



ACT Government Gazette

Gazetted Notices for the week beginning 02 May 2013

Executive Notices

Canberra Institute of Technology

Engagement

Shane Kay – Chief Operating Officer, Operations (E523) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Finance

Administrative Services Officer level 6

Administrative Services Officer Level 6 \$70,913 - \$81, 460, Canberra (PN: 8998)

Gazetted: 07 May 2013

Closing Date: 21 May 2013

Calvary Health Care ACT - Finance Department is seeking a highly skilled individual to fill the position of Accountant. This permanent full time position is an exciting and challenging role that involves taking the lead in the preparation of monthly financial reconciliations, assisting stakeholders with their financial information needs and supervising accounts staff. For further information regarding this role please contact Scott Mackenzie (02) 6201 6019 For selection criteria and to apply for this position please visit our website www.calvary-act.com.au
Eligibility/Other Requirements: Selection Criteria

Contact Officer: Scott Mackenzie (02) 6201 6019 scott.mackenzie@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Midwifery

Maternity

Registered Midwife Level 3.2

Registered Midwife level 3.2 \$101, 556, Canberra (PN: 9644)

Gazetted: 07 May 2013

Closing Date: 28 May 2013

Clinical Midwife Consultant level 3.2(Full time 76 hrs per fortnight) continually of Midwifery Care Services. COME AND JOIN OUR ENERGETIC AND DEDICATED TEAM! Calvary health Care ACT (CHC-ACT) is seeking a highly skilled, experienced and dynamic midwife to fill the above position. The successful applicant will be required to implement and provide leadership for our new continuity of Midwifery Care Services (CMCS). The CMCS will provide collaborative maternity care to approximately 240 women per year. CHC- ACT is a baby friendly Health Accredited facility. The maternity Unit at CHC-ACT has approximately 1400 births per year and is well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, Medical and Allied Health staff.

Enquiries to Christine Falez A/G Nursing Director Midwifery Services (02) 6201 6882

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Christine Falez (02) 6201 6882 christine.falez@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Canberra Institute of Technology

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

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

CIT Executive Team

International and Business Development

Director

Senior Officer Grade A \$123,208, Canberra (PN: 55563)

Gazetted: 07 May 2013

Closing Date: 14 May 2013

Details: This position could be filled by one person or possibly two people on part time responsibilities (one leading international development and one leading local and national business development). The position(s) for the moment will report to CIT's Chief Executive. The core responsibilities will be: 1. Lead the implementation of CIT's international strategy. 2. Establish and maintain contacts that are integral to international development. 3. Host international delegations. 4. Chair CIT's international committee and report to Board of Management (BOM). 5. Support and develop CIT's relationships with employers and industry associations. 6. Represent CIT on local business networks. 7. Monitor and facilitate opportunities and applications for alternate revenue streams at the local and national level. 8. Monitor and report to CIT's Finance Committee and BOM on commercial and contestable funding. 9. In conjunction with the appropriate CIT Centre, prepare tenders, applications and contracts for international or local and national business development. 10. Facilitate a team based approach to business and international development by working closely with CIT Solutions, CIT Marketing and CIT Centres.

Eligibility/Other Requirements: Highly Desirable: A Bachelor Degree in Management or a relevant industry specialisation. A Training and Assessment Certificate IV level (such as TAE4110 or equivalent). Other: Experience working in a vocational education environment is desirable.

Notes: This is a temporary vacancy available asap until 31 October 2013.

Contact Officer: Jenny Dodd (02) 6207 4955 jenny.dodd@cit.edu.au

Centres

CIT Student Services

CIT Student Support

International Pastoral Care Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 18571)

Gazetted: 06 May 2013

Closing Date: 20 May 2013

Details: Applicants are sought from an enthusiastic Manager, with proven expertise in international pastoral care who has excellent communication skills. This position requires you to work with stakeholders across the institute and manage the provision of pastoral care for all CIT International Students. You will coordinate liaison between the International Services Unit and CIT Pastoral Care Officers. You will Provide pathway planning advice and support through case management to International Students, and design and conduct activities/programs to address a range of International Student's needs.

Eligibility/Other Requirements: Appropriate tertiary qualifications; Experience with International Pastoral Care; Knowledge of ESOS legislation and its application is desirable; Teaching experience in adult education would be advantageous.

Notes: This is a temporary position available for one year from 6 July 2013 to 4 July 2014 with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011 - 2013.

Contact Officer: Rhonda Fuzzard (02) 6207 4914 rhonda.fuzzard@cit.edu.au

Centres

CIT Corporate Services

Finance

Budget Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 54100)

Gazetted: 08 May 2013

Closing Date: 22 May 2013

Details: CIT Corporate Services seeks an individual to assist with the preparation of the Institute budget and liaise with Centres and external agencies. Assist with the month-end and year-end financial processes and the production of reports for Institute management and ensure that accruals and cost distributions have been correctly processed and reported.

Eligibility/Other Requirements: Tertiary qualifications, or progress towards qualifications in Accounting or Commerce disciplines highly desirable.

Contact Officer: Michael Kuo (02) 6207 3889 michael.kuo@cit.edu.au

Centres

CIT Student Services

CIT Student Support

Careers Advisor

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 19477)

Gazetted: 06 May 2013

Closing Date: 20 May 2013

Details: Facilitate appropriate strategic CIT attendance and contribution to school, college and community events. Deliver effective presentations to groups involved in career education events to promote CIT programs. Provide careers counselling and advice to individuals and groups of enrolled CIT students and prospective students. Teach career education programs and provide leadership and provide professional development activities on careers education.

