



## **ACT Government Gazette**

**Gazetted Notices for the week beginning 13 December 2012**

## **EXECUTIVE NOTICES**

### **Health**

#### **Contract Cessation**

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

Judianne Childs – Director, People Strategy and Services Branch (E284) – 11 December 12

#### **Variation – Transfer**

Ian Thompson – Deputy Director-General, Canberra Hospital and Health Services (E619) Section 80A(1)(a) of the Public Sector Management Act 1994

### **Territory and Municipal Services**

#### **Engagement**

Anthony Polinelli – Director, Governance (E618) Section 72 of the Public Sector Management Act 1994

## **VACANCIES**

### **ACT Auditor General's Office**

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded**

**from: <http://www.jobs.act.gov.au/>**

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

#### **Performance Audit**

##### **Principal**

##### **Audit Band 2 \$128,452, Canberra (PN: 25226, several)**

Gazetted: 19 December 2012

Closing Date: 21 January 2013

Details: The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with: good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. As a Principal you will receive a salary of \$128,452 (plus an employer superannuation contributions) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. Applicant must be eligible for Baseline Vetting.

Contact Officer: Maxine Cooper (02) 6207 0833 [actauditorgeneral@act.gov.au](mailto:actauditorgeneral@act.gov.au)

#### **Performance Audit**

##### **Senior Audit Manager**

##### **Audit Band 2 (Senior Manager) \$106,219 - \$128,452, Canberra (PN: 16026, several)**

Gazetted: 19 December 2012

Closing Date: 21 January 2013

Details: The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with: good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. As a Senior Audit Manager you will receive a salary between \$106,219 to \$123,208 (plus an employer superannuation contributions) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. Applicant must be eligible for Baseline Vetting.

Contact Officer: Maxine Cooper (02) 6207 0833 [actauditorgeneral@act.gov.au](mailto:actauditorgeneral@act.gov.au)

#### **Performance Audit**

##### **Audit Manager**

##### **Audit Band 2 (Audit Manager) \$92,634 - \$100,044, Canberra (PN: 42800, several)**

Gazetted: 19 December 2012

Closing Date: 21 January 2013

Details: The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with: good communication and interpersonal skills, an ability to objectively

analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. As an Audit Manager you will receive a salary between \$92,634 to \$100,044 (plus an employer superannuation contributions) depending on your skills and experience. Join our team today for a rewarding career. Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. Applicant must be eligible for Baseline Vetting.

Contact Officer: Maxine Cooper (02) 6207 0833 [actauditorgeneral@act.gov.au](mailto:actauditorgeneral@act.gov.au)

#### **Performance Audit**

##### **Senior Auditor**

**Audit Band 1 (Senior Auditor) \$71,636 - \$87,691, Canberra (PN: 10748, several)**

Gazetted: 19 December 2012

Closing Date: 21 January 2013

Details: The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with: good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. As a Senior Auditor you will receive a salary between \$71,636 to \$87,692 (plus an employer superannuation contributions) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. Applicant must be eligible for Baseline Vetting.

Contact Officer: Russell Hearne (02) 6205 2442 [russell.hearne@act.gov.au](mailto:russell.hearne@act.gov.au)

#### **Performance Audit**

##### **Auditor including Graduates**

**Audit Band 1 \$45,081 - \$87,691, Canberra (PN: 00363, several)**

Gazetted: 19 December 2012

Closing Date: 21 January 2013

Details: The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with: good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. As an Auditor you will receive a salary between \$45,081 to \$67,931 (plus an employer superannuation contributions) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. Applicant must be eligible for Baseline Vetting.

Contact Officer: Russell Hearne (02) 6205 2442 [russell.hearne@act.gov.au](mailto:russell.hearne@act.gov.au)

#### **ACT Teacher Quality Institute**

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

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

#### **ACT Teacher Quality Institute**

##### **Information Services Manager**

**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 30333)**

Gazetted: 19 December 2012

Closing Date: 2 January 2013

Details: Manage, administer, maintain and drive improvements for the ACT Teacher Quality Institute (TQI) business system applications, ensuring that ICT activities are integrated and aligned with ACT Government strategic direction, policies and standards.

Note: This is a part-time position available at 22:05 - 29:40 hours per week.

Contact Officer: Anne Ellis (02) 6205 6763 [anne.ellis@act.gov.au](mailto:anne.ellis@act.gov.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](mailto:jobs@act.gov.au)**

#### **Office of the Under Treasurer**

##### **Cabinet Liaison Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 55386)**

Gazetted: 13 December 2012

Closing Date: 27 December 2012

Details: An opportunity exists for a motivated and well organised person to undertake the position of Treasury's Cabinet Liaison Officer. The position covers a number of functions, including: Cabinet Liaison Officer, Assembly Liaison Officer, Coordinator of Government Business for Treasury and Notification of Instruments.

Eligibility/Other Requirements: Sound knowledge in Cabinet, legislation and Legislative Assembly procedures and processes is highly desirable.

Contact Officer: Lisa Holmes (02) 6207 0280 [lisa.holmes@act.gov.au](mailto:lisa.holmes@act.gov.au)

### **Commerce and Works**

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded**

**from: <http://www.jobs.act.gov.au/>**

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

#### **Shared Services ICT**

##### **Customer Relations**

##### **Health ICT**

##### **Senior Systems Integration and Interfacing Technical Specialist**

##### **Senior Information Technology Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31332)**

Gazetted: 18 December 2012

Closing Date: 1 January 2013

Details: This position will provide technical direction into, and quality assurance overview of, the design, development and implementation of Health Level 7 messaging (HL7) and other interfaces in a Health environment. The position requires a technical specialist with knowledge of Health specific integration toolsets and methodologies, with a particular emphasis on HL7 and Clinical Documents Architecture (CDA). Knowledge of the secure messaging infrastructure to be used for National E-Health Transition Authority (NEHTA) initiatives such as Personally Controlled Electronic Health Record (PCEHR) would be an advantage.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Possession of, or the ability to rapidly attain, a Protected security clearance, is mandatory. Membership of HL7 Australia and/or an awareness of the HL7 and NEHTA standards currently under development would be an advantage. Demonstrated knowledge of and/or high level experience with the Information Technology Infrastructure Library (ITIL) framework.

Notes: Selection may be from application and referee reports.

