



ACT Government Gazette

Gazetted Notices for the week beginning 15 May 2014

EXECUTIVE NOTICES

Education and Training

Contract Cessation

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

Joanne Garrisson – Director Information, Communications and Governance (E607) – 18.05.2014

Engagement

Joanne Garrisson – Director Information, Communications and Governance (E607) Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services

Engagement

David Roulston – Director Operational Support (E540) Section 72 of the Public Sector Management Act 1994.

VACANCIES

Chief Minister and 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

Infrastructure Finance and Advisory

Senior Infrastructure Analyst

Senior Officer Grade A \$123,208, Canberra (PN: 33948)

Gazetted: 21 May 2014

Closing Date: 4 June 2014

Details: The Chief Minister and Treasury Directorate is seeking a highly skilled technical specialist with a demonstrated understanding of, or experience in policy and commercial analysis including well rounded knowledge of infrastructure project transactions and procurements within government. The position of Senior Infrastructure Analyst requires the ability to prepare high level advice to Government on financial aspects of major infrastructure projects in the Territory. The successful applicant will have a strong understanding of government process and operations from within government or from government advisory and will be able to actively support decision making on all commercial aspects of major infrastructure projects. The applicant will be rewarded with a positive team environment, flexible work arrangements and excellent remuneration.

Eligibility/Other Requirements: Position may require a security clearance.

Contact Officer: Peter Murray (02) 6207 5650 peterr.murray@act.gov.au

Workforce Capability and Governance

Public Sector Workplace Relations

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 13032)

Gazetted: 19 May 2014

Closing Date: 2 June 2014

Details: This position provides strategic advice on public sector workplace and industrial relations issues within the ACT Government. The occupant also plays a role in the negotiation of ACTPS enterprise agreements and works closely with all the parties to those agreements to build strong and constructive relationships in accordance with the ACTPS employment legislative framework.

Eligibility/Other Requirements: We are looking for a person who has experience in human resources and/or industrial relations environments and who has the desire to be part of a small, innovative team with a focus on achieving outcomes.

Notes: This is a temporary position available for a period of six months with a possibility of extension and/or permanency from this process.

Contact Officer: Peter Gillin (02) 6205 0307 peter.gillin@act.gov.au

Workforce Capability and Governance Division

Continuous Improvement and Workers' Compensation

Injury Management and Safety

Case Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 28672, several)

Gazetted: 20 May 2014

Closing Date: 3 June 2014

Details: Looking for a career as a Case Manager! If you are an experienced Case Manager, or a professional in the fields of Work Health and Safety, Human Resources or Allied Health looking for a change in career direction, the Injury Management and Safety Team in the Chief Minister and Treasury Directorate may have the opportunity you've been looking for. The Team works collaboratively with business areas across ACT Government to coordinate targeted and holistic injury management rehabilitation and return to work services for injured and ill employees. Duties include the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is working with managers, employees and allied health professionals to drive optimum and sustained return to work outcomes. You will be rewarded with a positive team environment, flexible work arrangements and excellent remuneration. You will have the prospect of a diverse case management portfolio, and opportunities for ongoing professional development and certification to keep you at your best. Career progression into leadership positions is possible in the longer term. Successful applicants will be resilient in nature with the ability to work under pressure, meet tight deadlines and manage competing priorities. You will possess maturity and sound judgement and demonstrate strong communication and negotiation skills.

Eligibility/Other Requirements: Qualifications and or extensive practical experience in Work Health and Safety, Human Resources, Allied Health or other related disciplines and/or experience in case/claims management and rehabilitation will be well regarded.

Note: This is a permanent position. From this process, an Order of Merit will be created and used to fill future permanent, fixed-term or short-term temporary positions which may occur over the next 12 months. Selection may be based on application and referee reports alone or may involve interview and/or practical task assessment.

Contact Officer: Rachel Hughes (02) 6207 8322 rachel.hughes@act.gov.au

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

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**

Shared Services ICT

Operations

Platform Systems

Senior Windows Server Technician

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14318)

Gazetted: 21 May 2014

Closing Date: 4 June 2014

Details: The successful candidate for this position will be required to provide high level technical support for Microsoft Windows server infrastructure in a large enterprise environment which includes a range of Microsoft server applications in both internal and DMZ domains.

Eligibility/Other Requirements: Educational and professional qualification checks may be undertaken prior to employment. Possession of a degree, diploma, certificate, vocational or industry certificate such as MCSE or relevant work experience in a Microsoft environment is highly desirable. Knowledge and understanding of the role of information technology in ACT Government is desirable. Possession of, or the ability to rapidly attain, a protected security clearance as well as ability to obtain a Schools Police check, is mandatory.

Notes: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Steve Hickey (02) 6205 0900 steve.hickey@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**

Policy and Organisational Services

Media and Communications

Manager, Online Services

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 04951)

Gazetted: 19 May 2014

Closing Date: 26 May 2014

Details: Our Online Services Team drives the Directorate's web-based communications. Managing two other team members, this position is responsible for managing the Directorate's intranet and internet sites. Among your duties will be to oversee: accessibility of online content; uploading of content to the Directorate's internet and SharePoint intranet sites; administration of websites; managing Community Services Directorate (CSD) mailboxes; and ACT Government Directory administration. This is a busy and rewarding role that has the potential to shape the Directorate's internal communications.

