirable.

Contact Officer: Colin Lyons (02) 6207 7069 colinp.lyons@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

Business Enterprises

ACT Property Group

Property Asset Management

Senior Manager

Senior Officer Grade A \$115,016, Canberra (PN: 16583)

Gazetted: 07 September 2011

Closing Date: 27 September 2011

With 158 properties being managed by its Property Asset Management Section, ACT Property Group is looking for a Senior Manager who has a track record of successfully developing a strategic asset management plan and of delivering high quality property asset maintenance and upgrades.

Contact Officer: Stephen Ryan (02) 6205 2250 stephen.ryan@act.gov.au

Parks and City Services

City Services

Urban Treescapes

Curator Tree Collection

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 18126)

Gazetted: 06 September 2011

Closing Date: 20 September 2011

Working under limited direction, undertake the following duties, Support and inform the Urban Treescapes program in relation to tree species, including updating the standards and species list. Develop proactive workplans for tree maintenance activities particularly for young tree care. Manage and plan urban tree planting activities in conjunction with tree removal and identification of existing gaps in streetscapes. Coordinate contracts for tree planting programs and manage the tree watering activities involving contract management and contractor supervision. This position is based at Macarthur House, but involves some work in the field.

Eligibility/Other Requirements: Current driver's licence and tertiary qualifications appropriate to the scope of activities to be performed are desirable, e.g. forestry, arboriculture, procurement, project management. Applicants must be prepared to wear a uniform.

Note: This is a temporary vacancy for the period from 26 September 2011 until 30 May 2012. Standard working hours are between 8:30am and 4:51pm with the opportunity for flex time, as agreed with your manager. The minimum working hours are 7:21 hours per day. The successful applicant may be chosen based on application and referee reports only.

Contact Officer: Michael Brice (02) 6205 5263 michael.brice@act.gov.au

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

Parks and City Services

Licensing and Compliance

Animal Welfare

Animal Welfare Policy Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 17392)

Gazetted: 02 September 2011

Closing Date: 16 September 2011

Licensing and Compliance is within the Parks and City Services Division of Territory and Municipal Services. Licensing and Compliance administers a broad range of legislation focused on environmental regulatory and compliance issues and has responsibility for the City Rangers, Tree Protection Unit, Licensing and Investigations and Domestic Animal Services. The licensing and Compliance Unit also administers Animal Welfare licensing under the *Animal Welfare Act 1992*. The Animal Welfare Policy Officer (AWPO) provides the secretariat function to the Animal Welfare Advisory Committee (AWAC). The AWPO is also responsible for assisting the AWAC to revise the various codes of practice relating to animal welfare in the ACT. The AWPO will also liaise with the Registrar of Domestic Animal Services to coordinate volunteer dog

walkers at the government run animal shelter in Symonston. On site inductions of new volunteers and the running of early morning (6:30am) walking groups is also undertaken by the AWPO.

Eligibility/Other Requirements: Must have a current, non-restricted driver's licence. Demonstrated extensive experience and understanding of animal welfare issues is essential.

Contact Officer: Jo-Anne Bauer (02) 6205 4876 jo-anne.bauer@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

Independent Competition and Regulatory Commission

Policy Advisor

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 09312)

Gazetted: 07 September 2011

Closing Date: 20 September 2011

This is an important position assisting the Independent Competition and Regulatory Commission (ICRC) in the delivery of a range of economic regulatory decisions in energy and water including pricing and provision of advice on a range of matters referred. The ICRC seeks economists with strong analytical and research skills able to contribute to the development of ICRC outputs and with the ability to both produce clear, concise and comprehensive briefs, papers and reports clearly and concisely on a range of technical and broad economic issues and to provide reliable advice to senior management and the commissioners. The successful candidate will be able to work both in a small team environment, subject to tight deadlines, and as an individual and to carry substantial responsibility for outputs. This is a significant professional career opportunity for economists with an interest in utilities and infrastructure.

Eligibility/Other Requirements: As a Policy Advisor, this position requires an economics, econometrics, finance or statistical or related degree at graduate or post-graduate level.

Note: Previous applicants need not apply.

Contact Officer: Ian Primrose (02) 6205 0779 ian.primrose@act.gov.au

Shared Services

Business Services

Strategic HR

Accommodation and Corporate Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 09660)

Gazetted: 02 September 2011

Closing Date: 16 September 2011

Shared Services are looking for a dynamic and self motivated person to fill the position of Accommodation and Corporate Manager. The position is responsible for facilities activity with compliance to legislation and ensuring safe and suitable working environments are sustained. Assist in the development and implementation of internal corporate policies, business continuity plans in line with strategic business objectives and the collection of data and input for Annual Reporting purposes.