Contact Officer: Mick Hassan (02) 6205 0208 [mick.hassan@act.gov.au](mailto:mick.hassan@act.gov.au)

#### **Shared Services ICT**

##### **Business Development**

##### **Program Office**

##### **Project Manager**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 13562, several)**

Gazetted: 17 December 2012

Closing Date: 7 January 2013

Details: The Program Office in Shared Services ICT is looking for an experienced Project Manager to join their team. The role will manage business projects that incorporate ICT technology. The Project Manager is required to manage and control the undertaking of project related activities on behalf of ACT Government Directorates through the Program Office and its methodologies (Prince2, MSP). The successful applicant will have demonstrated experience in managing, developing and implementing multiple ICT projects simultaneously, and will report to a Program Manager within the Program Office.

Eligibility/Other Requirements: Demonstrated understanding of the Information Technology Infrastructure Library (ITIL) framework. Educational and professional qualifications checks may be undertaken prior to employment. Relevant formal qualifications in a recognised management or project management discipline or equivalent experience would be highly desirable. Professional membership of the Australian Project Management Institute and the Australian Computer Society or similar organisations would be highly regarded.

Contact Officer: Michael McGurgan (02) 6207 6169 [michael.mcgurgan@act.gov.au](mailto:michael.mcgurgan@act.gov.au)

#### **Shared Services**

##### **Strategic Finance**

##### **Supervisor Transactional Services**

##### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 14769)**

Gazetted: 14 December 2012

Closing Date: 21 December 2012

Details: A permanent vacancy exists for a person with an extensive accounting background to join the Strategic Finance area of Shares Services. The successful applicant will undertake a hands on accounting role and will supervise a small transactional services team. Essential attributes will include a high focus on client service, highly developed analytical skills, demonstrable staff management experience and will also need to be a self starter, a team player, flexible and adaptable in order to be able to meet changing business conditions. Highly developed oral and written communication skills are essential in this role also. Other duties may be required from time to time for other finance and administrative functions within the Commerce and Works Directorate.

Contact Officer: Greg Tong (02) 6205 2947 [greg.tong@act.gov.au](mailto:greg.tong@act.gov.au)

#### **Revenue Management Division**

##### **Advice and Assessments Section**

##### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00098, several)**

Gazetted: 18 December 2012

Closing Date: 14 January 2013

Details: As the successful applicant you will, under broad supervision and direction, interpret and apply the provisions of ACT revenue laws, procedures and policies to the assessment of tax transactions and grants. You will answer enquiries and provide technical advice to other staff, senior Government officers, taxpayers and grant applicants. You will also supervise the counter and call centre, train staff and contribute to the development of policy and procedures. You will preferably have experience in reading and analysing legislation and complex fact situations, and making decisions on them, and in supervising staff. Good communication skills are essential.

Note: Occupants can be rotated to other positions at the same level within the Revenue Management Division as required.

Temporary positions are also available for the period 1 February 2013 until 24 December 2013.

Contact Officer: Lindsay Aquilina (02) 6207 0066 [lindsay.aquilina@act.gov.au](mailto:lindsay.aquilina@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.

### **Community Services**

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

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

#### **Office for Children Youth and Family Support Care and Protection Services**

##### **Community Based Care and Protection Workers**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 03134, several)**

Gazetted: 19 December 2012

Closing Date: 22 January 2013

Details: The role of the Community Based Care and Protection Worker is to engage with families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. The workers will primarily work with children and families in the Gungahlin, Tuggeranong and West Belconnen communities who have been reported to care and protection services. Primary focus is to work with the family's strengths to increase the child and family's social connectedness and to help reduce the risk to children.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. Two years ACT Child Protection experience working with children, youth and/or families in a case management role. Current driver's licence essential.

Contact Officer: Vicki Jelfs (02) 6207 7308 [vicki.jelfs@act.gov.au](mailto:vicki.jelfs@act.gov.au)

#### **Policy and Organisational Services**

##### **Organisational Services**

##### **Learning and Community Education**

##### **Trainer and Assessor**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: C08343, several)**

Gazetted: 18 December 2012

Closing Date: 22 January 2013

Details: We are seeking applications from people interested in joining our casual pool of trainers and assessors to assist in the training and assessment of foster carers. Applicants should have a sound understanding of foster care and qualifications and experience in training. The training will be conducted outside of normal business hours i.e. after 5:30pm on weekdays and during the day Saturday or Sunday.

Eligibility/Other Requirements: Certificate IV in Training & Assessment (or Enterprise Skills Set) or a willingness to obtain this.

Notes: This is a temporary casual position available from 01 February 2013 until 31 January 2014. Applications may be assessed based on application and referee reports.

Contact Officer: Naomi Merritt (02) 6207 1404 [naomi.merritt@act.gov.au](mailto:naomi.merritt@act.gov.au)

#### **Disability ACT**

##### **Services for Children and Young People**

##### **Individual Program Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 31553)**

Gazetted: 17 December 2012

Closing Date: 11 January 2013

Details: Disability ACT is looking for an experienced and enthusiastic Individual Program Officer to be responsible for assessing, planning, developing and monitoring individual support for children and young people. This work is undertaken with children and young people with high and complex needs living in community settings, under a range of funding programs and consistent with the Vision and Values of Disability ACT and Human Rights.

Eligibility/Other Requirements: A current driver's licence, equivalent to ACT Driver's Licence, Class CA is mandatory.

Contact Officer: Simone Provost / Sue Watson (02) 6205 2199 / (02) 6205 3533 [simone.provost@act.gov.au](mailto:simone.provost@act.gov.au) / [sue.watson@act.gov.au](mailto:sue.watson@act.gov.au)

#### **Cultural Facilities Corporation**

##### **Canberra Theatre Centre**

##### **Canberra Ticketing**

##### **Manager, Canberra Ticketing**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 012)**

Gazetted: 13 December 2012

Closing Date:

Are you passionate about customer service? Want to lead a dynamic sales and call centre team? Would you like to play a leading business development and managerial role at the Canberra Theatre Centre? Canberra Theatre Centre's box office, Canberra Ticketing, sells tickets for over 200 events each year. Leading a dynamic team of full time and casual staff, you are passionate about customer service, excel at managing a team of staff, have private sector working experience and are keen to play a crucial role in the development of Canberra Theatre Centre's ticketing business and contribute to Canberra Theatre Centre's success. You are skilled at process management, and care deeply about quality assurance. Tech savvy and analytical, you learn new systems quickly and understand the importance of fulfilment, customer service and data acquisition to

Canberra Theatre Centre's marketing activities. Canberra Theatre Centre is an exciting place to exercise your managerial and customer service skills, if this ad sounds like you, it is guaranteed to be a rich and rewarding experience.