Eligibility/Other Requirements: A demonstrated expertise in SharePoint 2010, Dreamweaver, CMS and WCAG 2.0 Guidelines is essential.

Notes: This temporary position is available for a period of seven months with the possibility of extension.

Contact Officer: Anna Caldwell (02) 6205 0619 anna.caldwell@act.gov.au

Director of Public Prosecutions

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

Prosecutor Grade 3

Prosecutor Grade 3 \$105,878 - \$117,079, Canberra (PN: 17832)

Gazetted: 21 May 2014

Closing Date: 4 June 2014

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises of the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include: to prosecute more complex summary hearings and committals; appear in mention lists in the Magistrate's Court and Supreme Court; act as instructing solicitor in trials in Supreme Court; prosecute simpler trials, sentencing proceedings and appeals in the Supreme Court; appear in more complex coronial inquests; and mentor junior prosecutors.

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

Notes: This position is for a period of up to 12 months with a possibility of permanency from this process. An order of merit will be created for temporary or permanent filling of future positions within the next 12 months.

Contact Officer: Margaret Jones (02) 6207 5399 margaret.jones@act.gov.au

Prosecutor Grade 1

Prosecutor Grade 1 \$64,113 - \$72,999, Canberra (PN: 04215)

Gazetted: 21 May 2014

Closing Date: 4 June 2014

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises of the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. 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 or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Notes: This position is for a period of up to 12 months with a possibility of permanency from this process. An order of merit will be created for temporary or permanent filling of future positions within the next 12 months.

Contact Officer: Sara Gul (02) 6207 5399 sara.gul@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**

Business, Tourism, Events and Sport

VisitCanberra

Marketing

Campaign Marketing Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 43166)

Gazetted: 19 May 2014

Closing Date: 26 May 2014

Details: The Campaign Marketing Officer will assist with the coordination and implementation of targeted marketing campaigns, respond to internal and external briefs, and coordinate internal and external stakeholders to ensure that targeted marketing initiatives are delivered on time and within budget and assist the marketing unit with the coordination, implementation and evaluation of destination marketing campaign activities as required.

Eligibility/Other Requirements: Tertiary qualifications in tourism, marketing, communications or a related discipline and knowledge of the tourism industry sector are desired.

Notes: This is a temporary vacancy available until 10 October 2014.

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.

Applications should be sent to the contact officer.

Contact Officer: Helena Cataldo (02) 6205 6001 helena.cataldo@act.gov.au

Land Development Agency

Urban Renewal

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 55174)

Gazetted: 20 May 2014

Closing Date: 3 June 2014

Details: The Land Development Agency (LDA) is seeking an experienced professional Executive Assistant to join our team. This role calls for a professional, highly organised and technologically savvy individual. Essential qualities include exceptional attention to detail, the ability to interact effectively in a corporate environment, and the willingness to take on new challenges. The position requires a person with executive support experience and high level organisational skills, effective communication and interpersonal skills and the ability to multi-task in a dynamic environment. Demonstrated administrative support skills and experience will be a key factor in your success in this role, as will demonstrated time management and team work skills.

Notes: This temporary position is available 23 June 2014 until 1 June 2015.

Contact Officer: Helen Horsburgh (02) 6207 5470 helen.horsburgh@act.gov.au

Tourism, Events and Sport

Camping

Exhibition Park Corporation

Camping Receptionist

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: C09445)

Gazetted: 21 May 2014

Closing Date: 4 June 2014

Details: Exhibition Park is a Territory owned National Exhibition Centre that hosts a variety of indoor and outdoor events. The venue is approximately 8km from the Canberra CBD. It is the largest multi-purpose events complex in the ACT and is home to over 300 events each year including large functions, trade shows, exhibitions, conferences, product launches, festivals, a range of recreational activities and a low cost accommodation camp ground for campers and caravanners visiting Canberra.

Eligibility/Other Requirements: Driver's licence required.

Notes: Expressions of interest are sought from potential candidates to fill to the role of Casual Receptionist/Administration Officer on a weekend roster in the Camping Office and should include a

supporting statement addressing the selection criteria 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. Applications should be sent to the contact officer.

Contact Officer: Denise London (02) 6205 5062 denise.london@act.gov.au

Education and Training

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

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

Organisational Integrity

Strategic Finance

Director Strategic Finance (Chief Finance Officer)

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E246)

Gazetted: 16 May 2014

Closing Date: 2 June 2014

Details: The Chief Finance Officer is responsible for providing strategic financial and policy advice and for managing the financial activities of the Directorate and working with senior colleagues to ensure planning and budgeting activities meet corporate goals, key legislative and business obligations and improve business productivity. The position reports to the Executive Director Organisational Integrity and provides the Director-General and Senior Executive Team with strategic advice across the full range of financial functions. As a leader in the Organisational Integrity Division, the Director will contribute to the design and delivery of significant financial improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan 2014 - 2017, Education Capital: Leading the Nation. Please refer to further detail in the position statement.

