



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 07 March 2013**

## VACANCIES

### Canberra Institute of Technology

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

#### Centre

##### **CIT Education Excellence**

##### **Vocational Education and Training Teacher**

##### **Senior Teaching Post \$89,829, Canberra (PN: 51795)**

Gazetted: 08 March 2013

Closing Date: 22 March 2013

Details: Provide educational leadership throughout CIT through delivery of advice, training and support on a range of the following: Contextual and innovative competency based training and assessment strategies. Educational design and technology. Workforce skill development and mentoring approaches. Instructional design and program resources, templates and tools development. Training needs analysis and professional development requirements. Research directions and evaluation findings.

Eligibility/Other Requirements: Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). An Advanced Diploma in Adult Education (or equivalent), relevant industry experience

Notes: This position is temporary, commencing 22 May 2013 until 31 December 2014, with the possibility of extension for a further three years to 31 December 2017.

Contact Officer: Sue Maslen (02) 6207 4842 [sue.maslen@cit.edu.au](mailto:sue.maslen@cit.edu.au)

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

#### Centre

##### **CIT Trade Skills**

##### **Senior Teacher**

##### **Senior Teaching Post \$89,829, Canberra (PN: 16169)**

Gazetted: 08 March 2013

Closing Date: 22 March 2013

Details: Coordinate the program area including class scheduling and staff scheduling. Provide high level advice and support to teaching staff in relation to delivery, management and assessment of programs within the Plumbing disciplines. Research and promote innovative teaching and training to teachers in the program area and centre. Promote the effective use of professional development amongst staff and peers.

Eligibility/Other Requirements: Mandatory Qualifications: All STP teachers are expected to hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); an Advanced Diploma in Adult Education (or equivalent); and appropriate industry competencies demonstrated by the following qualifications: Certificate IV in Plumbing or equivalent. Mandatory Industry Experience: All STP teachers are required to have relevant industry experience.

Notes: This position is for temporary filling for a period of nine months, with the possibility of extension.

Contact Officer: Adrian Clarke (02) 6205 2280 [adrian.clarke@cit.edu.au](mailto:adrian.clarke@cit.edu.au)

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

#### Centre

##### **CIT Vocational College**

##### **Student Advisor**

##### **Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 52058)**

Gazetted: 07 March 2013

Closing Date: 21 March 2013

Details: As a member of the CIT Vocational College Student Advice Team you may work across a number of different CIT Vocational College programs and campuses. This position will initially be based at CIT Bruce, working with Year 12 Students. As a Student Advisor you will provide customised programs and services to assist young people with complex needs in an adult learning context to overcome barriers and develop the skills they need to access appropriate educational opportunities. This may include working with students individually or in small groups, or working together with teachers and their classes. You will work with your supervisor and colleagues to plan and implement appropriate activities and strategies to address the varied needs of the young people studying in the CIT Vocational College. You will need to work collaboratively with other CIT staff and liaise with external agencies.

Eligibility/Other Requirements: Possession of a Degree or a Diploma in Youth Work, Community Welfare, Social Welfare, Community Development, or equivalent appropriate to the duties of the position. A current driver's licence.

Notes: This position is for a part-time temporary filling of 2 years.

Contact Officer: Gillian Sinclair (02) 6207 4025 gillian.sinclair@cit.edu.au

## **Centres**

### **Central Support Centre**

#### **Records Officer / Courier**

#### **Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: 54152)**

Gazetted: 13 March 2013

Closing Date: 27 March 2013

Details: Under general guidance, participate in the team working in the mailroom including sorting, dispatching and delivery of mail. Liaise with external contractors to ensure mail is distributed correctly. Undertake file management activities using the corporate recordkeeping system, activities including file creation, classification using functional file titling, modification and maintenance. Under general guidance, store and retrieve files from repositories. Contribute, maintain and compile staff directory.

Eligibility/Other Requirements: Previous records management experience would be an advantage but not essential.

Notes: This position requires the applicant to have an unrestricted manual driver's licence and be able to lift and move packages on a daily basis.

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

#### **Human Resources**

#### **Payroll and Personnel**

#### **Payroll and Personnel Client Manager**

#### **Senior Officer Grade A \$123,208, Canberra (PN: 09751)**

Gazetted: 13 March 2013

Closing Date: 27 March 2013

Details: To manage and lead the ACT Government Payroll and HR Systems teams to drive service excellence and innovation that improves the efficiency and effectiveness of Payroll and Personnel Services on behalf of client Agencies.

Contact Officer: Andrew Whale (02) 6205 3680 andrew.whale@act.gov.au

### **Shared Services ICT**

#### **Infrastructure Services**

#### **Platform Systems**

**Citrix Engineer**

**Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14030, several)**

Gazetted: 07 March 2013

Closing Date: 26 March 2013

Details: The Citrix Engineer roles are part of a small, highly skilled team responsible for the delivery of over 250 applications to ACT Government Directorates. Many of these applications are mission critical to the operation of agencies such as ACT Health. The Citrix team also maintains and supports the external connectivity to several of these applications via the ACT Government Desktop.