Note: Applications must address the selection criteria. Three year temporary contract with the possibility of permanent appointment

Contact Officer: Hong Tsai (02) 6243 5754 hong.tsai@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au

### **Economic Development**

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

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

#### **Economic Development, Policy and Governance**

##### **Ministerial, Cabinet and Policy**

##### **Land and Development Policy**

##### **Senior Policy Officer**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 13792)**

Gazetted: 13 December 2012

Closing Date: 10 January 2013

Details: The Ministerial, Cabinet and Policy Branch are seeking an enthusiastic person to assist with the development of policy on a range of economic development policy issues, including in relation to land development. Duties include undertaking research, preparing policy briefing papers and other high level Ministerial and Cabinet documents.

Contact Officer: Christopher Beer (02) 6205 9889 christopher.beer@act.gov.au

#### **Land Strategy and Finance**

##### **Office of the Coordinator-General**

##### **Project Officer and Executive Assistant**

##### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 28009)**

Gazetted: 19 December 2012

Closing Date: 26 December 2012

Details: The Office of the Coordinator - General is seeking the services of an Executive Assistant to provide high level executive and administrative support. The successful applicant will also be responsible for coordinating Divisional and/or Directorate input and reporting requirements, tracking correspondence and monitoring staffing and financial issues on behalf of the Office of the Coordinator - General. Highly developed interpersonal skills combined with strong analytical capability and attention to detail is required.

Contact Officer: Glenn Bain (02) 6207 6569 glenn.bain@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>**

#### **Strategy and Corporate**

##### **Service and Capital Plan**

##### **Senior Biomedical Engineer**

##### **Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 19996)**

Gazetted: 20 December 2012

Closing Date: 11 January 2013

Details: The ACT Government has embarked upon a program to overhaul and expand all aspects of the ACT Health Directorate systems as part of the single largest capital works project undertaken in the ACT Government's history. The enhancements to the health system in both building and clinical systems are in excess of \$1billion. The Health Infrastructure Program (HIP) involves integrating state-of-the-art information and e-health technologies; change management; and significant capital works – much of which will be based at Canberra Hospital. For further information go to: [www.health.act.gov.au/yhop](http://www.health.act.gov.au/yhop).

An exciting position is available for a highly motivated, enthusiastic Senior Biomedical Engineer with a commitment to innovation and excellence to using their skills and knowledge in assisting the ACT Health Directorate to plan and deliver state-of-the-art clinical technology solutions for the Health Infrastructure Program. The successful applicant will show a high level of knowledge and understanding of clinical technology and demonstrate their ability to plan, assess, deliver and manage clinical technology solutions which enhance the safety and wellbeing of patients and staff. They will exhibit advanced communication, interpersonal and negotiation skills which have been applied as a key member of multidisciplinary project team. The successful applicant will bring with them an understanding of, and commitment to, Customer Service, Workplace Diversity, Occupational Health and Safety and Industrial Democracy.

Eligibility/Other Requirements: Degree in Biomedical Engineering or other suitable engineering qualification. Post Graduate qualifications relevant to Biomedical Engineering or Project Management. Professional Engineer Membership of the Institute of Engineers Australia. Member of the College of Biomedical Engineers Australia or equivalent body.

Note: This position is temporary commencing in the New Year to 30 June 2016. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Phil Thorburn (02) 6174 5255

#### **Strategy and Corporate**

##### **Service and Capital Plan**

**Health Infrastructure Program  
Senior Project Manager Furniture Fittings and Equipment  
Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31530)**

Gazetted: 20 December 2012

Closing Date: 3 January 2013

Details: The ACT Government has embarked upon a program to overhaul and expand all aspects of the ACT Health Directorate systems as part of the single largest capital works project undertaken in the ACT Government's history. The enhancements to the health system in both building and clinical systems are in excess of \$1billion. The Health Infrastructure Program (HIP) involves integrating state-of-the-art information and e-health technologies; change management; and significant capital works - much of which will be based at Canberra Hospital. For further information go to: [www.health.act.gov.au/yhop](http://www.health.act.gov.au/yhop). An exciting position is available for a highly motivated, enthusiastic Senior Project Manager who will be responsible for the management and coordination of Health Infrastructure Program (HIP) Furniture Fittings and Equipment (FFE) planning, procurement, installation and asset management processes for all projects within the ACT Health HIP. The successful applicant will have knowledge of or the capacity to develop thorough understanding of, legislation and Government policy, guidelines and procedures that relate to procurement and have strong project management skills and experience in project management in a health environment.

Notes: This is a temporary position available until 30 June 2016. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Narelle Davis (02) 6207 5981 Elizabeth.Hallam@act.gov.au

**Canberra Hospital and Health Services  
Women, Youth and Children  
Women and Babies  
Clinical Nurse/Midwife Consultant  
Registered Nurse Level 3.2 \$101,556, Canberra (PN: 31201)**

Gazetted: 20 December 2012

Closing Date: 3 January 2013

Details: The Clinical Nurse Consultant's position in the Special Care Nursery is responsible for the operational management and leadership within the clinical environment. Applicants must demonstrate high level of management, communication, leadership skills and expertise in coordinating the clinical practises within the clinical environment, to ensure the efficient and effective provision of quality patient care. This is based on best practise and working with a collaborative and multidisciplinary framework.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Desirable: Post-graduate qualifications in Neonatal Nursing.

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

Contact Officer: Jeni Williams (02) 6174 7395

**Canberra Hospital and Health Services  
Women, Youth and Children  
Women's and Babies  
Clinical Nurse Consultant, Neonatal Intensive Care/High Dependency Unit  
Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22395)**

Gazetted: 20 December 2012

Closing Date: 3 January 2013

Details: The Clinical Nurse Consultant's position in the Neonatal Intensive Care/High Dependency Unit (NICU/HDU) is responsible for the operational management and leadership within the clinical environment. Applicants must demonstrate high level management, communication, leadership skills and expertise in coordinating the clinical practises within the clinical environment, to ensure the efficient and effective provision of quality patient care. This is based on best practise and working with a collaborative and multidisciplinary framework.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Post-graduate qualifications in Neonatal Nursing desirable.

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

Contact Officer: Jeni Williams (02) 6174 7395

**Canberra Hospital and Health Services  
Medicine  
Medicine Units  
Senior Research Officer  
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14447)**

Gazetted: 20 December 2012

Closing Date: 3 January 2013

Details: A temporary six month vacancy has arisen for a part-time (2 days a week) Senior Research Officer in the Academic Unit of Internal Medicine of Canberra Hospital and Health Services. This position is funded for six months by the Canberra Hospital Private Practice Trust Fund Major Project Grants Program.