Eligibility/Other Requirements: The position requires specialist qualifications including a relevant tertiary qualification in accounting and full membership of CPA Australia or the Institute of Chartered Accountants or equivalent.

Remuneration: The position attracts a remuneration package ranging from \$205,030 to \$216,153, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$164,787.

Contract: The successful applicant will be engaged under a performance based contract for up to 12 months with the possibility of continuation. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Meg Brighton by phoning Zoe Sykes (02) 6207 1278 zoe.sykes@act.gov.au

Office for Schools

Belconnen Network

University of Canberra High School Kaleen

Deputy Principal

School Leader B \$121,464, Canberra (PN: 04142)

Gazetted: 19 May 2014

Closing Date: 2 June 2014

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

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

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

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

**Office for Schools
North Canberra/Gungahlin Network
Harrison School
Executive Teacher**

School Leader C \$104,319, Canberra (PN: 14274)

Gazetted: 16 May 2014

Closing Date: 30 May 2014

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Coordinate student engagement programs and provide support to class teachers to achieve positive learning outcomes for students in the secondary school.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Dennis Yarrington (02) 6142 2200 dennis.yarrington@ed.act.edu.au

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

**Education Strategy
Learning and Teaching
Teaching and School Leadership
Executive Officer
School Leader C \$104,319, Canberra (PN: 03789)**

Gazetted: 19 May 2014

Closing Date: 2 June 2014

Details: As a member of the executive team, contribute to the development and achievement of the section's goals and the implementation of the section plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on

Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

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.

Contact Officer: Renee Berry (02) 6207 1961 renee.berry@act.gov.au

Governance and Assurance

Children's Policy and Regulation Unit

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 21192, several)

Gazetted: 19 May 2014

Closing Date: 26 May 2014

Details: The Children's Policy and Regulation Unit (CPRU) is seeking applications from motivated Senior Policy Officer's. The successful applicants will undertake complex project work underpinned by a comprehensive understanding of the relevant legislation. Support the CPRU team to ensure effective implementation of legislative requirements. The Senior Policy Officer's develop and progress policy and sector development initiatives for ACT children, specifically in implementing the National Quality Framework. It also supports sector capacity building within education and care services in the ACT.

Education and Care Services National Law (ACT) Act 2011. Children and Young People Act 2008.

Education and Care Services National Regulations 2011. ACT Childcare Services Standards 2009.

Eligibility/Other Requirements: A current driver's licence. The successful applicants will be required to complete the ACECQA Lead Assessor training program. Desirable: Qualifications and/or experience in education and care. Related qualifications and experience will be considered. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Notes: This temporary position is initially available until 30 June 2015 with the possibility of extension and/or permanency from this process. A merit list will be generated from this recruitment process to fill any positions that become available within the next 12 months.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

Governance and Assurance

Children's Policy and Regulation Unit

Team Leader

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31286)

Gazetted: 20 May 2014

Closing Date: 27 May 2014

Details: The Children's Policy and Regulation Unit is seeking a motivated Team Leader. The successful applicant will support the Children's Policy and Regulation Unit (CPRU) advisers to ensure effective implementation of legislative requirements (including monitoring visits to education and care services and managing investigation of complaints) and to provide access to relevant professional learning. The position develops and progresses policy and sector development initiatives for ACT children, specifically in implementing the National Quality Framework. It also supports sector capacity building within education and care services in the ACT.

Eligibility/Other Requirements: The successful applicant will be required to complete the Australian Children's Education and Care Quality Authority (ACECQA) Lead Assessor training program. Current driver's licence. Qualifications and/or experience in education and care are desirable. Related qualifications and experience will be considered. Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working With Vulnerable People registration refer to www.ors.act.gov.au.

Note: This position is temporary until 30 June 2015 with the possibility of extension and/or permanency. A merit list will be generated to fill positions that become available within the next 12 months from this recruitment process

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

Organisational Integrity

Infrastructure and Capital Works

New Schools

Administrative Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 17908)

Gazetted: 19 May 2014

Closing Date: 26 May 2014

Details: A position exists for an enthusiastic person to become part of the New Schools Unit. The role involves working as part of a team to assist in managing new school projects and services related to construction and facilities. This position will be located in the New Schools Unit and may transfer to Capital Upgrade and Capital Improvement Projects within the Branch in response to workload changes. Eligibility/Other Requirements: Possess or able to obtain a construction site 'White Card'. Ability to undertake relevant training for school and construction sites.

Notes: The occupant of this position will need to complete a CrimTrac clearance. This position is located in the Directorate's Central Office; however the work involves site visits to ACT public schools and construction sites. Selection may be based on application and referee reports only.