Eligibility/Other Requirements: Teacher Band 1 qualifications are mandatory. All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: Certificate IV Career Development. Current Driver's Licence. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). It is mandatory requirement for all Teacher Band 1 teachers to have relevant industry experience.

Notes: This temporary position is available for four months with the possibility of an extension.

Contact Officer: Rhonda Fuzzard (02) 6207 4914 rhonda.fuzzard@cit.edu.au

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

Workforce Capability and Governance

Continuous Improvement and Workers' Compensation

Workplace Injury Performance

Performance Analyst

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31716)

Gazetted: 07 May 2013

Closing Date: 29 May 2013

Details: An opportunity exists to join the Continuous Improvement and Workers' Compensation Branch, Chief Minister and Treasury Directorate. The branch plays a key role in the management and prevention of workplace injuries in the ACT Public Service (ACTPS). The role involves assisting the ACTPS to reduce the incidence of workplace injury and disease and improving health and return to work outcomes for injured ACTPS workers through undertaking critical statistical analysis of scheme performance and establishing methods and indicators to identify current and emerging issues. This is a demanding operational environment and the ability to work under pressure, meet tight deadlines and manage competing priorities is essential.

Eligibility/Other Requirements: Tertiary qualifications and/or equivalent relevant experience in business, statistics or other related disciplines. Experience with SQL Server Management Studio, SQL Server Reporting Services, Excel, CliqView and contemporary data discovery tools.

Note: This is a temporary position available from June 2013 to June 2014 with the possibility of extension and/or permanency.

Contact Officer: Gary King (02) 6207 8792 gary.king@act.gov.au

Governance

Continuous Improvement and Workers' Compensation

Workers' Compensation Policy

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10324)

Gazetted: 02 May 2013

Closing Date: 16 May 2013

Details: The Continuous Improvement and Workers' Compensation Branch of the Chief Minister and Treasury Directorate is seeking an experienced Senior Policy Officer. The successful applicant will play a key role in the determination, development and implementation of strategies to improve the Territory's private sector workers' compensation scheme's performance and drive improved ACT Public Sector injury prevention and management. This is a demanding operational environment and the ability to work under pressure, meet tight deadlines and manage competing priorities is essential.

Notes: This is a temporary position available until April 2014 with the possibility of extension and/or permanency from this process.

Contact Officer: Michael Young (02) 6207 6842 michael.young@act.gov.au

Commerce and Works

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

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

Shared Services

Business Services

Strategic HR

Organisational Development Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31474)

Gazetted: 08 May 2013

Closing Date: 22 May 2013

Details: The key role of the Organisational Development Manager is to provide an effective framework and strategy, leadership, learning and development, people development, capability plans (performance management) and public administration and related services to senior leaders and staff within Shared Services, including developing and managing strategic human resources policies, programs and process.

Eligibility/Other Requirements: Tertiary qualifications in a HR related discipline or extensive relevant experience in a human resource related discipline would be an advantage.

Contact Officer: Allan McLean (02) 6207 2260 al.mclean@act.gov.au

Shared Services

Business Services

Strategic HR

HR Learning and Development Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32175)

Gazetted: 07 May 2013

Closing Date: 21 May 2013

Details: The successful applicant will be required to coordinate administrative activities relating to job entry programs in Commerce and Works, including; graduates, trainees, internship and work experience programs.

Provide advice to managers and staff on learning and development activities, including professional development and capability plans (PDCPs) job entry programs and Studies Assistance.

Contact Officer: Christiana Eze (02) 6205 0517 christiana.eze@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**

Child, Youth and Family Support Early Intervention and Prevention Services Child and Family Centres Centre Manager

Health Professional Level 5/Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 09178, expected vacancy)

Gazetted: 08 May 2013

Closing Date: 28 May 2013

Details: The Child and Family Centres are looking for a motivated leader to fill the position of Centre Manager at the Tuggeranong Child and Family Centre. The position will provide operational management to the Child and Family Centre, including human resources and budget. The position is also responsible for developing and maintaining strategic partnerships between government, community, business and academia stakeholders.

Eligibility/Other Requirements: Health Professional Level 5 - relevant tertiary qualifications in social work, psychology, or other relevant Health specific qualifications. Where applicable, full eligibility for membership of the Australian Association of Social Workers, or registration with the Psychologist's Board (ACT) or state equivalent. Current driver's licence is essential.

Note: This position is available at either the Health Professional Level 5 or Senior Officer Grade B classification dependent on the qualifications of the successful applicant. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Contact Officer: Paul Wyles (02) 6207 1598 paul.wyles@act.gov.au

Policy and Organisational Services Governance, Advocacy and Community Policy Organisational Governance Records Management Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 43703)

Gazetted: 07 May 2013

Closing Date: 28 May 2013

Details: A challenging and exciting position exists within the Community Services Directorate for a dynamic person to assist the Records Manager with the overall operation and management of the Records Management Unit.

Applicants should have demonstrated knowledge and ability in the operation and provision of records management services with an emphasis on sentencing and disposal of records and TRIM administration. This position is also involved in the development and implementation of policies and procedures in compliance with relevant legislation.

Eligibility/Other Requirements: The applicant should have good liaison, oral and written communication skills; and the ability to work in a busy environment and provide high quality customer service.

Contact Officer: Kevin Knudsen (02) 6205 4804 kevin.knudsen@act.gov.au

Therapy ACT Physiotherapy Physiotherapist

Health Professional Level 2/3 \$54,414 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 25836, several)

Gazetted: 03 May 2013

Closing Date: 21 May 2013

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based

teams in a range of community settings. The successful applicant will provide supervision to staff, and assess, plan, implement and evaluate individual and group programs for this client group.