Eligibility/Other Requirements: PhD or Master's degree in Health related field.

Note: This is a temporary part-time position available from February 2013 to June 2013 at 14.42 hours per week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on written applications and referee reports only and candidates should bear this in mind when submitting their applications.

Contact Officer: Jean Robertson (02) 6244 2063

**Canberra Hospital and Health Services**

**Operational Support**

**Acute Care**

**Physiotherapist**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 31429)**

Gazetted: 20 December 2012

Closing Date: 27 December 2012

Details: An exciting opportunity exists to join the senior leadership team in the dynamic Acute Support Physiotherapy Department based at the Canberra Hospital. The successful applicant will provide leadership to facilitate ongoing learning to staff and students in their area of expertise. A high level of clinical knowledge and experience of conditions in an acute care setting is required. Experience in change management, quality improvement/service development activities and/or research highly desirable.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence is mandatory.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position may be required to participate in overtime, on call, and/or rotation roster.

Appointment may be made on application and referee reports only.

Contact Officer: Kerry Boyd (02) 6244 2154

**Canberra Hospital and Health Services**

**Mental Health, Justice Health, Alcohol and Drug Service**

**Business Support**

**Data Manager/Analyst**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31294)**

Gazetted: 20 December 2012

Closing Date: 17 January 2013

Details: The ACT Health Directorate is currently seeking a Data Manager/Analyst for the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) located in the Australian Capital Territory (ACT). Provide technical and analytical skills for the development and maintenance of the reporting requirements of the Division. This position is responsible for data management, integrity and quality of the Divisions information systems. This includes validation, data mining and some analysis of the information and data, specific to the business requirements of the Division and more broadly its relationship to ACT Health Directorate information systems. The applicant is expected to have intermediate to advanced technical skills in the management of data and use of contemporary IT tools to interrogate databases and data sets. A background in health systems and services would be an advantage, including knowledge of the operational business of the MHJHADS Division. High quality interpersonal and communication skills are required as the position will involve liaison and interaction with non-technical operational staff to determine business needs and data requirements. The position will be supported and supervised by the Business Analyst of the Division but will be expected to work with minimal supervision and autonomy. It is expected applicants will have the required technical ability and capacity to provide routine reporting requirements support as well as meet the demands of Divisional planning and development work dependent on relevant information and data under tight schedules and time frames. Experience in working in a team environment, with the capacity to adapt to changing business practices and processes are essential. This includes development and maintenance of technical skills and learning new technologies as they come to hand. This position is for an IT specialist with the technical skills required for data management and maintenance. As well as intermediate management skills expected of Senior Officer Grade C in the ACT Public Health Directorate.

Eligibility/Other Requirements: Desirable relevant tertiary qualifications or high level experience in an information management and analysis environment.

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

Contact Officer: Paul Mayers (02) 6205 3566 or 0434 604 202

**Canberra Hospital and Health Services**

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

**Child and Adolescent Mental Health**

**Registered Nurse, Cottage Adolescent Day Program**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 17461)**

Gazetted: 20 December 2012

Closing Date: 3 January 2013

Details: The Child and Adolescent Mental Health Service (CAMHS) have a vacancy for a permanent full-time Registered Nurse, Level 2 at the Cottage Adolescent Day Program. The Cottage comprises a multidisciplinary team of mental health professionals who provide intensive individual and group therapeutic services for young people with mental health issues. The Cottage has a recovery focus that aims to reduce the severity of mental health symptoms and to achieve functional gain in the areas of schooling, social functioning and fostering life skills.

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

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

Contact Officer: Elloise Barry (02) 6205 1128

**Canberra Hospital and Health Services**

**Mental Health, Justice Health, Alcohol and Drug Service**

**Justice Health**

**Justice Health Nurse**



**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 14943)**

Gazetted: 20 December 2012

Closing Date: 27 December 2012

Details: Are you looking for a change and something very different? Are you looking for a job that gives you more variety and autonomy? The Justice Health Service is part of the Division of Mental Health, Justice Health, Alcohol and Drug Services. Justice Health is currently responsible for the delivery of health care to youth people and adults in custody at the Alexander Maconochie Centre, Bimberi Youth Justice Centre, Symonston Periodic Detention Centre and the ACT Court Cells. Justice Health Service provides a very supportive work environment. Our nurses find working with people in custody challenging, very interesting and an extremely satisfying area of nursing.

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

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. There are several positions, with various working hours. Some require working a rotating roster (no night shift), Monday to Friday with shift work negotiable. Full-time and part-time positions will be considered. Positions also attract an environmental allowance and a paid meal break allowance.

Contact Officer: Margaret Huff (02) 6207 2841

**Canberra Hospital and Health Services**

**Capital Region Cancer Services**

**Cancer Nursing**

**Haematology Nursing**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 17241)**

Gazetted: 20 December 2012

Closing Date: 10 January 2013

Details: Capital Region Cancer Service (CRCS) invites applications from registered nurses with experience in Haematology. Haematology Unit provides a range of service malignant and non-malignant haematology patients from Canberra and the surrounding region including diagnostic testing via bone marrow biopsy, supportive treatment, biological therapies and chemotherapy. Nurses work with the multidisciplinary team to deliver a high standard of care to patients at various stages of haematological disease process. Previous experience in Haematology is essential and Apheresis/BMT procedures highly desirable. Successful applicants will demonstrate excellent time management, assessment and communication skills and be highly motivated.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence.

Note: This is a rotating roster seven days per week with on call requirements. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Kathlene Robson (02) 6174 7044

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Rehabilitation**

**Neuropsychologist**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 02811)**

Gazette Date: 20 December 2012

Closing Date: 3 January 2012

Details: An exciting opportunity exists for a Neuropsychologist to join the friendly and supportive Psychology and Counselling team in the Division of Rehabilitation, Aged and Community Care (RACC). Our team consists of Clinical Neuropsychology and Clinical Psychology positions. 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 the RACC inpatient and outpatient services. There is the opportunity to rotate through the aged care and rehabilitation caseloads including the RACC multidisciplinary memory clinic which is based on the Victorian CDAMS model. Supervision is provided by the Senior Clinical Neuropsychologist who is a Psychology Board of Australia (PBA) approved supervisor for Clinical Neuropsychology Area of Practice Endorsement. New graduates are encouraged to apply.