Contact Officer: Lee Barker (02) 6205 1874 lee.barker@act.gov.au

Office for Schools

Belconnen Network

University of Canberra Senior Secondary College, Lake Ginninderra

Science Educator

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06151)

Gazetted: 21 May 2014

Closing Date: 4 June 2014

Details: The University of Canberra Senior Secondary College, Lake Ginninderra provides high quality and comprehensive Year 11 and 12 curriculum delivery for the award of the ACT Year 12 Certificate. The unique partnership structure, including the University of Canberra and the Australian Institute of Sport, provides further educationally rich and diverse extension opportunities and experiences for our students. Qualified, professional, innovative and highly motivated applicants are sought for a Science teaching position. The successful applicant will join a dynamic college staff and must be skilled in the delivery of senior Biology, Chemistry and General Science for all ability levels. Applicants must also demonstrate initiative in using innovative classroom pedagogy and the development of outreach and partnership programs. Interested teachers are encouraged to contact the College prior to lodging an application.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Gerard Barrett (02) 6205 7099 gerard.barrett@ed.act.edu.au

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

Office for Schools

Belconnen Network

Evatt Primary School

Special Needs Classroom Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 14889, expected vacancy)

Gazetted: 16 May 2014

Closing Date: 30 May 2014

Details: Evatt Primary School located in the Melba Copland schools cluster in the north-west area of the ACT has continued to show improvement and growth over the last 12 months. The P-6 school celebrates the broad diversity of our students and accommodates individual needs through special education units, integration support programs, differentiated learning including gifted and talented programs and identified targeted intervention including a significant group of children with English as an additional language or dialect (EALD). There is a strong commitment to team planning and ongoing professional learning by all staff. The school is currently focused on improving practice in planning across the key subjects in an integrated manner. The school is looking to fill a vacancy in the special needs team. Ideally, the suitable candidate will have a strong background and experience in teaching students with additional needs. The position is in the Learning Support Centre and currently has 14 students who are integrated across mainstream classes as appropriate.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for Teacher Registration with the ACT Teacher Quality Institute).

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Susan Skinner (02) 6205 5999 susan.skinner@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Bonython Primary School

School Secretary

School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 01273)

Gazetted: 15 May 2014

Closing Date: 22 May 2014

Details: Bonython Primary School is seeking a highly motivated person with excellent customer service and computer program skills including Maze, to work flexibly and effectively as part of a team. This position involves close daily contact with students, staff, parents and the school community. The successful applicant will provide administrative and secretarial support to the principal and staff throughout the school.

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

Note: This is a temporary vacancy available from 21 July 2014 to 26 January 2015 with the possibility of permanency. Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working With Vulnerable People registration refer to

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Shane Gorman (02) 6205 6565 shane.gorman@ed.act.edu.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>**

Health Infrastructure and Planning

Deputy Director General, Health Infrastructure and Planning

Executive Level 2.6 \$282,162 to \$298,019 depending on current superannuation arrangements, Canberra (PN: E748)

Gazetted: 22 May 2014

Closing Date: 30 May 2014

Details: The Deputy Director General Health Infrastructure and Planning is a key role in the Health Infrastructure and Planning Division reporting to the Director General of ACT Health. This role has responsibility for providing high level advice on strategic infrastructure and health service planning matters, and working closely with the construction program manager to establish and maintain various complex stakeholder relationships. Please refer to the attached application package for further information.

Remuneration: The position attracts a remuneration package ranging from \$282,162 - \$298,019, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$234,930 Contract: The successful applicant will be engaged under a performance based contract for up to five years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Claire Sullivan, Manager Public Sector Hudson Canberra (02) 6229 1507
claire.sullivan@hudson.com

Strategy and Corporate

Business and Infrastructure

Client Services, Security and Emergency

Senior Manager Protective Security

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 21086)

Gazetted: 22 May 2014

Closing Date: 29 May 2014

Details: The newly created position of Senior Manager Protective Security undertakes the role of ACT Health Agency Security Advisor by providing strategic direction and support on Protective Security related matters, policy direction, development and implementation of the ACT Government Protective Security Policy Framework (PSPF) and ACT Health Protective Security Plan. This role ensures high quality security services are delivered to ACT Health Divisions and client's needs are being met through effective management of the physical guarding contract, systems maintenance and client engagement. Eligibility/Other Requirements: The successful applicant will have experience in an Agency Security Advisor (ASA) or Agency Security Officer (ASO) role in a public sector environment managing protective security capabilities.

Note: This position is a Designated Security Assessed Position under the ACT Protective Security Framework. It is a requirement of the position that the occupant holds a national security clearance of Negative Vetting 1. The successful applicant will be placed on a temporary contract until successfully obtaining this clearance. 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: Ken Barnett (02) 6174 5325

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Clinical Manager

Registered Nurse Level 3.1 \$92,529 - \$96,337, Canberra (PN: 26359)

Gazetted: 22 May 2014

Closing Date: 29 May 2014

Details: The City Mental Health team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi disciplinary team, to provide assessment and clinical management of consumers with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Tertiary qualifications in Mental Health Nursing with current Australian Health Practitioner Regulation Agency (AHPRA) registration. Demonstrated mental health clinical skills. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application, which should include two referee reports (addressing the Criteria). Selection may be based on application and referee reports only.

Contact Officer: John Acs (02) 6205 1338

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health

Cancer Nursing

Nurse Care Coordinator

Registered Nurse Level 3.1 \$92,529 - \$96,337, Canberra (PN: 24911)

Gazetted: 22 May 2014

Closing Date: 29 May 2014

Details: Applications are being sought from dynamic Registered Nurses who have highly developed interpersonal skills and experience in Oncology, Radiation Nursing to fill the role of the Gynaecological and Brain Cancer Nurse Care Coordinator (NCC). Applicants will be required to work autonomously and able to demonstrate clinical teaching and sound knowledge of adult learning principles to support clients and families.