Eligibility/Other Requirements: Tertiary Qualifications or equivalent in Physiotherapy. Current Physiotherapy Registration with Australian Health Practitioner Regulation Agency (AHPRA). Eligible for Membership of Australian Physiotherapy Association (APA). Current driver's licence is essential.

Note: These positions may be filled part-time at 27:33 hours per week and at either a Health Professional Level 2 (HP2) or Health Professional Level 3 (HP3) depending on qualifications and experience. Both HP2's and HP3's are encouraged to apply.

Contact Officer: Glenda Knight (02) 6205 9009 glenda.knight@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

Economic Development, Policy and Governance

Communications and Media

Stakeholder Relations

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 12124)

Gazetted: 06 May 2013

Closing Date: 13 May 2013

Details: This position will support Economic Development Directorate's community engagement work. Tasks include producing weekly media and social media forecasts, compiling a monthly Community Engagement Newsletter, writing and editing material for the website and other publications as needed, development and placement of good news stories, liaising with Community Councils and the community and other stakeholders. You will require well developed professional interpersonal and presentation skills, the ability to use social media and a demonstrated commitment to accuracy and attention to detail with the ability to prepare, proof and edit documents.

Note: This is a temporary vacancy available asap until 8 November 2013. Please submit a short email and your resume to Alison Abernethy alison.abernethy@act.gov.au expressing your interest in this position

Contact Officer: Alison Abernethy (02) 6207 4553 alison.abernethy@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

Corporate Services

Finance and Corporate Support

Financial Services

Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32204)

Gazetted: 02 May 2013

Closing Date: 9 May 2013

Details: Interest is sought for the position of Manager within Management Accounting Team. Successful applicant will manage a Financial Services sub-section; prepare financial and management accounting reports for internal and external clients; assist in the development, preparation and maintenance of budget documents; negotiate and liaise with directorate and schools' representatives and other ACT Government agencies; identify and analyse resource allocation and management issues; prepare policy proposals, guidelines and reports as required; provide

advice and assistance to managers in the development and implementation of systems and procedures for improved financial management, resource allocation, monitoring and control.

Eligibility/Other Requirements: Accounting qualifications are desirable.

Contact Officer: Sushila Sharma (02) 6205 5452 sushila.sharma@act.gov.au

Office for Schools

Tuggeranong Network

Charles Conder Primary School

Executive Teacher

School Leader C \$100,271, Canberra (PN: 02009)

Gazetted: 02 May 2013

Closing Date: 16 May 2013

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. 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).

Contact Officer: Jennifer Hall (02) 6205 6699 jennifer.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.

Learning, Teaching and Student Engagement

Learning and Teaching

Curriculum Support

Executive Officer

School Leader C \$100,271, Canberra (PN: 02800)

Gazetted: 02 May 2013

Closing Date: 16 May 2013

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).

Contact Officer: Martin Hine (02) 6205 4685 martin.hine@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

South/Weston Network

Forrest Primary School

Executive Teacher

School Leader C \$100,271, Canberra (PN: 31992)

Gazetted: 02 May 2013

Closing Date: 16 May 2013

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 with expertise and qualification in Early Childhood (NQS) and leading literacy and numeracy. Manage team resources to achieve optimal social and educational outcomes and ongoing support for all students. Experience in leadership of the International Baccalaureate Primary Years Programme (IB PYP) preferred.

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

Contact Officer: Christine Pilgrim (02) 6205 5644 christine.pilgrim@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

Gold Creek School

Executive Teacher - Maths/Science

School Leader C \$100,271, Canberra (PN: 31940)

Gazetted: 02 May 2013

Closing Date: 16 May 2013

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. 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).

Contact Officer: Linda Baird (02) 6207 1621 linda.baird@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.

Tertiary Education and Performance

Planning and Performance

Performance and Systems

Data Analyst

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 13383)

Gazetted: 03 May 2013

Closing Date: 10 May 2013

Details: The Education and Training Directorate is seeking a team member with strong analytical and communication skills to project manage the implementation of local and national assessment programs and year 10 certification practices within ACT schools. The position involves liaison with schools, contractors and other organisations and the provision of reports to students, schools and the Directorate Executives.

Notes: This is a temporary position available asap until 30 June 2013 with the possibility of an extension. This position may be filled from application only. Please send application and two referee reports directly to the contact officer.

Contact Officer: Ken Gordon (02) 6205 9498 ken.gordon@act.gov.au

Corporate Services

Human Resources

HR Strategy - Health, Safety and Wellbeing

Health, Safety and Wellbeing Adviser

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32203)

Gazetted: 03 May 2013

Closing Date: 10 May 2013

Details: Human Resource Strategy is seeking applications from highly suitable Health, Safety and Wellbeing Advisers. The successful applicant will provide expert health and safety advice and support including: The application and interpretation of relevant legislation; Whole of Government policies; strategies and guidelines to ensure consistent implementation; undertaking investigations into accidents and incidents including making recommendations for corrective actions and improved practice and providing safety advice to Principals and Managers to assist with hazard identification; hazard management; risk assessment and continuous improvement opportunities.

Eligibility/Other Requirements: Qualifications in Workplace Health and Safety would be desirable.

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: Catriona Meere (02) 6205 3495 catriona.meere@act.gov.au

**Strategy and Coordination
Information, Communications and Governance
Media and Communications
Media Officer**

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 07337)

Gazetted: 02 May 2013

Closing Date: 9 May 2013

Details: The media officer undertakes a variety of strategic and tactical tasks, including media monitoring, assisting with responses to media enquiries, generating positive media coverage for ACT public education, assisting with social media posts and liaising with the media on Ministerial, Directorate and schools events.

Eligibility/Other Requirements: A communications or journalism degree or diploma or equivalent industry experience is essential.