Eligibility/Other Requirements: Post-graduate qualifications (i.e. Masters or Doctoral level) in Clinical Neuropsychology.

General registration with the Australian Health Practitioner Regulation Agency (AHPRA), PBA. A PBA Area of Practice Endorsement in Clinical Neuropsychology (or working towards/eligible for). Current driver's licence.

Note: While this is a full-time position, applications for part-time employment are encouraged. This position may be required to participate in overtime, on call, and/or rotation roster. Employees in Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9,095 is available. Relocation reimbursement may be considered on an individual basis - for further information please discuss with the Contact Officer. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Rebecca Lennie (02) 6244 2772

**Special Purpose Account, Canberra Hospital**

**Special Purpose Account**

**Renal**

**Research Officer - Renal Unit**

**Research Officer Grade 2 \$58,870 - \$63,917, Canberra (PN: 29875)**

Gazetted: 20 December 2012

Closing Date: 3 January 2013

Details: An interesting position exists to develop and coordinate research trials undertaken by the Renal Service. Applicants should possess high level organisational skills, the ability to prioritise workloads and to work with limited supervision together with a thorough understanding of the important processes involved in large research studies.

Eligibility/Other Requirements: An appropriate tertiary qualification.

Notes: This is a temporary position available for a period of up to two years. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please note selection may be based on applications and referee reports only and applicants should bear this in mind when preparing their applications and responses to selection criteria.

Contact Officer: Michele Edwards (02) 6244 2821

**Canberra Hospital and Health Services  
Women, Youth and Children  
Children, Youth and Women's Health Program  
Maternal and Child Health Nurse/Midwife  
Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 21648, several)**

Gazetted: 20 December 2012

Closing Date: 2 January 2013

Details: The Community Health Programs is pleased to offer a supportive Professional Development opportunity for suitably qualified nurses and midwives who aspire to work in the Community as a Maternal and Child Health Nurse. These temporary positions prepare Nurses/Midwives for autonomous practice in this speciality. The pathway maps out the required learning, individual needs and demonstration of competence against the speciality professional standards. Transfer at substantive level will be considered.

Eligibility/Other Requirements: Registered Nurse/Midwife with The Australian Health Practitioner Regulation Agency (AHPRA) or eligibility for registration and hold a current driver's licence. Holds or will hold postgraduate qualifications in Maternal, Child or Family Health. Qualifications in midwifery or paediatrics are highly desirable.

Note: These are temporary positions available for six months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection Documentation available on [www.health.act.gov.au](http://www.health.act.gov.au)

Contact Officer: Helen Govey (02) 6205 1827

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Rehabilitation  
Social Worker  
Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 16899)**

Gazetted: 20 December 2012

Closing Date: 3 January 2013

Details: The Rehabilitation, Aged and Community Care (RACC) is a vibrant and growing service within ACT Health Directorate providing multidisciplinary care across a range of settings. Our services are based across the Canberra Hospital as well as in the community incorporating the Health Directorate values of care, excellence, collaboration and integrity. A suitable applicant is required to provide a social work service within the rehabilitation and/or aged care services. There may be requirements to work in other areas of the Rehabilitation and Aged Care depending upon needs.

Eligibility/Other Requirements: A degree or diploma in social work and eligible for membership of the Australian Association of Social Work. Minimum of one year experience as a social worker current. Current driver's licence.

Note: This is a permanent full-time vacancy available from 1 February 2013. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. You are requested to provide your CV, and the contact details of two referees. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Fiona Baillie (02) 6244 4159 [fiona.baillie@act.gov.au](mailto:fiona.baillie@act.gov.au)

**Canberra Hospital and Health Services  
Women Youth and Children  
Women's and Babies  
Administration Support  
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 17183)**

Gazetted: 20 December 2012

Closing Date: 3 January 2013

Provide Personal Assistant and secretarial support for a number of stakeholders and services within the Department of Obstetrics and Gynaecology; maintain diary and co-ordinate meetings for the Staff Specialists and Assistant Director of Nursing; receive and screen incoming phone calls and correspondence and take appropriate action; organise travel and accommodation for conferences; maintain record management systems; arrange, travel, meetings and accommodation for visiting medical staff; and process leave applications and time sheets for medical staff.

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

Contact Officer: Shari Blumer (02) 6174 7389

**Canberra Hospital and Health Services  
Women, Youth and Children  
WCH Operational  
Administration Support Officer to Executive Director  
Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 31480)**

Gazetted: 20 December 2012

Closing Date: 27 December 2012

Details: Applications are being sought from dynamic and motivated persons interested in the permanent position of Administrative Support Officer to the Executive Director, Division of Women, Youth and Children. Applicants should have

excellent communications skills, ability to prioritise workloads, provide secretariat support, travel bookings, conference and meetings, and coordinate the fluent administration of the department of executive administration. A focus and understanding of customer service and appropriate engagement with consumers and clinicians, medical and nursing staff is essential.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applications should be limited to three pages.

Contact Officer: Shari Blumer (02) 6174 5803

**Canberra Hospital and Health Services  
Women, Youth and Children  
Child, Youth and Women's Health Program  
Receptionist**

**Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 24261)**

Gazetted: 20 December 2012

Closing Date: 10 January 2013

Details: Are you interested in working in women's health? Do you have skills in providing high quality customer services and administrative support? An exciting opportunity exists in the Women's Health Service for a position that supports the interprofessional team to deliver quality health services to marginalised and disadvantaged women in our community. The ACT Women's Health Service (WHS) provides inter-professional and holistic nursing, medical and counselling services to women in the ACT. Services are provided from both central and outreach locations. WHS understands that disadvantage and vulnerability contributes to poor physical and emotional health for many women. For this reason we give priority to women who experience significant barriers to health service access. These barriers may include, but are not limited to, the impact of violence, social or economic disadvantage, disability, language, culture, sexuality or isolation.

Eligibility/Other Requirements: Previous experience working in a health service environment and experience operating client specific data bases are highly desirable. Current driver's licence

Note: This is a part-time position at 22 hours per week, Monday-Wednesday. This is a temporary vacancy available for a period of 12 months with the possibility of permanency from this process. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Deborah Colliver or Toni Ashmore (02) 6205 1078

**Canberra Hospital and Health Services  
Critical Care and Imaging  
Intensive Care Unit**

**Health Service Officer**

**Health Service Officer Level 3 \$42,160 - \$43,599, Canberra (PN: 19397, several)**

Gazetted: 20 December 2012

Closing Date: 27 December 2012

Details: Several part-time permanent positions exist within the Intensive Care Unit of The Canberra Hospital for a highly motivated Health Service Officer with a passion for providing high standard of cleaning and preparation of equipment.