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

Note: This is a temporary position available 30 May 2014 to 27 May 2015. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Wendy Spencer (02) 6244 2302

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Manager, Occupational Therapy Services

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 22027)

Gazetted: 22 May 2014

Closing Date: 5 June 2014

Details: Community Care Program is seeking applications from high achieving and experienced Senior Occupational Therapists to fill a full-time leadership role as manager of a busy community based occupational therapy service. The staff are based in community health centres as well as the Independent Living Centre (ILC). The majority of services are provided in patient homes and some at ILC. The service provides assessment of adults with physical disabilities and recommendation for assistive technology to assist independence and safety in the home. The ILC is a resource and display centre that assists the general public and health practitioners with decisions on assistive technology. The manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and management of resources. This role works together with an Occupational Therapy Clinical Specialist to achieve high quality best practice for consumers. The successful applicant will work as part of a friendly, supportive and interprofessional management team in the Rehabilitation, Aged and Community Care Division.

Eligibility/Other Requirements: An appropriate degree or equivalent qualification in Occupational Therapy. Registration as an Occupational Therapist with the Occupational Therapy Board of Australia/APHRA. Current driver's licence.

Note: This position may be required to participate in 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. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Helen Matthews (02) 6205 2163

**Special Purpose Accounts The Canberra Hospital
Safety and Quality Partnership Standing Committee (SQPSC) National Project Officer
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 20096)**

Gazetted: 22 May 2014

Closing Date: 29 May 2014

Details: Expressions of interest are sought for an experienced individual to fill the Safety and Quality Partnership Standing Committee (SQPSC) National Project Officer position located with the Mental Health Policy Unit, Policy and Government Relations Branch. The position is available for an immediate start for a six-month period with the possibility of extension. The key role of the SQPSC is the provision of expert technical advice and recommendations on the development of national policy and strategic directions for safety and quality in mental health. The primary role of the SQPSC Project Officer is to progress current and emerging SQPSC work program project activities under limited direction from the Chair of SQPSC and the Chairs of relevant SQPSC working groups.

Eligibility/Other Requirements: A professional background in mental health and experience in project management. Knowledge and understanding of program delivery and quality assurance mechanisms within the human services sector with particular reference to specialist mental health services.

Note: This is a temporary position available for an immediate start for a six-month period with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded. Applicants are required to submit a current CV and details of two current referees to be included with your application.

Contact Officer: Richard Bromhead (02) 6201 1066 richard.bromhead@act.gov.au or Geraldine Carling (02) 6205 4395 geraldine.carling@act.gov.au

**Canberra Hospital and Health Services
Women, Youth and Children
Women and Babies
High Risk Pregnancy/Perinatal Loss Midwife**

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 22472)

Gazetted: 22 May 2014

Closing Date: 29 May 2014

Details: The Maternity Outpatients Department Fetal Medicine Unit have a six month temporary part-time position available for a Registered Midwife who has relevant skills and interest in working with women whose pregnancies have been identified as high risk due to either a fetal or maternal reason, and/or have experienced a perinatal loss. Within this position the Midwife will collaborate closely with the Fetal Medicine Unit team to provide continuity of care for women in the outpatient setting and in hospital, including follow up care. The position will ensure that women are provided with up to date evidence and access to information, ongoing support and planning for current and future maternity care.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner's Regulation Agency.

Notes: This is a temporary part-time position available for a period of six months at 24 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Wendy Alder (02) 6142 6101 or Penny Maher (02) 6174 7392

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Registered Nurse - IBD Service

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 29110)

Gazetted: 22 May 2014

Closing Date: 29 May 2014

Details: Applications are invited from motivated and flexible Registered Nurses to work in the in the Inflammatory Bowel Disease (IBD) Service of the Gastroenterology and Hepatology Unit at Canberra Hospital. This position provides clinical nursing care and education for patients with IBD and is an ideal opportunity for nurses that are keen to expand their knowledge base and want to work in the rewarding area of IBD nursing.

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

Note: This is a temporary position available for approximately 6 months starting in early July with the possibility of extension. This is a part-time position at 32 hours per week with no shift work. Training will be provided to the successful candidate. Please note that selection may be based on application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a 3 page document to be uploaded and included with your application.

Contact Officer: Jan Platten (02) 6244 3977

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 29722)

Gazetted: 22 May 2014

Closing Date: 5 June 2014

Details: There is an exciting opportunity for a qualified and experienced Physiotherapist to join the Community Care Program Physiotherapy Team. This is a full-time, permanent position and will be based at one of the Community Health Centres. Community Care Program Physiotherapists assess and treat a diverse range of musculoskeletal conditions and provide care to the frail elderly and disabled at home. Interventions are provided on an individual basis, in group settings at health centres and in patient homes. We are a friendly team with strong supportive links across the directorate. Staff meet regularly to share knowledge and foster the team culture, striving for continual quality improvement and excellent patient outcomes. Our Physiotherapists work alongside other health professionals to deliver multi disciplinary, patient centred care.