Notes: This is a temporary position available asap until 4 October 2013. Applications, curriculum vitae and at least two referees to be sent directly to the contact officer. The successful applicant may be selected from application and referee reports.

Contact Officer: Stephen Gilfedder (02) 6205 4196 stephen.gilfedder@act.gov.au

**Office for Schools
South/Weston Network
Narrabundah College
Teacher of Psychology**

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 07175)

Gazetted: 03 May 2013

Closing Date: 13 May 2013

Details: Narrabundah College is a large, international college with 950 Year 11 and 12 students. The College offers students the opportunity to study the ACT Year 12 Certificate, the International Baccalaureate Diploma, the French Baccalauréat Diploma, and nationally recognised vocational education and training qualifications in Business, IT, Fashion Design, Music, Media and Furniture Construction. We are looking for a Psychology Teacher to teach 3 classes of Psychology to Year 11 and year 12 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).

Notes: This is a temporary part-time position available until 20 December 2013 working 23.88 hours per week.

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: Sue Boettcher (02) 6205 6975 sue.boettcher@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.

Environment and Sustainable Development

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

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

Planning Delivery

Lease Administration

Leasing Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30609)

Gazetted: 03 May 2013

Closing Date: 10 May 2013

Details: We are looking for an enthusiastic person with knowledge or demonstrated ability to acquire knowledge relevant to leasehold administration with a strong focus on customer service and timely delivery of required outcomes. Responsibilities of the Lease Administration team include assessment and determination of development applications, preparation of Crown leases for clients, a broad range of lease and land management services, appeals and policy and legislation development. This position assesses statutory applications. Effective performance in the job will require good judgment, strong interpersonal skills, strong project management, high quality oral and written communications and flexibility in responding to changing priorities.

Notes: This is a temporary position available until 30 October 2013 with the possibility of extension.

Contact Officer: Monica Saad (02) 6207 2112 monica.saad@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Critical Care and Imaging

Emergency

Emergency Department Specialist

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

Senior Specialist \$199,231, Canberra (PN: 30789)

Gazetted: 09 May 2013

Closing Date: 23 May 2013

The Position: The Canberra Hospital Emergency Department is seeking applications for appointment as a staff specialist. This position is newly created to add to the existing dynamic and progressive team. The emergency Department has approximately 65,000 attendances per annum, (approximately 30% paediatrics) with a diverse casemix including trauma and an admission rate of approximately 30%. There is an active and successful postgraduate education and training program. There is temporary physical expansion occurring at present, with a new state-of-the-art Emergency Department planned in the future. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National University (ANU) Medical School and there are strong links with the pre-hospital and retrieval medical services. There is a massive expansion occurring on the hospital campus with an aim to extend the facility to over 1000 beds. 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 and Fellowship of the Australian College for Emergency Medicine or an equivalent higher specialist qualification. Contact Officer: Dr Michael Hall, Clinical Director, Emergency Department (02) 6244 3309 Michael.Hall@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

Director General Reports

Office of Director General

Canberra Hospital Foundation

Office Manager

Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 00918)

Gazetted: 09 May 2013

Closing Date: 23 May 2013

Details: The successful candidate will be an experienced professional, responsible for the development and the implementation of the Canberra Hospital Foundation's marketing, brand and communications strategies. The position requires a highly motivated self starter who has the ability to prioritise, forward plan, meet deadlines and deliver results. To be successful in this position, it is essential to have five or more year's management experience and have experience within the fundraising arena. Experience within the not-for-profit sector would be an advantage. The focus for this role is on customer service and delivery excellence with a proven track record in delivering significant growth from fundraising.

Eligibility/Other Requirements: A current driver's licence is mandatory and a willingness to participate in fundraising activities outside core business hours including weekends. Qualifications or relevant experience in communications and marketing, public relations or fundraising administration would be a distinct 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: Peggy Brown (02) 6205 0823

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Maternity/Gynaecology Nurse Manager

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22412)

Gazetted: 09 May 2013

Closing Date: 23 May 2013

Details: An opportunity has arisen for an experienced nurse/midwife to provide contemporary operational management and leadership to enhance the provision of excellent clinical care within the Maternity and Gynaecology Unit, with the new Centenary Hospital for Women and Children. This leader will have knowledge of trends and issues relating to the provision of safe and flexible rostering practices and innovations that impact on the work environment and the health care team. This position will be actively involved in workforce development towards stage 2 of the Centenary Hospital for Women and Children due for completion late 2013.

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

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: Jeni Williams (02) 6174 7470

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Registered Nurse Level 2

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 27015)

Gazetted: 09 May 2013

Closing Date: 23 May 2013

Details: An exciting opportunity exists for the permanent full-time position of Registered Nurse Level 2 in the Central Outpatient Department at The Canberra Hospital. The hours are for Monday to Friday, no weekends. The successful applicant will need to be motivated and enthusiastic, have excellent interpersonal and communication skills as well as be an excellent role model for other staff. The applicant should also be able to lead a team and multitask as required in a large clinical area. Casting skills and being competent with complex dressings are preferable but not mandatory as on the job training is available.

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

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 with your application. Applications should include a current curriculum vitae and the names and contact details for two professional referees.