Note: These are part-time positions at 24.50 hours per week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jenny Rochow (02) 6244 2756

**Justice and Community Safety**

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

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

**ACT Electoral Commission**

**Project Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 43029)**

Gazetted: 17 December 2012

Closing Date: 24 December 2012

Details: Elections ACT is seeking applications from suitably experienced and motivated individuals to fill a temporary Election Campaign Finance Project Officer position in a small versatile Elections ACT team. The successful occupant will be responsible for undertaking the development of policy and procedures in relation to the election funding, expenditure and financial disclosure scheme. The person we are looking for will have a demonstrated ability to simultaneously manage multiple projects relating to electoral systems and processes. Work activities include managing and overseeing the design of systems, handbooks and forms, and processing, analysing and following-up of disclosure returns to ensure that electoral participants comply with Part 14 of the *Electoral Act 1992*. As a staff member in a small office, the person occupying this position will also undertake or assist with other tasks as required.

Eligibility/Other Requirements: Professional qualifications in project management and knowledge of the *Electoral Act 1992* and the *Referendum (Machinery Provisions) Act 1994* would be highly regarded.

Note: This position is offered as a temporary six month contract with the possibility for extension. This is not a permanent position.

Contact Officer: Andrew Moyes (02) 6205 0224 [andrew.moyes@act.gov.au](mailto:andrew.moyes@act.gov.au)

**Strategic Finance**

**Senior Management Accountant**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 29265)**

Gazetted: 14 December 2012

Closing Date: 10 January 2013

Details: This position has a significant role in the review and preparation of monthly financial reporting within the Directorate and to Treasury and assisting in end of year Financial Statement process. The position also has a leading role in coordination of the Directorate annual insurance declaration and the review of annual FBT return. The role is expected to be able to develop and manipulate financial modelling tools and complex spreadsheets in order to undertake financial analysis in support of the Directorate's operations. The role is expected to provide responsive customer focussed support and financial advice to the Directorate's business units. The successful applicant will require high-level financial accounting skills with demonstrated high quality communication and self-management skills that facilitate team work and the delivery of a full range of strategic finance services in a diverse setting.

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

Note: This is a temporary position available from 1 March 2013 until 1 January 2014.

Contact Officer: Mon Chan (02) 6207 0509 mon.chan@act.gov.au

### **Electoral Commission**

#### **Office Manager**

#### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 01867)**

Gazetted: 18 December 2012

Closing Date: 2 January 2013

Details: Elections ACT is seeking applications from suitably experienced and motivated individuals to fill the Office Manager position. The position is required to manage, plan, monitor and report on the Elections ACT budget, manage Finance and HR matters, oversee performance measures, supervise the Administration/Finance Officer, oversee the general administration of the office and other electoral duties as required.

Eligibility/Other Requirements: Knowledge and experience of Oracle, Finance and HR is highly regarded.

Notes: This is a temporary vacancy for a period of six months, with the possibility of extension.

Contact Officer: Oanh Nguyen (02) 6205 0342 oanh.nguyen@act.gov.au

### **ACT Law Courts and Tribunal**

#### **ACT Magistrates Court**

#### **Chambers**

#### **Chambers Manager**

#### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 44002)**

Gazetted: 18 December 2012

Closing Date: 22 January 2013

Details: Applications are sought from suitably qualified applicants for the position of Chambers Manager at the ACT Magistrates Court. The successful applicant will perform duties of personal Executive Assistant to the Chief Magistrate. The successful applicant will provide high level administrative, secretarial and records management services and support to the magistrates. Supervision, training and support of the associates and performing court duties for the magistrates, also forms part of the responsibilities of this position.

Contact Officer: Mary Burt (02) 6205 3273 mary.burt@act.gov.au

### **Territory and Municipal Services**

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

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

### **Business Enterprise Division**

#### **Yarralumla Nursery**

#### **Manager**

#### **Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 13666)**

Gazetted: 17 December 2012

Closing Date: 22 January 2013

Details: The position reports to the Executive Director, Business Enterprise, Territory and Municipal Services and is responsible for the management and development of the Yarralumla Nursery operations.

Eligibility/Other Requirements: Tertiary qualifications in economics, business, or a related field.

Note: This is a temporary position available for three years.

Contact Officer: Antonia Parkes (02) 6205 2028 antonia.parkes@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**

#### **National Arboretum Canberra**

#### **Curator, National Bonsai and Penjing Collection**

#### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30921)**

Gazetted: 17 December 2012

Closing Date: 18 January 2013

The National Bonsai and Penjing Collection will be one of the key attractions of the National Arboretum Canberra when it is officially opens in February 2013. We are seeking an enthusiastic and highly capable person with demonstrated experience in all facets of the acquisition, care, display, demonstration and training of Bonsai Trees. As Curator you will be responsible for managing and developing the national collection in collaboration with an assistant curator, a large number of volunteers and national stakeholders, and promoting awareness with assistance from Arboretum marketing staff and volunteers.

Notes: This exciting position will commence in late January.  
Contact Officer: Brenda Herd (02) 6207 7624 [brenda.herd@act.gov.au](mailto:brenda.herd@act.gov.au)

**Parks and City Services  
National Arboretum Canberra  
Concierge**

**Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 30918, several)**

Gazetted: 17 December 2012

Closing Date: 9 January 2013

Details: There are a number of positions available to suitably qualified people to act as concierge at the new Visitor Centre located in the National Arboretum Canberra. Great customer service skills required and an ability to communicate with a diverse range of people. Some weekend work required.

Notes: We require two people to work 16 hours per week and two people to work 12 hours per week, including weekends. This is a temporary vacancy available from the 17 January 2013 to 17 July 2013.

Contact Officer: Kara Highfield (02) 6205 5082 [kara.highfield@act.gov.au](mailto:kara.highfield@act.gov.au)

**APPOINTMENTS**

**Canberra Institute of Technology**

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

Shelley Campton 797-31331, Section 68(1), 13 December 2012

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 20 of the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013.

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

Colin Prest 817-46030, Section 68(1), 17 December 2012

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 20 of the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013.

**Technical Officer Level 3 \$61,148 - \$69,377**

Nora Tuchagues 816-79974, Section 68(1), 17 December 2012

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 20 of the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013.