Eligibility/Other Requirements: Degree in Physiotherapy or recognised equivalent qualifications.

Registration with the Physiotherapy Board of Australia. Current driver's licence 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 include a Curriculum Vitae and two written referee reports. These positions may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future full time and part-time Physiotherapy vacancies at this level across the Division of Rehabilitation, Aged and Community Care. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Dominic Furphy (02) 6205 3808

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

Child and Adolescent Mental Health

CAMHS Clinical Manager and Weekend Clinician

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

Canberra (PN: 29238)

Gazetted: 22 May 2014

Closing Date: 5 June 2014

Details: The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years, who are experiencing moderate to severe mental health problems. The CAMHS South Team is a multi-disciplinary team of mental health professionals who provide assessment, treatment and clinical management within a recovery focused framework.

Applications are sort from allied health professionals who have a experience in working with young people experiencing mental health issues and in assessment, clinical management and interagency liaison. The Southside CAMHS Team (located in Woden) currently has a vacancy for a Health Professional Level 3 (HP3) as Clinical Manager and Weekend Clinician. The successful applicant will be required to work four days within the South Community Team as a Clinical Manager and every second weekend as the CAMHS Weekend Clinician performing assessment, risk assessments, safety planning and consultation for CAMHS clients presenting at Canberra Hospital over the weekend.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current ACT registration or eligibility for membership of the appropriate professional organisation.

Note: This is a temporary position available from July 2014 for 12 months with the possibility of extension. Penalties are applicable for the weekend shifts. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Rochelle Morrison (02) 6205 1469

**Canberra Hospital and Health Services
Pathology**

Cytogenetics

Cytogenetics Health Professional

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 19439)

Gazetted: 22 May 2014

Closing Date: 29 May 2014

Details: The Cytogenetics laboratory is a sub-section of ACT Pathology which provides a diagnostic Pathology service to the ACT. The successful applicant will be required to perform routine cytogenetic procedures including data entry, tissue culture, harvesting and analysis of samples for the investigation of constitutional and acquired disorders including FISH.

Eligibility/Other requirements: A degree or Associate Diploma in Science or equivalent relevant qualification. Experience in a diagnostic cytogenetic laboratory is desirable.

Note: This is a temporary position available for a period of 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Fiona Webb (02) 6244 3449

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Client Support Service

Prosthetist/Orthotist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 19775)

Gazetted: 22 May 2014

Closing Date: 29 May 2014

Details: The Prosthetics and Orthotics Service of ACT Health is seeking a suitably qualified and experienced Prosthetist/Orthotist. The position requires you to work within a multidisciplinary team to provide a wide range of prosthetic, orthotic and medical grade footwear services to inpatients and outpatients.

Eligibility/Other Requirements: Degree or Diploma in Prosthetics and Orthotics. Eligibility for Australian Orthotic and Prosthetic Association (AOPA) membership. Minimum 12 months relevant clinical experience. Current driver's licence.

Note: This is a temporary position available for a period of for six months with a possibility of extension. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Barbara Bolton (02) 6207 0414

Canberra Hospital and Health Services

Clinical Support Services

Director Acute Support Service

Clinical Neuropsychologist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 17567)

Gazetted: 22 May 2014

Closing Date: 5 June 2014

Details: Our Psychology team is a friendly, supportive and collaborative team who provide clinical care to the acute areas of The Canberra Hospital (including paediatric, neurology, neurosurgery and general medical areas). We also provide follow-up outpatient services for patients of Neurology and Neurosurgery. This diversity of caseload presents as an exciting opportunity to develop your skills across various areas, and work closely with other multidisciplinary colleagues. In-house supervision for staff working towards Area of Practice Endorsement in Clinical Neuropsychology is offered. Regular professional development opportunities exist with Neuropsychology and Psychology colleagues across the Divisions of ACT Health.

Eligibility/Other Requirements: Masters/Doctoral degree in Clinical Neuropsychology, General Psychology registration with AHPRA. Ability to work towards or currently Registered as a Clinical Neuropsychology Registrar; Area of Practice Endorsement in Clinical Neuropsychology.

Note: Our Clinical Support Services (CSS) Psychology team has a permanent full-time position for a Clinical Neuropsychologist the HP2 level. Applicants with less than 12 months paid employment will be considered for appointment at the HP1 level. While this position is full-time, prospective applicants looking for part-time employment are encouraged to apply. This recruitment round may be used to fill at-level Neuropsychology positions across ACT Health that may arise over the next 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please include two written referee reports with your application, noting that one should be from a recent Neuropsychology supervisor.