Contact Officer: Irene Upton (02) 6244 4019

**Canberra Hospital and Health Services
Mental, Justice Alcohol and Drug Services
Adult Community and Older Persons Mental Health
Health Professional**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 17590)

Gazetted: 09 May 2013

Closing Date: 16 May 2013

Details: Older Persons Mental Health Community Team provides clinical services for mental health consumers over the age of 65 and is strongly focused on the provision of timely and effective interventions for our consumers and their families. The successful applicant will be required to work as a member of a multi disciplinary team providing assessment and clinical management of consumers with mental illnesses and participating in a Duty Officer roster. The applicant will 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 Psychiatrists.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

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: Kylie Henson (02) 6205 1957

**Canberra Hospital and Health Services
Capital Region Cancer Service
Cancer Stream Administration
Social Worker**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 32058)

Gazetted: 09 May 2013

Closing Date: 16 May 2013

Details: The Capital Region Cancer Services currently has a vacancy for a Social Worker to work in our community based Cancer Counselling Service. Applications are invited from experienced Social Workers to provide high quality oncology client services for clinical assessments and interventions in the outpatient service area. The Capital Region Cancer Services has a multi-disciplinary social work and psychology teams and strives for high standards of current best practice.

Eligibility/Other Requirements: An AASW accredited Bachelor of Social Work degree or Master of Social Work (qualifying) is required for entry into the profession of social work, and to meet the minimum eligibility requirements for AASW membership. Current driver's licence.

Note: This is a part-time position working 18:00 hours per week. This position may be required to participate in an overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application and the contact details of two referees.

Contact Officer: Catherine Furner (02) 6174 5284 catherine.furner@act.gov.au

**Director General Reports
Office of the Chief Executive**

Internal Audit

Senior Internal Auditor

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 15722)

Gazetted: 09 May 2013

Closing Date: 23 May 2013

Details: Undertake all phases of audit reviews including planning, execution and reporting, contributing to the development and implementation of ACT Health Internal Audit Programs. Provide professional advice concerning auditing requirements, concepts and methodologies and maintain constructive relationships with auditees.

Advising and/or supporting the ACT Health Audit and Risk Management Committee, representing the Manager, Internal Audit and Risk Management in various meetings and committees as required and assisting the Manager, Internal Audit and Risk Management with processes related to internal audit, governance and investigations. This position attracts certain tax exemptions and other benefits.

Eligibility/other requirements: Tertiary qualification in (or study towards) commerce/accounting or auditing is desirable. Prior experience in internal auditing is 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: Sarwan Kumar (02) 6207 5755

Director General Reports

Population Health

Health Promotion

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 25152)

Gazetted: 09 May 2013

Closing Date: 16 May 2013

Details: An opportunity exists to join a dynamic team within ACT Health working to improve the health and wellbeing of Canberrans. Please note this is a temporary vacancy commencing immediately for up to 12 months, with the possibility of an extension. Coordinate, develop and implement strategies, projects and activities that progress our health promotion programs, especially in the workplace setting. The successful applicant will have: experience in project management; excellent oral and written communication skills, including sound negotiation skills; experience in project development and report writing; the capacity to work independently; and the ability to liaise with a wide range of stakeholders, including inter-Directorate officers and community organisations. Please refer to the duty statement and selection criteria for full information on the position.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to health promotion and/or community development is desirable.

Notes: This is a temporary part-time position available for 12 months working up to 29.40 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: Merryn Hare (02) 6205 1107

Director General Reports

Population Health

Health Promotion

Project Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 29432)

Gazetted: 09 May 2013

Closing Date: 16 May 2013

Details: An opportunity exists to join a dynamic team within ACT Health working to improve the health and wellbeing of Canberrans as part of the ACT Health Promotion Grants Program. The successful applicant will have: experience in project development and implementation; excellent oral and written communication skills; experience in grants or financial administration; the capacity to work independently; and the ability to liaise with a wide range of stakeholders, including community organisations.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to health promotion and/or community development is desirable.

Note: This is a temporary full-time position available until May 2014. An order of merit will be created for future vacancies at level within the next 12 months from this process. Selection may be made based on written 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 document to be uploaded and included with your application.
Contact Officer: Ros Garrity (02) 6205 6926

Strategy and Corporate

Performance and Innovation

Elective Surgery Access Team

Elective Surgery Access Coordinator

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 29745, several)

Gazetted: 09 May 2013

Closing Date: 16 May 2013

Details: An opportunity has arisen for a person to join the Elective Surgery Access Team in ACT Health. The position requires a person who is adaptable and has a willingness to learn a variety of tasks performed within the unit. The successful applicant will possess experience in data entry and have well developed communication skills, particularly in liaising with patients waiting for surgery on the elective surgery waiting list.

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: Elaine Men (02) 6205 1157

Strategy and Corporate

Professional Leadership, Research and Education

Clinical School

Clinical Trials Coordinator

Research Officer Grade 2 \$58,870 - \$63,917, Canberra (PN: 16277)

Gazetted: 09 May 2013

Closing Date: 23 May 2013

Details: An exciting opportunity is available for a self-motivated and highly organised individual to join the Clinical Trials Unit team at Canberra Hospital. The successful applicant will be primarily assisting with the co-ordination of the Aspirin in Reducing Events in the Elderly (ASPREE) clinical trial being conducted by the Clinical Trials Unit at Canberra Hospital and other centres in Australia. ASPREE is a seven year clinical trial of aspirin versus placebo in 19,000 people aged 70 years and over. The study will investigate whether aspirin is helpful in prolonging healthy lifespan and will balance this against the risk of bleeding. Substantial funding has been secured for the duration of the study. The Clinical Trials Coordinators will have the responsibilities that include general practitioner and subject recruitment, clinical record collection, clinical assessments and physiological measures, subject monitoring and maintaining trial records according to the trial protocol. There may be opportunities to work on other clinical research projects that are being coordinated by the Clinical Trials Unit, depending on the workload from the ASPREE study.