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.

Contact Officer: Phill Barry (02) 6205 9114 phill.barry@act.gov.au

**Shared Services**

**Shared Services ICT**

**Customer Relations**

**Deputy ICT Manager**

**Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14252)**

Gazetted: 13 March 2013

Closing Date: 20 March 2013

Details: To direct, coordinate and manage the delivery of ICT corporate support to Commerce and Works, Chief Minister and Treasury ICT where required. To provide technical support and assistance of ICT to these directorates and customers through the maintenance and diagnosis of hardware and software problems.

Eligibility/Other Requirements: ITIL Foundation V3 is desirable.

Note: This is a temporary vacancy, available from 25th March 2013 until 24th June 2013.

Contact Officer: Melissa Watson (02) 6205 9169 melissa.watson@act.gov.au

**Shared Services**

**Shared Services ICT**

**Customer Relations**

**Reporting Officer**

**Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 14336)**

Gazetted: 13 March 2013

Closing Date: 20 March 2013

Details: To develop Shared Services ICT's reporting services and to provide advice and analysis for data extraction and manipulation and in the implementation of reporting systems processes from ITSM tools and other business systems.

Eligibility/Other Requirements: ITIL Foundation V3 is desirable.

Notes: This is a temporary vacancy, available from 25th March 2013 until 24th June 2013.

Contact Officer: Melissa Watson (02) 6205 9169 melissa.watson@act.gov.au

**Shared Services ICT**

**Customer Relations**

**CMTD & CWD ICT Team**

**Business Applications Support**

**Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 14508)**

Gazetted: 13 March 2013

Closing Date: 27 March 2013

Details: This position provides advice, support and fault escalation on the administration of Shared Services ICT business applications used within the department of Commerce and Works. This is an exciting opportunity for some who is interested in system administration support and working towards the future improvement of systems by being involved in the testing process of new functions and documenting processes in an ITIL environment.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. ITIL Foundation V3 is desirable.

Notes: This is a temporary vacancy, available from 25th March 2013 until 24th June 2013. Previous applicants need not apply.

Contact Officer: Melissa Watson (02) 6205 9169 melissa.watson@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.

### **Economic Development**

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

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

#### **Tourism, Events and Sports**

##### **Venues and Event Services**

##### **Marketing and Communications**

##### **Sponsorship and Business Development Officer**

##### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 23589)**

Gazetted: 13 March 2013

Closing Date: 2 April 2013

Details: The primary objective of this position is to provide a high standard of sponsorship and business development services, including contractual arrangements, stakeholder management and excellent communication skills for all sponsors, partners and potential business partnerships in the Events ACT portfolio. Eligibility/Other Requirements: Relevant experience, relevant transferable skills, or relevant qualifications in business, marketing, events or communication.

Contact Officer: Adelina La Vita (02) 6205 0659 adelina.lavita@act.gov.au

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

### **Education and Training**

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

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

#### **Office for Schools**

##### **Tuggeranong Network**

##### **Calwell High School**

##### **Principal (Category 4+)**

##### **School Leader A \$133,372, Canberra (PN: 01681)**

Gazetted: 12 March 2013

Closing Date: 26 March 2013

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

Contact Officer: Stephen Gwilliam (02) 6207 7918 stephen.gwilliam@act.gov.au

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

#### **Office for Schools**

##### **North/Gungahlin Network**

**Amaroo School**

**Year Three Primary Teacher - Amaroo School**

**Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 31947)**

Gazetted: 08 March 2013

Closing Date: 18 March 2013

Details: Amaroo School is a P - 10 school with an enrolment in 2013 of more than 1600 students. Learning is the main purpose of Amaroo School for both students and teachers. The school exists to educate students to prepare them for a successful life beyond school within the wider community. The school is held in high regard for its strong commitment to the social, emotional and academic needs of its students. Staff work in close partnerships to ensure that they provide a high quality learning community in a happy and safe learning environment. There are strong expectations on all staff at Amaroo. The teaching teams are vibrant, innovative, hard working and committed and set high expectations of themselves. Collaborative planning, reflection on instruction and peer coaching are constant features of daily teaching practice at Amaroo School. We are looking for a Year Three Primary Teacher who has excellent knowledge of content and teaching strategies in literacy and numeracy. They will be working in a large team in a collaborative environment to plan for successful learning outcomes and have the ability to use data to plan learning programs that meet the needs of all students in their class.