Contact Officer: Rebecca Lennie (02) 6244 2045

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Child and Adolescent Mental Health
Mental Health Clinician
Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 25966, several)

Gazetted: 22 May 2014

Closing Date: 6 June 2014

Details: The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The Northside CAMHS team (Located at Belconnen Community Health Centre) currently has two temporary full-time Health Professional Level 2 (HP2) positions available. The CAMHS North team is a multi-disciplinary team of mental health professionals who provide assessment, treatment and clinical management within a recovery focused framework. Application may also be considered for future vacancies across the CAMHS Community Teams. Applications are sort from allied health professionals who have an interest in working with young people experiencing mental health issues, and who have experience in assessment, case management and interagency liaison. Mental health experience would be beneficial but is not essential.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Social Work or Occupational Therapy with current registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Note: This is a temporary position available for a period of 12 months with possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Victoria Bowrah (02) 6205 1050 victoria.bowrah@act.gov.au

Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health
Community Health Support
Health Centre Service Customer Service Officer
Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: 33909, several)

Gazetted: 22 May 2014

Closing Date: 29 May 2014

Details: If you are client focused and enjoy working in a supportive team; the Community Health Support Unit is seeking suitable applicants, who have worked in a health or community health setting to fulfil the Administration Officer roles within the Division of Cancer, Ambulatory and Community Health

Support. These positions are full time positions (part time applicants will be considered) and are based in the territories Community Health Centres, these positions can include standard and non standard hours. The Community Health Support Unit provides administrative support between the hours of 7am to 11pm 7 days a week. Successful applicant may also be required to work weekends and public holidays. They must have high level customer service and data entry skills with good attention to detail and the ability to maintain appropriate records. Other duties required of the successful applicant will include answering telephone enquiries, resolving customer complaints and providing assistance to Community Health Centres staff within the model of care.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Positions at this level may be required to work at different Community Health Centres as operational needs dictate. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please provide two referees reports with your application, one of which is required from your current manager/employer.

Contact Officer: Sandra Burgess (02) 6207 9883 or Amy Zammit (02) 6205 4074

**Canberra Hospital and Health Services
Mental Health, Justice Health and Alcohol and Drug Services
Justice Health/Alcohol and Drug Services**

General Practitioner

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 33937, Several)

Gazetted: 22 May 2014

Closing Date: 29 May 2014

The Position: The division of Mental Health, Justice Health and Alcohol & Drug Services seeks applications from Specialists in General Practice to provide Primary Health Care in the Justice Health section of the Division. There are three part-time (0.4 FTE) Staff Specialist positions available. There are rostered daily clinics Monday to Friday and at the weekend. Additional duties in Primary Health and Addictions Medicine may also be offered in the Alcohol and Drug Services section of the Division. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$292,953.

Eligibility/Other Requirements: Fellowship of the Royal Australian College of General Practitioners and registration with the Australian Health Practitioner Regulation Agency (AHPRA). Proven performance in both undergraduate and postgraduate general practice education. Current driver's license is mandatory.

Note: All permanent part-time positions.

Contact Officer: Dr Peter Norrie (02) 6205 0687 peter.norrie@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Office of the Legislative Assembly

Governance and Communications

Chief Finance Officer (CFO)

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 602)

Gazetted: 15 May 2014

Closing Date: 29 May 2014

Details: The Chief Finance Officer provides high quality, timely advice to the Clerk, the Director, Governance and Communications, and the Speaker on all financial management and accounting matters relating to the Office of the Assembly.

Eligibility/Other Requirements: Tertiary qualifications in accounting are a requirement of this position.

How to Apply:

Applications should be sent to: LAOLARecruitment@parliament.act.gov.au

Contact Officer: David Skinner (02) 6205 0018 david.skinner@parliament.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

Roads and Public Transport

Public Transport

ACTION

Cleaner/Fueller

EGSO4.2 - Workshop Staff \$56,628, Canberra (PN: SCP002)

Gazetted: 15 May 2014

Closing Date: 22 May 2014

Details: ACTION Workshops, part of the Public Transport Branch, are responsible for maintaining and servicing ACTION's fleet. The Cleaner/Fueller will be responsible, individually or in a team environment, for undertaking vehicle detailing, cleaning and fuelling to the full range of fleet vehicles owned and operated by ACTION; providing general assistance to workshops and operations; and general cleaning.

Eligibility/Other Requirements: The occupant of this position must hold a current motor vehicle licence and be able to obtain and hold a heavy vehicle licence or obtain an ACTION yard licence.

Notes: This position is required to work rostered shifts and is generic across ACTION and staff may be requested to move between depot locations. This is a part-time temporary vacancy up to 12 months at 25:00 hours per week with the possibility of extension and possibility of permanency.

Contact Officer: Darrell Shepherd (02) 6207 7911 darrell.shepherd@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.

Business Enterprise Division

ACT Property Group

Property, Projects and Services

Refrigeration and HVAC Technician

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 26083)

Gazetted: 19 May 2014

Closing Date: 26 May 2014

Details: The ACT Property Group is seeking an experienced and enthusiastic person to fill the role of Refrigeration and Heating, Ventilation, Air-conditioning and Cooling (HVAC) Technician. The successful applicant will be required to deliver reactive and planned maintenance of air conditioning, refrigeration and mechanical fitting services, including new installations in ACT Government buildings and sites. Read and understand detailed plans; order materials; supply quotes; liaise with customers and supervise apprentices. The ability to work as a team player as well as independently with limited supervision will be highly regarded.

Eligibility/Other Requirements: Essential: An air conditioning and refrigeration trade certificate and a current driver's licence. Desirable: Significant mechanical fitting and air conditioning and refrigeration trade experience.

Contact Officer: Steve McDougall (02) 6213 0712 steve.mcdougall@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.