Eligibility/Other Requirements: A degree in a relevant area, from a recognised university with significant subsequent relevant work experience OR an equivalent combination of experience and/or education. The successful applicant will show high skills of initiative and flexibility, well developed interpersonal skills, the ability to work well in a team and be competent in computer packages (i.e. Microsoft Suite, emails etc.) and have a current driver's licence.

Note: The position is full-time temporary position available for 12 months with possible extension and is to be filled as soon as possible. The option to work part-time will be considered. Hours of work are flexible. The position will report to the Director of the Clinical Trials Unit. 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: Katherine Johnson (02) 6244 2811

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Occupational Therapist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 16975)

Gazetted: 09 May 2013

Closing Date: 23 May 2013

Details: An exciting opportunity exists for a suitably qualified and enthusiastic Occupational Therapist to join the Rehabilitation and Aged Care Occupational Therapy team. This is a temporary position that will work in either an inpatient or community based rehabilitation team and will be supported by senior therapists and the multi-disciplinary team.

Eligibility/Other Requirements: Registered or applied for registered with Australian Health Practitioner Regulation Authority. Degree or Diploma in Occupational Therapy or equivalent qualifications. Current driver's licence.

Note: This is a temporary full-time position available until 31 August 2013 with the possibility of extension. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. 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: Tegan Reid (02) 6244 3286

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

New Graduate Occupational Therapist

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 32185, several)

Gazetted: 09 May 2013

Closing Date: 23 May 2013

Details: An exciting opportunity exists for New Graduate Occupational Therapists to join the Rehabilitation and Aged Care Occupational Therapy team in the Health Directorate. Successful applicants will join a clinical rotation and will spend six months in two different clinical areas. Successful applicants will be supported directly by senior occupational therapists and have access to new graduate support programs.

Eligibility/Other Requirements: Degree or diploma in Occupational Therapy and eligibility for membership of Occupational Therapist Australia – ACT. Current driver's licence.

Note: These are temporary positions available for a period of 12 months. These positions may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. The successful applicants 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: Tegan Reid (02) 6244 3286 or 0408 695 174

Strategy and Corporate

Professional Leadership, Research and Education

Clinical School

Receptionist / Administration Support

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 18457)

Gazetted: 09 May 2013

Closing Date: 23 May 2013

Details: The ANU Medical School is seeking an enthusiastic person to provide administrative support in the student administration unit and to fill its receptionist role at the Canberra Hospital on a permanent basis.

Notes: 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: Vicki Jury (02) 6244 3655

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Lights Technician

Facilities Service Officer Level 5 \$46,021 - \$48,412, Canberra (PN: 25231)

Gazetted: 09 May 2013

Closing Date: 16 May 2013

Details: Trade Assistant to work in a small electrical trade team responsible for light replacement and providing assistance to the electrical trade staff at the Canberra Hospital.

Eligibility/Other Requirements: 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

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

Law Courts and Tribunal

Eastman Inquiry

Legal Officer

Legal 2 \$121,218 - \$126,200, Canberra (PN: 32242)

Gazetted: 08 May 2013

Closing Date: 15 May 2013

Details: Expressions of interest are sought from enthusiastic and highly suitable potential candidates for position of Legal Officer to provide support to the Inquiry into the conviction of Mr Eastman into the murder of Mr Winchester. The Inquiry was ordered by the Supreme Court of the Australian Capital Territory on 03 September 2012 under *Section 424(1) of the Crimes Act 1900 (ACT)*. This position will work closely with the Inquiry team and will have a dual reporting responsibility, both to counsel assisting the inquiry and the project manager.

Eligibility/Other Requirements: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory for a minimum of five years. Criminal trial experience sufficient to enable carriage of responsibilities with only high level supervision. Ability to demonstrate no conflict of interest in relation to this or other matters which have involved Mr Eastman.

Notes: This is a temporary position available asap until 31 August 2013. Potential applicants should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Please ensure all eligibility and other requirements are taken into account.

Applications should be sent to the contact officer.

Contact Officer: Helen Child (02) 6207 8480 helen.child@act.gov.au

ACT Corrective Services

Alexander Maconochie Centre

Offender Services and Corrections Programs

Manager Offender Services and Corrections Programs

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 15604)

Gazetted: 03 May 2013

Closing Date: 20 May 2013

Details: ACT Corrective Services is seeking applications from highly motivated, suitably qualified and experienced individuals for the Manager, Offender Services and Corrections Programs position on a permanent basis. This is a challenging and rewarding position that is responsible for the day to day management of a wide range of offender

services and corrections programs and related resources in both the Alexander Maconochie Centre (ACT Prison) and the Community.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or equivalent correctional experience are desirable. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. Demonstrated experience and/or willingness to work with detainees and offenders on a daily basis is essential. Eligible applicants will be required to maintain a current working with vulnerable people check. A current unencumbered driver's licence is required.

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

ACT Corrective Services

Custodial Operations

Clinical Manager

Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 14398)

Gazetted: 06 May 2013

Closing Date: 13 May 2013

Details: Manage daily operation of specific accommodation areas where detainees with complex needs are being housed (such as Crisis Support Unit, Management Unit and/or High Needs Cottage). Provide advice and direction in the management of detainees housed in all areas of the prison with complex needs as required by the agency and for external bodies.

Eligibility/Other Requirements: Minimum four year qualification in Psychology or Social Work or relevant discipline is essential. Current driver's licence is essential. All eligible applicants will be subject to a Police Record Check.