Contact Officer: David Peel (02) 6207 2260 david.peel@act.gov.au

Independent Competition and Regulatory Commission

Policy Advisor

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 24845, several)

Gazetted: 07 September 2011

Closing Date: 20 September 2011

This is an important position assisting the Independent Competition and Regulatory Commission (ICRC) in the delivery of a range of economic regulatory decisions in energy and water including pricing and provision of advice on a range of matters referred. The ICRC seeks economists with strong analytical and research skills able to contribute to the development of ICRC outputs and with the ability to both produce clear, concise and comprehensive briefs, papers and reports clearly and concisely on a range of technical and broad economic issues and to provide reliable advice to senior management and the commissioners. The successful candidate will be able to work both in a small team environment, subject to tight deadlines, and as an individual and to carry substantial responsibility for outputs. This is a significant professional career opportunity for economists with an interest in utilities and infrastructure.

Eligibility/Other Requirements: As a Policy Advisor, this position requires an economics, econometrics, finance or statistical or related degree at graduate or post-graduate level.

Note: Previous applicants need not apply.

Contact Officer: Ian Primrose (02) 6205 0779 ian.primrose@act.gov.au

Shared Services

Shared Services ICT

Customer Relations/Service Desk and Service Support

Service Delivery Officer

Information Technology Officer Class 1 \$53,214 - \$60,844, Canberra (PN: 14425, several)

Gazetted: 06 September 2011

Closing Date: 20 September 2011

Provide technical support and assistance to Shared Services ICT customers through the maintenance and diagnosis of hardware and software problems, either on-site or remotely on the Service Desk.

Eligibility/Other Requirements: A current driver's licence or the ability to quickly acquire a driver's licence highly desirable.

Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous.

Note: Incumbents may be required to participate in an on-call arrangement that operates 24 x 7 days. Incumbents may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles if required.