**Commerce and Works**

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

Louise Anne Fitzgerald 507-72340, Section 68(1), 17 December 2012

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

Paul Brendon Goulding 831-51305, Section 68(1), 3 December 2012

**Community Services**

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

Sarah Anderson 835-70059, Section 68(1), 18 December 2012

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

Sally Ellemor 827-58797, Section 68(1), 19 December 2012

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

Heidi Engemann 827-54358, Section 68(1), 13 December 2012

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

Marina Salas Hammer 835-68928, Section 68(1), 19 December 2012

**Economic Development**

**General Service Officer Level 3/4 \$40,973 - \$44,935**

Waylan Morgan 827-35798, Section 68(1), 17 December 2012

**Environment and Sustainable Development**

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

Noreen Vu 834-22195, Section 68(1), 7 January 2013

**Health**

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

Raylene Amy 835-90076, Section 68(1), 11 February 2013

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

Jessica Bekavac 835-93023, Section 68(1), 10 December 2012

**Senior Officer Grade A \$123,208**

Karen Faichney 833-45783, Section 68(1), 13 December 2012

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

Ruwinder Kaur 821-08460, Section 68(1), 21 December 2012

Note: This permanent appointment is to a non-advertised vacancy and is made under Section M, Clause M5 of the Health Directorate Enterprise Agreement 2011-2013.

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

Jeong Lee 838-51512, Section 68(1), 13 December 2012

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

Jeannine Ma 836-56434, Section 68(1), 17 December 2012

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

Margaret MacPherson 836-55511, Section 68(1), 17 December 2012

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

Divish Seethilal 825-49848, Section 68(1), 13 December 2012

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

Kathryn van Hinthum: 835-90105, 68 (1), 11 February 2013

**Justice and Community Safety**

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

Paige Eslick 835-70657, Section 68(1), 17 December 2012

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

Cameron Watling 835-93824, Section 68(1), 13 December 2012

**Territory and Municipal Services**

**General Service Officer Level 5/6 \$45,647 - \$50,446**

Anthony Fordham 827-49305, Section 68(1), 19 December 2012

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

Kerry Lynn Malone 835-94093, Section 68(1), 10 January 2012

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

Karen Margaret McTavish 835-94085, Section 68(1), 10 January 2013

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

Hannah Semler 835-93904, Section 68(1), 17 December 2012

**TRANSFERS**

**Education and Training**

**Corporate Services**

**Human Resources**

**Director's Office**

**Annie Stephenson: 820-75806**

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

Long Service Leave Authority

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

Education and Training, Canberra (PN. 00448) (Gazetted 7 November 2012)

**Justice and Community Safety**

**Donna Soldo: 754-16393**

From: Administrative Services Officer Class 4 \$63,917  
Territory and Municipal Services  
To: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Justice and Community Safety, Canberra (PN. 15000) (Gazetted 2 November 2012)

**Territory and Municipal Services**

**Steven Philip Wright: 743-47410**

From: Senior Officer Grade A \$123,208  
Commerce and Works  
To: Senior Officer Grade A \$123,208  
Territory and Municipal Services, Canberra (PN. 25135) (Gazetted 3 January 2012)

**PROMOTIONS**

**Commerce and Works**

**Shared Services  
Information and Communications Technology  
Customer Relations**

**Jason Amman: 827-60782**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Commerce and Works  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Commerce and Works, Canberra (PN. 31584)  
Note: This promotion is to a non-advertised position.

**Shared Services  
Procurement**

**Richard Binks: 827-60870**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Commerce and Works  
To: Professional Officer Class 1 \$49,452 - \$69,377  
Commerce and Works, Canberra (PN. 31577)  
Note: This promotion is to a non-advertised position.

**Shared Services  
Procurement**

**Ella Doney: 827-55844**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Commerce and Works  
To: Professional Officer Class 1 \$49,452 - \$69,377  
Commerce and Works, Canberra (PN. 31575)  
Note: This promotion is to a non-advertised position.

**Shared Services  
Human Resources  
Health and Safety**

**Mikaela Eldridge: 827-09581**

From: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Commerce and Works  
To: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Commerce and Works, Canberra (PN. 25801) (Gazetted 23 February 2012)

**Shared Services  
Shared Services ICT  
Customer Relations**

**Trent Neil Harris: 787-13158**

From: Information Technology Officer Class 2 \$70,913 - \$81,460  
Commerce and Works  
To: †Senior Information Technology Officer Grade C \$89,786 - \$96,809  
Commerce and Works, Canberra (PN. 31380) (Gazetted 27 November 2012)

**Shared Services  
Finance**

**Finance System Team**

**David Leung: 827-60766**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Commerce and Works  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623

Commerce and Works, Canberra (PN. 10204)  
Note: This promotion is to a non-advertised position.

**Shared Services**

**Business Services**

**Strategic Finance**

**Wanxia Liu: 827-60731**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Commerce and Works  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Commerce and Works, Canberra (PN. 14239)  
Note: This promotion is to a non-advertised position.

**Shared Services**

**Information and Communications Technology**

**Operations**

**Renji Mathew: 827-60790**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Commerce and Works  
To: Information Technology Officer Class 2 \$70,913 - \$81,460  
Commerce and Works, Canberra (PN. 11589)  
Note: This promotion is to a non-advertised position.

**Shared Services**

**Procurement**

**Pankaj Nailwal: 827-60846**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Commerce and Works  
To: Professional Officer Class 1 \$49,452 - \$69,377  
Commerce and Works, Canberra (PN. 31576)  
Note: This promotion is to a non-advertised position.

**Shared Services**

**Information and Communications Technology**

**Business Development**

**Christopher Pellow: 827-60811**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Commerce and Works  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Commerce and Works, Canberra (PN. 01805)  
Note: This promotion is to a non-advertised position.

**Economic Development**

**Economic Development, Policy and Governance**

**Workforce and Governance**

**Governance**

**Matthew Thomas Neilsen: 827-08693**

From: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Commerce and Works  
To: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Economic Development, Canberra (PN. 18573) (Gazetted 17 October 2012)

**Education and Training**

**Office for Schools**

**South Weston Network**

**Canberra College**

**Catherine Lewis: 799-87644**

From: School Assistant 2 \$39,431 - \$43,728  
Education and Training  
To: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Education and Training, Canberra (PN. 00129) (Gazetted 7 November 2012)

**Office for Schools**

**South/Weston Network**

**Red Hill Primary School**

**Katherine McMahon: 733-19434**

From: School Leader B \$116,751  
Education and Training  
To: †School Leader A \$0  
Education and Training, Canberra (PN. 01793) (Gazetted 18 October 2012)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current



collective/enterprise Agreement provisions and is non-appealable.