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: This is a temporary vacancy available until the end of 2013. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Ben Hall (02)6205 2808 benjamin.hall@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/Gungahlin Network**

**Amaroo School**

**Year One Primary Teacher - Amaroo School**

**Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 31946)**

Gazetted: 08 March 2013

Closing Date: 18 March 2013

Details: Amaroo School is a P-10 school with an enrolment in 2013 of more than 1600 students. Learning is the main purpose of Amaroo School for both students and teachers. The school exists to educate students to prepare them for a successful life beyond school within the wider community. The school is held in high regard for its strong commitment to the social, emotional and academic needs of its students. Staff work in close partnerships to ensure that they provide a high quality learning community in a happy and safe learning environment. There are strong expectations on all staff at Amaroo. The teaching teams are vibrant, innovative, hard working and committed and set high expectations of themselves. Collaborative planning, reflection on instruction and peer coaching are constant features of daily teaching practice at Amaroo School. In the Early Primary sector of Amaroo School (K-2), play and project based learning investigations, along with explicit instruction, are the main pedagogical tools for teaching and learning. Program philosophy and design are based on the Walker Learning Approach. Applicants need to be prepared to follow this approach and engage in Professional Learning. We are looking for a Year One Primary Teacher who has excellent knowledge of content and teaching strategies in literacy and numeracy. They will be working in a large team in a collaborative environment to plan for successful learning outcomes and have the ability to use data to plan learning programs that meet the needs of all students in their class.

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: This is a temporary position available 20 December 2013. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Ben Hall (02) 6205 2808 benjamin.hall@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/Gungahlin Network**

**Amaroo School**

**Year One Primary Teacher - Amaroo School**

**Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 31945)**

Gazetted: 08 March 2013

Closing Date: 18 March 2013

Details: Amaroo School is a P-10 school with an enrolment in 2013 of more than 1600 students. Learning is the main purpose of Amaroo School for both students and teachers. The school exists to educate students to prepare them for a successful life beyond school within the wider community. The school is held in high regard for its strong commitment to the social, emotional and academic needs of its students. Staff work in close partnerships to ensure that they provide a high quality learning community in a happy and safe learning environment. There are strong expectations on all staff at Amaroo. The teaching teams are vibrant, innovative, hard working and committed and set high expectations of themselves. Collaborative planning, reflection on instruction and peer coaching are constant features of daily teaching practice at Amaroo School. In the Early Primary sector of Amaroo School (K-2), play and project based learning investigations, along with explicit instruction, are the main pedagogical tools for teaching and learning. Program philosophy and design are based on the Walker Learning Approach. Applicants need to be prepared to follow this approach and engage in Professional Learning. We are looking for a Year One Primary Teacher who has excellent knowledge of content and teaching strategies in literacy and numeracy. They will be working in a large team in a collaborative environment to plan for successful learning outcomes and have the ability to use data to plan learning programs that meet the needs of all students in their class.

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: This is a temporary position available until 20 December 2013. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Ben Hall (02) 6205 2808 benjamin.hall@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/Gungahlin Network**

**Ngunnawal Primary School**

**Classroom Teacher**

**Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 05363)**

Gazetted: 08 March 2013

Closing Date: 18 March 2013

Details: Ngunnawal Primary School is a P-6 school with an enrolment of approximately 590 students. Ngunnawal Primary is an inclusive school that welcomes and celebrates the diversity of our local community. We have high expectations and work collaboratively to ensure that the needs of all students are met. The main priority for Ngunnawal Primary is literacy and numeracy learning. The school is held in high regard by the community and is committed to providing a supportive environment that caters to the academic, social and emotional needs of our students. Staff work in close partnerships to ensure that our students experience a safe and happy learning environment. There are high expectations of the staff at Ngunnawal Primary. Teaching teams work collaboratively to plan authentic programs where student learning is central. The school is committed to closing the gap for our Aboriginal and Torres Strait Islander students and is proud of our achievements to date. We also celebrate the diversity of our school community with approximately 30% of our students coming from a non-English Speaking background.

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: This is a temporary position available from 29 April 2013 until 20 December 2013. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Linda Heath (02) 6205 8182 linda.heath@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 School**

##### **Tuggeranong Network**

##### **Monash Primary School**

##### **Classroom Teacher - Monash Primary School**

##### **Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 17093)**

Gazetted: 08 March 2013

Closing Date: 18 March 2013

Details: As a member of the early childhood team implement a developmentally appropriate program using the Walker Learning Approach within the Year ½ environment. It is essential that applicants are prepared to develop and implement personalised learning strategies within the Open Learning Environment as a member of a collaborative team.

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: This is a temporary vacancy available until the end of 2013. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Shane Carpenter (02) 6205 7555 [shane.carpenter@ed.act.edu.au](mailto:shane.carpenter@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**

##### **Isabella Plains Early Childhood School**

##### **Literacy and Numeracy Coordinator**

##### **Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 05055)**

Gazetted: 08 March 2013

Closing Date: 15 March 2013

Literacy and Numeracy Coordinator for Kindergarten, Year One and Year Two. Build the capacity of teachers in the teaching of Literacy and Numeracy. Provide support for children through in-class and intensive teaching.