Eligible applicants will be required to maintain a current working with vulnerable people check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

Contact Officer: Don Taylor (02) 6207 0040 don.taylor@act.gov.au

ACT Law Courts and Tribunal

Corporate and Strategic Services

Security, Sheriff's and Facilities Management

Security, Sheriff's and Facilities Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31357)

Gazetted: 03 May 2013

Closing Date: 10 May 2013

Details: The ACT Law Courts and Tribunal Administration is seeking an organised self motivated person to manage a range of support services to ACT Law Courts and Tribunal. The successful applicant will be managing the Sheriff's Office, facilities maintenance and provision of court security services. The position is required to liaise with various stakeholders and investigate business process improvements, which will include implementation of appropriate solutions to meet existing and anticipated corporate support needs for internal and external clients. The successful applicant will work under limited supervision, leading and managing a team of staff and contractors, to deliver business unit outcomes.

Eligibility/Other Requirements: Relevant tertiary qualifications in areas aligned to the duties of the position and selection criteria would be highly regarded.

Notes: This is a temporary position available asap up to four months, pending permanent recruitment.

Contact Officer: Richard Pender (02) 6207 5170 richard.pender@act.gov.au

ACT Law Courts and Tribunal

Registry

Court Services

Unit Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32121)

Gazetted: 03 May 2013

Closing Date: 17 May 2013

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced and enthusiastic person to undertake the role of Unit Manager in a busy unit that deals with a variety of tasks relating to Court and Tribunal

jurisdictions. The successful applicant will manage the work of the Unit. They must be able to effectively manage people and resources, and work with a range of stakeholders to achieve quality outcomes. Responsibilities will involve working with other Unit Managers to manage staff and workflows, case management, liaising with clients and exercising the statutory appointment of Deputy Registrar as required.

Notes: This is a temporary position available until 30 June 2014 with a possibility of extension. This selection process may be used to fill any other permanent or temporary vacancy at this level for the next 12 months. This is a generic position and successful applicants may be placed in any vacant Unit Manager position and could be rotated through the business unit.

Contact Officer: Cath Fallon (02) 6205 0609 cath.fallon@act.gov.au

**ACT Electoral Commission
Election Project Officer**

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 43020)

Gazetted: 08 May 2013

Closing Date: 22 May 2013

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team. This position will offer the successful applicant the opportunity to contribute to a variety of election related projects and to develop and present electoral information to many sectors of the ACT Community.

Eligibility/Other Requirements: Relevant qualifications and/or experience in administration or communication are desirable. Knowledge and/or experience of electoral legislation and administration would be an advantage.

Notes: This is a temporary position available asap for a period of three months with the possibility of an extension. This position may be filled from application and referee reports only. Please provide contact details of two referees.

Contact Officer: Rohan Spence (02) 6205 0046 rohan.spence@act.gov.au

ACT Corrective Services

Workforce Development and Training

Senior Workforce Development Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 43039)

Gazetted: 02 May 2013

Closing Date: 9 May 2013

Details: Provide efficient and effective high level administrative assistance for all aspects of Workforce Development and HR administration. Assist with recruitment processes ensuring close liaison with relevant stakeholders. Liaise with Directorate staff, other Directorates/Agencies, members of the public, suppliers and other parties as required.

Eligibility/Other Requirements: Familiarity with computer based applications would be an advantage. Knowledge of government human resource management systems (Chris21), procedures and guidelines and an understanding of human resource framework in the ACT Government would be an advantage. Eligible persons will be required to under a Police Check.

Note: This is a temporary position available from 24 June 2013 until 11 October 2013.

Applications should be sent to the contact officer.

Contact Officer: Al Martin 6205 1844 al.martin@act.gov.au

Office of Regulatory Services

Road User Services

Customer Support Services

Purchasing Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 01340)

Gazetted: 07 May 2013

Closing Date: 14 May 2013

Details: Provide high quality customer services in a regulatory environment including liaising with suppliers of goods and services to develop effective working relationships. Administer and maintain petty cash float, exercise appropriate financial delegation and ensure compliance with ACT Government financial management policies and procedures. Responsible for the purchasing, receiving and storage of registration number plates. Prepare purchase

orders as requested for goods and services required by RUS. Responsible for purchasing, maintaining and recording all uniform and safety equipment for RUS staff members. Assist with the purchasing of stock items for RUS functions e.g. rubber stamps, auto parts, lights etc. Demonstration of the principles of workplace diversity, participative work practices, and Occupational Health and Safety.

Notes: This is a temporary position available until mid October 2013 with the possibility of extension. Selection may be based on application and referee reports only, interviews may not be conducted.

Contact Officer: Leighton Phipps (02) 6207 7172 leighton.phipps@act.gov.au

Parliamentary Counsel's Office

Legislative Publishing

Legislation Officer/Receptionist

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 42291)

Gazetted: 02 May 2013

Closing Date: 16 May 2013

Details: Parliamentary Counsel's Office is looking for a highly motivated person to provide general administrative support for the office including receptionist duties, account payable processing, assisting with legislation checking and workflow management tasks.

Note: This is a temporary position available asap for three months.

Applications should be sent directly to the contact officer.

Contact Officer: Ann Moxon 6205 3782 ann.moxon@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

Roads ACT

Strategic Planning and Development

Senior Manager

Senior Professional Officer Grade A \$123,208, Canberra (PN: 25027)

Gazetted: 06 May 2013

Closing Date: 21 May 2013

Details: Roads ACT is seeking to employ a Senior Manager in its Strategic Planning and Development Section. This person will be responsible for the planning and development of Roads ACT maintenance and capital work programs as well as developing policy and business improvements to support the branch's operations into the future.

Eligibility/Other Requirements: A degree in Civil Engineering and demonstrated experience in working in road authorities and or councils in the planning and development of public road programs.