**Office for Schools  
South/Weston Network  
Narrabundah College**

**Ann Louise Medway: 027-61436**

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 02677) (Gazetted 6 November 2012)

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

**Office for Schools**

**Belconnen Network**

**University of Canberra Senior Secondary College Lake Ginninderra**

**Colleen Joyce Wright: 736- 36755**

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

Education and Training

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

Education and Training, Canberra (PN. 19801) (Gazetted 29 February 2012)

**Environment and Sustainable Development**

**Corporate**

**Ministerials, Government and Legal Services**

**Tania Carter: 545-60230**

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 30775) (Gazetted 19 July 2012)

**Health**

**Strategy and Corporate**

**Business and Infrastructure**

**Security and Emergency Preparation**

**Manzoor Ahmed: 827-62585**

From: Graduate Administrative Assistant \$58,870 - \$60,739

Health

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

Health, Canberra (PN. 29051)

Note: This promotion is to a non-advertised position.

**Canberra Hospital and Health Services**

**Medicine**

**Clinical Forensic Medicine Services**

**Zakia Ali: 771-98457**

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

Health

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

Health, Canberra (PN. 16966) (Gazetted 29 November 2012)

**Canberra Hospital and Health Services**

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

**Access and Acute Mental Health**

**Jonas Allen: 821-16137**

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

Health

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

Health, Canberra (PN. 28661) (Gazetted 1 November 2012)

**Canberra Hospital and Health Services**

**Medicine**

**Clinical Forensic Medicine Services**

**Catherine Brown: 820-72007**

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

Health

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

Health, Canberra (PN. 32339) (Gazetted 29 November 2012)

**Deputy Director General Strategy and Corporate  
Professional Leadership, Research and Education**

**Clinical School**

**Kathleen Martin: 741-16233**

From: Professional Officer Class 2 \$70,913 - \$81,460  
Health  
To: †Senior Professional Officer Grade C \$89,786 - \$96,809  
Health, Canberra (PN. 26259) (Gazetted 15 November 2012)

**Strategy and Corporate**

**People Strategy and Services**

**Staff Development**

**Ainslie Junetta Monson: 820-88770**

From: Registered Nurse Level 3.1 \$89,834 - \$93,531  
Health  
To: †Registered Nurse Level 3.1 \$89,834 - \$93,531  
Health, Canberra (PN. 29900) (Gazetted 22 November 2012)

**Canberra Hospital and Health Services**

**Medicine**

**ACT Diabetes Services**

**Wendy Mossman: 260-22152**

From: Registered Nurse Level 2 \$78,157 - \$82,990  
Health  
To: †Registered Nurse Level 3.1 \$89,834 - \$93,531  
Health, Canberra (PN. 22146) (Gazetted 22 November 2012)

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Surgical Administration**

**Sandra Wright: 260-53928**

From: Registered Nurse Level 2 \$78,157 - \$82,990  
Health  
To: †Registered Nurse Level 3.1 \$89,834 - \$93,531  
Health, Canberra (PN. 28593) (Gazetted 22 November 2012)

**Justice and Community Safety**

**Office of Regulatory Services**

**Registrations and Fair Trading**

**Fair Trading Inspectorate**

**Mark Boyle: 821-14115**

From: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Justice and Community Safety  
To: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Justice and Community Safety, Canberra (PN. 42691) (Gazetted 3 October 2012)

**Office of Regulatory Services**

**Registration and Client Services**

**Background Screening**

**Lauren Bryant: 827-60985**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Justice and Community Safety  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Justice and Community Safety, Canberra (PN. 30720)  
Note: This promotion is to a non-advertised vacancy.

**Strategic Finance**

**Yun Chen: 827-62737**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Justice and Community Safety  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Justice and Community Safety, Canberra (PN. 10545)  
Note: This promotion is to a non advertised vacancy.

**Law Courts and Tribunals**

**Civil and Admin Tribunal**

**Registry**

**Kirilee Dagg: 827-61144**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Justice and Community Safety  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Justice and Community Safety, Canberra (PN. 44047)  
Note: This promotion is to a non advertised vacancy.

**Office of Regulatory Services**

**Policy and Community Relations**

**Community Relations**

**Jessica Ereaut: 827-60977**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Justice and Community Safety  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Justice and Community Safety, Canberra (PN. 05563)  
Note: This promotion is to a non advertised vacancy.

**Legislation and Policy**

**Civil Law**

**Timothy Hitches: 827-61013**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Justice and Community Safety  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Justice and Community Safety, Canberra (PN. 42750)  
Note: This promotion is to a non advertised vacancy.

**ACT Government Solicitor**

**Civil Litigation**

**James Kwan: 827-60993**

From: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Justice and Community Safety  
To: †Legal 1 \$54,415 - \$111,570  
Justice and Community Safety, Canberra (PN. 31645)  
Note: This promotion is to a non advertised vacancy.

**ACT Government Solicitor**

**Property and Commercial Law**

**Yubin Yang: 827-61005**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Justice and Community Safety  
To: †Legal 1 \$54,415 - \$111,570  
Justice and Community Safety, Canberra (PN. 31646)  
Note: This promotion is to a non advertised vacancy.

**Treasury**

**Finance and Budget Division and Policy Coordination and Development Division**

**Richard Aland: 827-35739**

From: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Treasury  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Treasury, Canberra (PN. 31632) (Gazetted 9 November 2012)

**Finance and Budget Division and Policy Coordination and Development Division**

**Craig Stephen Gersbach: 827- 605 47**

From: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Treasury  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Treasury, Canberra (PN. 55226) (Gazetted 9 November 2012)

**Investment and Economic**

**Economics**

**Macroeconomic Analysis Unit**

**Dan Li: 820-91005**

From: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Treasury  
To: †Senior Officer Grade C \$89,786 - \$96,809  
Treasury, Canberra (PN. 04346) (Gazetted 20 September 2012)

**Finance and Budget Division and Policy Coordination and Development Division**

**Deborah Lowery: 827-35958**

From: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Treasury  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Treasury, Canberra (PN. 31630) (Gazetted 9 November 2012)

**Finance and Budget Division and Policy Coordination and Development Division**

**Morgan Kere Moa: 827-60520**

From: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Treasury  
To: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Treasury, Canberra (PN. 19404) (Gazetted 9 November 2012)

**Finance and Budget Division and Policy Coordination and Development Division**

**Liu Yuan Tang: 827-32466**

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

Treasury

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

Treasury, Canberra (PN. 23036) (Gazetted 9 November 2012)