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: This is a temporary vacancy available until the end of 2013. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Liz Wallace (02) 6205 9722 [liz.wallace@ed.act.edu.au](mailto:liz.wallace@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**

**Miles Franklin Primary School**

**3/4 Class Teacher - Miles Franklin Primary School**

**Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 05875)**

Gazetted: 08 March 2013

Closing Date: 18 March 2013

Details: Miles Franklin Primary School is seeking a highly motivated and enthusiastic teacher who is passionate about teaching and learning with the capacity to develop strong rapport with colleagues, students and parents. The successful candidate will work as part of a collaborative and dynamic team on a year 3/4 class until the end of 2013. We are a growing school of 480 students with excellent resources, a strong focus on personalised student learning, a restorative approach and connectedness to the global community. We value quality pedagogy and innovative practices to develop success in every student.

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: This is a temporary vacancy available until the end of 2013 with the possibility of extension. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Chris Jones (02) 6205 7533 [chris.jones@ed.act.edu.au](mailto:chris.jones@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/Gungahlin Network**

**Ngunnawal Primary School**

**EAL/D Teacher K-6 - Ngunnawal Primary School**

**Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 04197)**

Gazetted: 08 March 2013

Closing Date: 18 March 2013

Details: Ngunnawal Primary School is a P-6 school with an enrolment of approximately 590 students. Ngunnawal Primary is an inclusive school that welcomes and celebrates the diversity of our local community. We have high expectations and work collaboratively to ensure that the needs of all students are met. The main priority for Ngunnawal Primary is literacy and numeracy learning. The school is held in high regard by the community and is committed to providing a supportive environment that caters to the academic, social and emotional needs of our students. Staff work in close partnerships to ensure that our students experience a safe and happy learning environment. There are high expectations of the staff at Ngunnawal Primary. Teaching teams work collaboratively to plan authentic programs where student learning is central. The school is committed to closing the gap for our Aboriginal and Torres Strait Islander students and is proud of our achievements to date. We also celebrate the diversity of our school community with approximately 30% of our students coming from a non-English Speaking background. We are looking for an experienced English as an Additional Language/Dialect (EAL/D) teacher who has excellent content knowledge and teaching strategies. The successful applicant will be required to work collaboratively with the intervention team to plan for successful learning outcomes for EAL/D 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).

Note: TESMC (Teaching ESL students in Mainstream Classrooms) is desirable but not essential. This is a temporary position available until 20 December 2013. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Kristine Stewart (02) 6205 8182 [kristine.stewart@ed.act.edu.au](mailto:kristine.stewart@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**

**Lanyon High School**

**Classroom Teacher - Technology and Visual Arts**

**Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 08344)**

Gazetted: 08 March 2013

Closing Date: 18 March 2013

Details: Lanyon High School, established in 1996, is situated at the southern end of the Tuggeranong Valley in Canberra and is a member of the Lanyon Cluster of Schools. It caters for students in years 7 to 10 and has an enrolment in 2012 of 535 students. The foundation of our curriculum is a strong focus on literacy and numeracy in all areas of the curriculum and through academic subjects including English, mathematics, science, history, geography and business studies. Students can study Japanese and a wide range of electives, including the arts, hospitality, outdoor education, information communication technologies, multimedia, horticulture and sustainability. We are looking for a teacher who is passionate about teaching and has the capacity to develop strong rapport with colleagues. This position is for a teacher of Year 7 to 10 Technology and Visual Arts. 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.

Note: This is a temporary position available until 5 July 2013, with the possibility of extension. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Bill Thompson (02) 6205 7676 bill.thompson@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**

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

**Mathematics Educator**

**Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 15827)**

Gazetted: 08 March 2013

Closing Date: 18 March 2013

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 Australian Institute of Sport and the University of Canberra, provides further educationally rich and diverse extension opportunities and experiences for our students. Qualified applicants are sought for a Mathematics teaching position for the remainder of the 2013 school year. The successful applicant will join a dynamic college staff and must be skilled in the delivery of senior Mathematics for all ability levels including Specialist Maths and show a willingness to participate enthusiastically in college-wide, value-add and partnership programs. Interested teachers should 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: This is a temporary position available from 29 April 2013 to 20 December 2013. 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](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**

**North/Gungahlin Network**

**Amaroo School**

**Year Two Primary Teacher - Amaroo School**

**Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 06715)**

Gazetted: 08 March 2013

Closing Date: 18 March 2013

Details: Amaroo School is a P-10 school with an enrolment in 2013 of more than 1600 students. Learning is the main purpose of Amaroo School for both students and teachers. The school exists to educate students to prepare them for a successful life beyond school within the wider community. The school is held in high regard for its strong commitment to the social, emotional and academic needs of its students. Staff work in close partnerships to ensure that they provide a high quality learning community in a happy and safe learning environment. There are strong expectations on all staff at Amaroo. The teaching teams are vibrant, innovative, hard working and committed and set high expectations of themselves. Collaborative planning, reflection on instruction and peer coaching are constant features of daily teaching practice at Amaroo School. In the Early Primary sector of Amaroo School (K-2), play and project based learning investigations, along with explicit instruction, are the main pedagogical tools for teaching and learning. Program philosophy and design are based on the Walker Learning Approach. Applicants need to be prepared to follow this approach and engage in Professional Learning. We are looking for a Year Two Primary Teacher who has excellent knowledge of content and teaching strategies in literacy and numeracy. They will be working in a large team in a collaborative environment to plan for successful learning outcomes and have the ability to use data to plan learning programs that meet the needs of all students in their class.