Contact Officer: Lucy Martiniello (02) 6207 6060 lucy.martiniello@act.gov.au

APPOINTMENTS

Community Services

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

Pathmakumara Gunawardena 827-45902, Section 68(1), 5 September 2011

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

Beatrice Kenney-Haubi 820-99701, Section 68(1), 5 September 2011

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

Angela Majdandzic 827-47916, Section 68(1), 5 September 2011

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

Kui Worthington 827-31666, Section 68(1), 29 August 2011

Economic Development

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

Kelly Ryan 827-48257, Section 68(1), 29 August 2011

Education and Training

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

Roslyn Maree Cusack 799-99987, Section 68(1), 7 September 2011

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

Melanie Schneider 820-92980, Section 68(1), 26 August 2011

Building Services Officer \$38,248 - \$41,947

Alexander Cairns 82450637, Section 68(1), 30 August 2011

Building Services Officer \$38,248 - \$41,947

David Connell 82451699, Section 68(1), 30 August 2011

Building Services Officer \$38,248 - \$41,947

Allen Greenwood 82451680, Section 68(1), 30 August 2011

Building Services Officer \$38,248 - \$41,947

Peter Griffin 78750362, Section 68(1), 30 August 2011

Building Services Officer \$38,248 - \$41,947

John Kirwood 82452448, Section 68(1), 30 August 2011

Building Services Officer \$38,248 - \$41,947

Paul Hyde 81742881, Section 68(1), 30 August 2011

Building Services Officer \$38,248 - \$41,947

Larry Prostimo 79838091, Section 68(1), 31 August 2011

Environment and Sustainable Development

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

Nigel Dears 755-95395, Section 68(1), 5 September 2011

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

Christopher Southwell 827-28379, Section 68(1), 5 September 2011

Health

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

Melissa Austin 827-44731, Section 68(1), 5 September 2011

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

Chung Chung Bhutia 821-59452, Section 68(1), 1 September 2011

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

Jennifer Brandon 827-44686, Section 68(1), 5 September 2011

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

Rachelle Chown 831-22061, Section 68(1), 5 September 2011

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

Melissa Chantelle Clarke 827-44643, Section 68(1), 5 September 2011

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

Kim Maree Dowling 827-44651, Section 68(1), 5 September 2011

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

Catherine Ann Gear 827-44707, Section 68(1), 5 September 2011

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

Martine Jordan 827-44635, Section 68(1), 5 September 2011

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

Ashley Todd Kirby 827-44678, Section 68(1), 5 September 2011

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

Tammy Lee Lewis 827-44694, Section 68(1), 5 September 2011

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

Ashleigh Myola Mawhinney 827-44774, Section 68(1), 5 September 2011

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

Gavin Milkins 816-83674, Section 68(1), 1 September 2011

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

Christine Rieber 829-67927, Section 68(1), 3 September 2011

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

Fatumata Sesay 827-44790, Section 68(1), 5 September 2011

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

Anita Shakya 827-43157, Section 68(1), 5 September 2011

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

Kyung In Sun 824-32391, Section 68(1), 4 August 2011

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

Lorevic Tan 824-31938, Section 68(1), 21 July 2011

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

Renee Maxine Withers 827-44766, Section 68(1), 5 September 2011

Justice and Community Safety

Trainee Ambulance Support Officer \$43,863-\$45,943

Zach Adams 827-40802, Section 68(1), 5 September 2011

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

Mathew Davis 821-22318, Section 68(1), 5 September 2011

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

Kyle Graham 821-16188, Section 68(1), 31 August 2011

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

Sharon Langshaw 827-47772, Section 68(1), 5 September 2011

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

Michael O'Donovan 827-49399, Section 68(1), 25 August 2011

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

Rebecca O'Malley 827-48281, Section 68(1), 5 September 2011

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

Piotr (Peter) Rozmus 827-47764, Section 68(1), 5 September 2011

Territory and Municipal Services

General Service Officer Level 3/4 \$38,248 - \$41,947

Tristan Neiminen 827-32386, Section 68(1), 6 September 2011

General Service Officer Level 5/6 \$42,612 - \$47,092

Gary Tennant 827-29507, Section 68(1), 2 September 2011

Treasury

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

Nadine Joan Cumming 827-21652, Section 68(1), 12 September 2011

TRANSFERS

Health

Canberra Hospital and Health Service

Women, Youth and Children

Raelene Garrett-Rumba: 786-48990

From: Registered Nurse Level 3.1 \$83,861 - \$87,312

Health

To: Registered Nurse Level 3.1 \$83,861 - \$87,312

Health, Canberra (PN. 22865) (Gazetted 14 July 2011)

Canberra Hospital and Health Service

Medicine

David Parkes: 827-49444

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

Calvary Health Care ACT (Public)

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

Health, Canberra (PN:15254)

PROMOTIONS

Canberra Institute of Technology

Centres

Student Services Hub

Awards and Graduation Team

Judith Maree Neal: 799-92339

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 55586) (Gazetted 1 July 2011)

Centres

Student Services Hub

Rebecca Sharp: 799-86609

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 54314) (Gazetted 1 July 2011)

Community Services

Housing and Community Services

Housing ACT

Housing Initiatives

Kathryn Margaret Boljkovac: 795-66719

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

Community Services

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

Community Services, Canberra (PN. 05079) (Gazetted 12 July 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.

Therapy ACT

Speech Pathology

Terese Kathleen Hardy: 813-02843

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

Community Services

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

Community Services, Canberra (PN. 26007) (Gazetted 23 July 2011)

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Julie Jones: 761-23330

From: School Assistant 3 \$41,927 - \$45,251

Education and Training

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

Community Services, Canberra (PN. 22790) (Gazetted 17 January 2011)

Office for Children Youth and Family Support

Care and Protection Services

Emma Stewart: 787-43779

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

Community Services

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

Community Services, Canberra (PN. 04417) (Gazetted 25 May 2011)

Environment and Sustainable Development

Construction Services

Construction Occupations

Mark Frazer: 820-92788

From: General Service Officer Level 10 \$66,198 - \$76,043

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 24004) (Gazetted 10 June 2011)

Health

Strategy and Corporate

Business and Infrastructure

Security and Emergency Prepare

Alethea Gumm: 820-71602

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

Health

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

Health, Canberra (PN. 23114) (Gazetted 21 July 2011)

Canberra Hospital and Health Service

Medicine

Renal

Sibonile Shoshore: 786-50599

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

Health

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

Health, Canberra (PN. 22342) (Gazetted 9 June 2011)

Director-General Reports

Population Health

Rhiannon Stewart: 829-67871

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

ACT Health

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

Health, Canberra (PN. 26163) (Gazetted 3 March 2011)

Office of the Chief Executive

Financial Management

Revenue and Financial Support

Kathryn Watts: 740-95428

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

Health

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

Health, Canberra (PN. 15108) (Gazetted 7 April 2011)

Territory and Municipal Services

Land Management and Planning Division

Parks and Conservation

Nina Kelly Bruns: 820-87559

From: Park Ranger 1 \$49,306 - \$53,214

Territory and Municipal Services

To: †Park Ranger 2 \$54,956 - \$59,668

Territory and Municipal Services, Canberra (PN. 15255) (Gazetted 19 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

Revenue Management

Revenue Accounts

Lisa Marie Bourke: 792-44410

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

Treasury

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

Treasury, Canberra (PN. 03486) (Gazetted 21 July 2011)

Revenue Management

Revenue Accounts

Jane Florence Emily McGill Haby: 780-56119

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

Health

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

Treasury, Canberra (PN. 05209) (Gazetted 21 July 2011)

Office of the Under Treasurer

School/Business Unit

Giuliana Tonini: 609-48936

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

Treasury

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

Treasury, Canberra (PN. 55528) (Gazetted 14 July 2011)