APPOINTMENTS

Commerce and Works

Information Technology Officer Class 1 \$57,004 - \$65,178

Jordan Bryant 835-63182, Section 68(1), 19 May 2014

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

Justin Kerr 836-01898, Section 68(1), 15 May 2014

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

Shannon Rowe 844-00131, Section 68(1), 19 May 2014

Environment and Sustainable Development

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

Tim Wyatt 834-32959, Section 68(1), 26 May 2014

Health

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

Reynaldo Enriquez 838-53921, Section 68(1), 21 May 2014

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

Sami Janardan 839-25032, Section 68(1), 21 May 2014

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

Isuru Kodippily Patabadige 843-90164, Section 68(1), 19 May 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Kellie O'Regan 839-26326, Section 68(1), 22 May 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Shainy Raju 842-88557, Section 68(1), 19 May 2014

Senior Career Medical Officer 2, \$189,761

Joseph Garside: 829-56857, Section 68(1), 19 May 2014

Staff Specialist 1-5, \$147,465 - \$181,976

Ranil Appuhamy: 829-51263, Section 68(1), 12 May 2014

Justice and Community Safety

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

Tracey Lianos 828-30170, Section 68(1), 22 May 2014

Territory and Municipal Services

Bus Operator \$67,171

Aaron Kielich 140-872, Section 68(1), 17 May 2014

TRANSFERS

Community Services

Tejwinder Kaur: 741-15425

From: Health Professional Level 4 \$89,786

Community Services

To: Health Professional Level 4 \$89,786 - \$96,809

Community Services, Canberra (PN. 33734) (Gazetted 5 March 2014)

Health

Maureen Burnell: 762-89779

From: Registered Nurse Level 2 \$80,707 - \$85,540

Health

To: Registered Nurse Level 2 \$80,707 - \$85,540

Health, Canberra (PN. 27898) (Gazetted 3 April 2014)

Maureen Henshaw: 820-93721

From: Administrative Services Officer Class 2/3 \$52,818

Health

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

Health, Canberra (PN. 21789) (Gazetted 20 March 2014)

Merryn Peatling: 813-59380

From: \$80,707 - \$85,540

Calvary Health Care ACT (Public)

To: Registered Nurse Level 1 \$58,117 - \$77,634

Health, Canberra (PN. 19564) (Gazetted 27 February 2014)

PROMOTIONS

Education and Training

Office for Schools

North/Gungahlin Network

Kingsford Smith School

Anthony Doyle: 745-74699

From: Building Service Officer \$40,973 - \$44,935

Education and Training

To: General Service Officer Level 8 \$56,611 - \$59,939

Education and Training, Canberra (PN. 28972) (Gazetted 6 March 2014)

Office for Schools

Belconnen Network

Hawker College

Sheikh Faisal: 798-38761

From: Classroom Teacher \$57,169 - \$90,388

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 03811) (Gazetted 14 March 2014)

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

Tuggeranong Network

Gordon Primary School

Despina Kazias: 766-16821

From: School Assistant 2 \$39,431 - \$43,728

Education and Training

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

Education and Training, Canberra (PN. 00560) (Gazetted 21 March 2014)

Office for Schools

North and Gungahlin Network

Amaroo School

Janine O'Neill: 779-09319

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

Education and Training

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

Education and Training, Canberra (PN. 33309) (Gazetted 31 March 2014)

Office for Schools

North/Gungahlin Network

Kingsford Smith School

Stanley Parrott: 817-98420

From: Building Service Officer \$40,973 - \$44,935

Education and Training

To: General Service Officer Level 8 \$56,611 - \$59,939

Education and Training, Canberra (PN. 28974) (Gazetted 6 March 2014)

Environment and Sustainable Development

**Office of the Director-General
Communications**

Penelope Sue Gibson: 827-08773

From: Public Affairs Officer 2 \$73,865 - \$83,937

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 29256) (Gazetted 20 February 2014)

**Office of the Director-General
Communications**

Alexandra Lee Magee: 817-52297

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 16616) (Gazetted 20 February 2014)

Health

Canberra Hospital and Health Services

Medicine

Pharmacy

Daniel Del Dot: 836-04132

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

Health

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

Health, Canberra (PN. 29810) (Gazetted 6 March 2014)

Justice and Community Safety

Parliamentary Counsel's Office

Legislative Publishing

Debra Pauline Fely: 795-56780

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 44771) (Gazetted 23 April 2014)

Office of Regulatory Services

Business and Finance Services

Finance and Budget

Chen Liu: 835-89876

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43219) (Gazetted 4 April 2014)

Territory and Municipal Services

Roads and Public Transport

Roads ACT

Major Capital Works

Benjamin Andrew McHugh: 795-65185

From: Senior Information Technology Officer Grade C \$89,786 - \$96,809

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 31100) (Gazetted 21 March 2014)

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.

Roads and Public Transport

ACTION

Fleet Services

David John Bopping: 827-32948

From: TGSO 7.1 - TGSO 7.4 \$70,623 - \$74,272

Territory and Municipal Services

To: †EGSO9.1 - EGSO9.7 \$76,007 - \$85,898

Territory and Municipal Services, Canberra (PN:NMW003) (Gazetted 09/01/2013)

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.