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: This is a temporary position available until 20 December 2013. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Ben Hall (02) 6205 2808 benjamin.hall@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.

**Health**

**Selection documentation for the following positions may be downloaded from**

**<http://www.health.act.gov.au/employment>.**

**Apply online at <http://www.health.act.gov.au/employment>**

**Deputy Director-General, Strategy and Corporate**

**Executive Level 3.8 \$302,385 to \$320,071 depending on current superannuation arrangements, Canberra (PN: E502)**

Gazetted: 14 March 2013

Closing Date: 28 March 2013

Details: ACT Health is seeking a suitably qualified person to be the Deputy Director-General, Strategy and Corporate. This is a critical leadership role within ACT Health, responsible for overseeing strategic planning, policy and corporate services, including information and communication technology and infrastructure support services within the Directorate. The successful applicant will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together and with a sense of shared purpose to achieve the Government's Health objectives with integrity. Significant experience in policy development and strategic planning as well as corporate service responsibilities, including contract management with non-government organisations, is highly desirable. This position is pivotal in implementing National Health Reform within the ACT and supporting the implementation of infrastructure and support services components of the \$1billion Health Infrastructure Program being rolled out in the Territory. Consistent with the 'One Service' approach of the ACT Public Service, the successful applicant will also contribute to broader whole of service initiatives relating to workforce management and planning.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$302,385 to \$320,071 depending on current superannuation

arrangements, including a cash component of \$252,647. Employer provided benefits include superannuation, a privately plated car and parking. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people). To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. For Executive positions only you must consider the Executive Capabilities as the selection criteria and your written responses should make consideration of these to the listed duties.

Contact Officer: Dr Peggy Brown (02) 6205 0823

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

**Medical Staff**

**Director of Trauma Services**

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

**Senior Specialist \$199,231, Canberra (PN: 25681)**

Gazetted: 14 March 2013

Closing Date: 28 March 2013

The Position: A position is available for the Director of Trauma to join the Department of General Surgery at Canberra in the Australian Capital Territory. The position is a staff specialist tenured position. The Director position is for a period of three years in the first instance with the possibility of extension following mutual agreement.

Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College or equivalent who are eligible for medical specialist registration. The Trauma Service is responsible for coordinating the assessment and care of trauma patients presenting to the Canberra Hospital from the ACT and from the south-eastern NSW region. The eventual aim is to develop an accredited level 1 trauma centre.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231

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 \$240,332 - \$318,730.

Eligibility/Other Requirements: Registered or eligible for registration as a Medical Practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Surgeons or equivalent qualification.

Contact Officer: Barbara Reid, Executive Director, Surgery and Oral Health (02) 6244 3515

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

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

**Business Support Mental Health**

**Operational Director**

**Senior Officer Grade A \$123,208, Canberra (PN: 26265)**

Gazetted: 14 March 2013

Closing Date: 28 March 2013

Details: The Division of Mental, Justice, Alcohol and Drug Services is looking for an Operational Director for the ACT-Wide Mental Health Services program. The position will be accountable and responsible to the Executive Director – Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. The Clinical Director and the Operational Director for each program area will work in collaboration to ensure high quality outcomes for the people who use the program. In addition, they will work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division.

Eligibility/Other Requirements: Tertiary qualifications in health or a related discipline are essential. Postgraduate qualifications in management field are highly 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: Katrina Bracher (02) 6205 1313

**Director General Reports  
Financial Management  
Financial Operations Support  
Client Manager**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31704)**

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: The Client Managers provide a range of services such as budget preparation, reporting, analysis and financial support to different areas across the Health Directorate. Staff working within these teams will be responsive to the needs of clients, flexible in meeting changing priorities and adaptable in working with a variety of assigned areas. This position provides direct support to client areas in addition to supporting project teams as required.

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

Contact Officer: Vicki Andres (02) 6244 4069

**Canberra Hospital and Health Services**

**Pathology**

**Anatomical Pathology**

**Cytology Manager**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 26435)**

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: ACT Pathology is a public pathology laboratory located at the Canberra Hospital, providing comprehensive diagnostic pathology services to the Canberra Hospital, Calvary Hospital and medical practitioners of the ACT and surrounding region including links to the ANU Medical School. Our cytology department offers a comprehensive service in both gynaecological and non-gynaecological cytology. We are looking for a motivated, highly skilled Cytologist to join our managerial team. The managerial position will be responsible for the coordination of all cytology laboratory activities; they will act as a Quality Manager, oversee our training and continuing education program and prepare candidates for the (CT) ASC examination.

Eligibility/Other Requirements: A Degree in Science or equivalent relevant qualification. Successful completion of the Australian Examination in Cytology – CT (ASC)

Note: Applicants may be short-listed on the basis of written applications and referee reports only, which should address the selection criteria. A current CV should also be submitted. 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: Dr Huw Llewellyn (02) 6244 2882 huw.llewellyn@act.gov.au

**Director General Reports  
Office of Director General  
Executive Coordination Unit  
Government Business Coordinator**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 29643)**

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: ACT Health is seeking to employ an enthusiastic officer to undertake the role of Government Business Coordinator (GBC). The GBC will be responsible for the management, coordination and development of comprehensive services for the Health Directorate's Cabinet and Legislative Assembly liaison functions. The

successful applicant will be also be responsible for providing strategic and timely advice to key stakeholders on Cabinet and Legislative Assembly related issues as well as relevant policy issues. This includes application of relevant guidelines in preparation of Assembly and Cabinet documentation. We are seeking a person who is able to work effectively in a busy environment with demonstrated experience in setting priorities and managing a diverse range of duties. A comprehensive knowledge, or experience with ACT Legislative Assembly and Cabinet processes, machinery of Government matters and the operations of the Health Directorate would be an advantage.

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.

Contact Officer: Jackie Anderson (02) 6205 0829

**Canberra Hospital and Health Services**

**Medicine**

**Renal**

**Nurse - Medical**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22238)**

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: Applications are invited from innovative and committed Registered Nurses interested in making a difference through strong leadership and the professional development of nursing staff within the Canberra Community Dialysis Centre (CCDC). The successful applicant will be responsible for the coordination and management of the shift to provide a safe and efficient service for patients needing haemodialysis. The CCDC is a busy unit providing a service to patients across morning and evening shifts, six days a week. Participation in the acute dialysis on-call roster may be required.

Eligibility/Other Requirements: Registered or eligible for registration as a Registered nurse with APHRA. This position will also be required to take part in on call roster commitments.

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: Joyce Thanabal (02) 6244 4279 [joyce.thanabal@act.gov.au](mailto:joyce.thanabal@act.gov.au)

**Canberra Hospital and Health Services**

**Capital Region Cancer Service**

**Haematology**

**Clinical Development Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22468)**

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: Outpatient Oncology/Haematology is seeking applications from dynamic, motivated registered nurses for the role of the Clinical Development Nurse (CDN). Outpatient Oncology/Haematology is an outpatient clinic specialising in cancer care and the safe administration of chemotherapy. The CDN will be responsible for the education and support of graduate nurse and new and existing staff. The CDN will provide and promote education, quality initiatives, feedback, reflective practice and innovative change to provide excellent and safe patient care.

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

Note: This is a full-time position, working Monday to Friday, that may involve working weekends in the future.

Contact Officer: Kathlene Robson (02) 6174 7044 or Wendy Spencer (02) 6244 2302

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Surgical Wards**

**Clinical Development Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22327)**

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: Applications are invited from innovative and committed Registered Nurses with clinical competence in Neurosurgery to undertake the exciting role of Clinical Development Nurse. In this role you are actively contributing to the professional development and learning of Nurses/Midwives in the workplace. The applicant will have operational responsibility to the Clinical Nurse Consultant and professional responsibility to the Clinical Development Nurse Coordinator. Applicants will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education, precept new and junior staff, mandatory skills assessment and competency assessment processes within the clinical practice setting of Neurosurgery. The applicant should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care.

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

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: Jeanine Young (02) 6244 3375

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Child, Youth and Women's Health Program**

**School Youth Health Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 17045, expected vacancy)**

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: We are seeking someone who understands and empathises with young people. A full-time (only) position is available for a Registered Nurse level 2 with the School Youth Health Nurse (SYHN) program. The SYHN provides the opportunity for young people to access a health professional in the school setting for matters relating to health and well being. A variety of nursing professional backgrounds may be suitable for this position however it is your ability to communicate with young people and engage with the school community that is most important. While your existing skills will be a great foundation for this role you will be fully supported to develop as a SYHN. You will be part of a friendly and supportive team who enjoy paid leave during all school holidays.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (AHPRA) or eligible for registration. A current driver's licence. Experience and/or qualifications in Youth Health, Mental Health and/or Adolescent Health highly 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: Carolyn Thomas (02) 6205 1575 or Narelle O'Connor (02) 6205 5006

**Director General Reports**

**Population Health**

**Health Promotion**

**Project Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 26587)**

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: A permanent part-time Project Officer position has become available with Health Promotion. The successful candidate will have strong skills in initiating and managing programs and projects in partnership with other agencies that improve the health of the ACT population. The position requires the ability to work with more disadvantaged populations.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to health promotion and/or community development is desirable. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a part-time position working 25.00 hours (3.5 days) a 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: Yvonne Poels (02) 6207 4439

**Canberra Hospital and Health Services**

**Medicine**

**Cardiology**

**Cardiology System Business Administrator**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30689)**

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: The ACT Health Directorate vision is “Your health our priority”, and our values are Care; Excellence; Collaboration; and Integrity. We seek to demonstrate these values in the dealings with our consumers, partners, community and each other, and by doing so, aim to provide the best possible healthcare and health related services throughout all areas of the ACT Health Directorate and Canberra region. The ACT Health Directorate objectives are grouped under the following key performance areas: Consumer experience; sustainability; hospital and related care; prevention; social inclusion and indigenous health; community based health; and aged care. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

Note: This is a temporary position available for 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Candidates are invited to submit an application against the Selection Criteria to a maximum of one page per criteria. Candidates are also required to submit a current Curriculum Vitae and the contact details of two current referees. 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: Daniel Ingram (02) 6244 2063

**Strategy and Corporate**

**Business and Infrastructure**

**Infrastructure Support**

**Electrician**

**Facilities Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 25782)**

Gazetted: 14 March 2013

Closing Date: 28 March 2013

Details: Qualified Electrician required to work in a small electrical trade team responsible for maintenance and installation of electrical systems at the Canberra Hospital.

Eligibility/Other Requirements: Electrical Trade Certificate, current Electricians Licence, eligible for ACT “A” Grade Electricians Licence. Industrial Electronics Certificate or other acceptable Electronics Qualifications and/or not less than two years on the job experience working mainly on complex or intricate circuitry. A 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.

Contact Officer: Bernie Wall (02) 6244 2407

**Canberra Hospital and Health Services**

**Medicine**

**Renal**

**Enrolled Nurse**

**Enrolled Nurse Level 2 \$54,667, Canberra (PN: 31848, several)**

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: Applications are invited from experienced Endorsed Enrolled Nurses interested to joining the Canberra Community Dialysis Centre (CCDC) team. CCDC is a busy unit providing a service to patients over three shifts, six days a week. CCDC aims to provide maintenance haemodialysis for our clients in a friendly and welcoming environment. We are seeking a motivated and enthusiastic nurse who will bring their special talents to our team. Eligibility/Other requirements: Registered or eligible for registration as an Enrolled nurse with APHRA.



Note: To apply please address the attached selection criteria and provide a current curriculum vitae and the names and contact details of two professional referees. 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: Joyce Thanabal (02) 6244 4279 joyce.thanabal@act.gov.au

**Canberra Hospital and Health Services  
Women, Youth and Children  
Children, Youth and Women's Health Program  
Administration Officer  
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 28738)**

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: A vacancy exists for an Administrative Support Officer with Community Health Programs, North Regional Team. This position provides a high level of administrative support to enable delivery of quality clinical services for the Maternal and Child Health and the Allied Health teams, based in the North Region of Canberra. This is an excellent opportunity to join a professional and caring team who provide quality care for families and children in the Canberra community.

Eligibility/Other Requirements: Well developed oral and written communication skills and advanced computer skills are required. Sound organisational skills and an ability to prioritise workloads are important. A background in health administration experience would be an advantage. A current driver's licence is essential.

Note: The position is full time and based at the Belconnen Health Centre. 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 Govey (02) 6205 1827

**Canberra Hospital and Health Services  
Mental Health, Justice, Alcohol and Drug Services  
Access and Acute Mental Health  
Enrolled Nurse  
Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 15986)**

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: An exciting opportunity has arisen for committed Enrolled Nursing staff to work within a dynamic service within the newly commissioned adult mental health unit. Full support and supervision will be given to successful candidates.

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: Fiona Keddle (02) 6174 5406

**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)**

**Emergency Services Agency  
Communications  
ESA Communications Centre Team Leader  
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 25096)**

Gazetted: 08 March 2013

Closing Date: 26 March 2013

Details: The ACT Emergency Services Agency (ESA) is seeking a dynamic Team Leader to assist the Manager Communications Centre with the efficient and effective management of the ACT ESA Communications Centre. As Team Leader you will be responsible for providing support to the Manager Communications Centre through your leadership and management of communications staff to achieve the vision and objectives of the ESA. Experience in co-ordinating, conducting and reviewing scenario planning, simulation exercises and risk to evaluate response capability is essential. You will assist the Manager of ESA Training to facilitate training for Communications Centre staff and volunteers and assist the Manager Communications Centre with the preparation of budgets, financial and other reports. You will be skilled in developing and maintaining effective working relationships with key stakeholders and you will have previously managed, planned and evaluated risk assessment activities. The successful applicant will be required to perform duties outside of normal business hours to support major incidents or during a declared state of alert/emergency.

Eligibility/Other Requirements: Extensive knowledge and prior experience with the processes and procedures of an emergency services communication centre is essential. Certificate IV Training and Assessment is highly desirable.

Contact Officer: Joe Murphy (02) 6207 8396 joe.murphy@act.gov.au

## **Legislation and Policy**

### **Criminal Law Group**

#### **Policy Officer**

#### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 42663)**

Gazetted: 13 March 2013

Closing Date: 27 March 2013

Details: Legislation and Policy Branch is looking for a talented and motivated Policy Officer to work on a wide range of interesting and relevant issues to work within the Criminal Law Group. If you have a passion for law and policy and want to make a difference to the community you live in and want to work with a great team, here's the place to work. The Legislation and Policy Branch covers a diverse range of legal and policy issues that impact the ACT. Duties include, but are not restricted to; preparation of briefs for the Attorney General; prepare related reports and correspondence; manage justice related projects; and engage in consultation with the community, government and participate in national forums. Important functions of the position include developing and promoting positive relationships with key stakeholders and providing high level advice to government on questions of legal policy.

Eligibility/Other Requirements: Relevant tertiary qualifications, or significant study towards gaining qualifications, or experience within a justice environment would be highly desirable.

Notes: This is a temporary vacancy, available to the 30 August 2013, with the possibility of extension.

Contact Officer: Victor Martin (02) 6205 0245 victor.martin@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**

#### **Executive**

#### **Business Manager**

#### **Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 11051)**

Gazetted: 07 March 2013

Closing Date: 21 March 2013

Details: Business Enterprise is seeking an experienced Business Manager for the division. This position reports directly to the Executive Director, Business Enterprise and has an over-arching strategic co-ordination role across the division.

Note: This is a temporary position available for 12 month commencing on 1 May 2012.

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.

**Roads and Public Transport**

**Roads ACT**

**Road Maintenance**

**Works Supervisor**

**General Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 00826)**

Gazetted: 07 March 2013

Closing Date: 26 March 2013

Details: Roads ACT is seeking a suitable candidate to be an important member of the Roads ACT management team to organise, coordinate, and provide leadership, to operational staff to ensure efficient, safe and environmentally responsible delivery of road maintenance services.

Contact Officer: Ken Marshall (02) 6210 3762 ken.marshall@act.gov.au

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

**APPOINTMENTS**

**Commerce and Works**

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

Allison Kennedy 835-99978, Section 68(1), 12 March 2013

**Community Services**

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

Nathan Boyle 827-45515, Section 68(1), 5 March 2013

**Education and Training**

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

Kendra Lyn Wasiluk 835-99767, Section 68(1), 18 March 2013

**Health**

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

Olushola Enitan Adeniyi 824-32690, Section 68(1), 7 March 2013

**Health Service Officer Level 4 \$43,599 - \$45,346**

Glenn Foley 834-54269, Section 68(1), 4 March 2013

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

Reena Isaac 825-49338, Section 68(1), 7 March 2013

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

Lintu Joseph 824-32332, Section 68(1), 7 March 2013

**Health Professional Level 1 \$50,899 - \$65,424**

Benjamin Mark Lodder 835-99193, Section 68(1), 11 March 2013

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

Judith McEwin 835-90551, Section 68(1), 11 February 2013

**Technical Officer Level 1 \$47,953 - \$50,376**

Luke Newhouse 835-99062, Section 68(1), 1 March 2013

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

Natalie Ritzau 835-95942, Section 68(1), 28 February 2013

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

Jerry Varghese 825-49987, Section 68(1), 14 March 2013

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

Jameela Walker 833-47711, Section 68(1), 13 March 2013

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

Jane Woodrow 834-54162, Section 68(1), 7 March 2013

**Justice and Community Safety**

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

Mardi Cleggett 836-00000, Section 68(1), 2 April 2013

**Territory and Municipal Services**

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

Shannon O'Grady 833-80559, Section 68(1), 12 March 2013

## **TRANSFERS**

**Community Services**

**Suzanne Schwartzkoff: 792-34503**

From: \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Community Services

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

Community Services, Canberra (PN. 07333) (Gazetted 8 January 2013)

**Education and Training**

**Susan Elizabeth Janssens: 719-38792**

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

Commerce and Works

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

Education and Training, Canberra (PN. 17491) (Gazetted 25 January 2013)

## **PROMOTIONS**

**Health**

**Canberra Hospital and Health Services**

**Rehabilitation Aged and Community Care**

**Aimee Divorcy: 837-19069**

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

Health

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

Health, Canberra (PN. 23671) (Gazetted 7 February 2013)

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

**Timothy Whitton: 820-84112**

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. 21028) (Gazetted 31 January 2013)

**Territory and Municipal Services**

**Business Enterprises**

**ACT Property Group**

**Property Projects and Services**

**David Hickey: 260-73558**

From: General Service Officer Level 7 \$52,078 - \$55,114

Territory and Municipal Services

To: †General Service Officer Level 10 \$70,913 - \$81,460

Territory and Municipal Services, Canberra (PN. 22587) (Gazetted 28 September 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.