Contact Officer: Tony Gill (02) 6207 6588 tony.gill@act.gov.au

ACTION

Roads and Public Transport

Public Transport

Manager, Flexible Transport

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32218)

Gazetted: 03 May 2013

Closing Date: 10 May 2013

Details: The Territory and Municipal Services Directorate is seeking a highly motivated individual to fill the temporary role of Manager, Flexible Transport. The successful candidate will be expected to have highly developed written and oral communication skills including high level liaison and interpersonal skills, demonstrated ability to

plan, prioritise, coordinate and manage workflows. This position will be responsible for liaison between community groups, other areas of the Directorate, the Minister's Office and other ACT Government agencies and will be responsible for the establishment of a flexible transport program.

Eligibility/Other Requirements: Senior level experience in fleet management for a public sector, community group or large private organisation is desirable.

Notes: This temporary position available until 31 December 2013, with the possibility of extension and selection may be based on application and referee reports only.

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

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

Parks and City Services

Libraries ACT

Administration

Business Office Support

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 46066)

Gazetted: 06 May 2013

Closing Date: 21 May 2013

Details: Libraries ACT is looking for a dynamic, enthusiastic, innovative and customer focussed person with experience in financial reporting and contract monitoring coupled with excellent administration skills. They will be a highly organised, committed individual with a positive attitude and a professional approach. Attention to detail and a proactive nature are a must along with strong client service focus.

Eligibility/Other Requirements: Relevant qualifications or experience in budget management and reporting desirable.

Notes: Libraries ACT operates across seven days a week and applicants will be required to work on weekends.

Contact Officer: Karen Hansen (02) 6207 5721 karen.hansen@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 Enterprises

ACT Property Group

Property Projects and Services

Refrigeration and Air Conditioning Mechanic

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 26417)

Gazetted: 07 May 2013

Closing Date: 28 May 2013

Details: 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 detail plans, order materials, supply quotes, liaise with customers and supervise apprentices.

Eligibility/Other Requirements: Essential: An Air Conditioning and Refrigeration Trade Certificate and a current driver's licence. Significant mechanical fitting and air conditioning and refrigeration trade experience is desirable.

Contact Officer: Andrew Steele 0419 015 838 andrew.steele@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 Enterprises

ACT Property Group

Property Projects and Services

Carpenter

General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 27355)

Gazetted: 06 May 2013

Closing Date: 28 May 2013

Details: Deliver reactive and planned maintenance for Carpentry works, including new installations in ACT Government buildings and sites. Read and understand detail plans; order materials; supply quotes; liaise with customers and supervise apprentices.

Eligibility/Other Requirements: Trades Certificate - Carpentry is essential, current driver's licence.

Contact Officer: Andrew Steele 0419 015 838 andrew.steele@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 Enterprises

ACT Property Group

Property Projects and Services

Plumber

General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 22839)

Gazetted: 07 May 2013

Closing Date: 28 May 2013

Details: Deliver reactive and planned maintenance for Plumbing works, including new installations in ACT Government buildings and sites. Read and understand detail plans; order materials; supply quotes; liaise with customers and supervise apprentices.

Eligibility/Other Requirements: Licenced Plumber and a current driver's licence are essential. Significant experience in plumbing and gas-fitting, TMV and backflow prevention certificate is highly desirable.

Contact Officer: Andrew Steele 0419 015 838 andrew.steele@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 Enterprises

ACT Property Group

Property Projects and Services

Locksmith

General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 22838)

Gazetted: 07 May 2013

Closing Date: 28 May 2013

Details: Deliver reactive and planned maintenance for Locksmith works, including new installations in ACT Government buildings and sites. Read and understand detail plans; order materials; supply quotes; liaise with customers and supervise apprentices.

Eligibility/Other Requirements: Licenced Locksmith and a current driver's licence is essential. An understanding of Promaster would be desirable.

Contact Officer: Andrew Steele 0419015838 andrew.steele@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

ACT Auditor General's Office

Audit Band 1 (Senior Auditor) \$71,636 - \$87,691

Jonathan Brown 835-68469, Section 68(1), 9 May 2013

Audit Band 1 (Senior Auditor) \$71,636 - \$87,691

Muralidhar Kannan 835-33477, Section 68(1), 9 May 2013

Calvary Health Care ACT (Public)

Senior Grade Officer C \$89,786 - \$96,809 Work Health Safety Manager
Harry Bentley 1612047, Section 68(1), 23 May 2013

Commerce and Works

Senior Officer Grade B \$106,086 - \$119,426
Steven Dodt 835-92645, Section 68(1), 30 April 2013

Economic Development

Senior Officer Grade C \$89,786 - \$96,809
Natalie MacLean 835-99230, Section 68(1), 29 April 2013

Education and Training

School Assistant 3 \$44,913 - \$48,474
Dhanashree Vedanti 835-31631, Section 68(1), 13 May 2013

Health

Registered Nurse Level 1 \$55,567 - \$75,084
Bolanle Adeyemi 795-54697, Section 68(1), 6 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Modeste Bongyi 835-91124, Section 68(1), 6 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Jessica Dawson 839-26692, Section 68(1), 6 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Bamelaku Digafe 831-24331, Section 68(1), 6 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Larinda Dowell 839-26131, Section 68(1), 1 May 2013

Enrolled Nurse Level 1 \$50,160 - \$53,766
Amy Durbidge 836-02399, Section 68(1), 9 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Amber Hall 836-01484, Section 68(1), 6 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Shona Hemphill 836-01468, Section 68(1), 6 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Sarah Kadayi 836-01548, Section 68(1), 6 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Julia Koch 836-01513, Section 68(1), 6 May 2013

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

Kai Lam 836-01556, Section 68(1), 6 May 2013

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

Kaihua Li 836-01521, Section 68(1), 6 May 2013

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

Holly Mansfield 836-01476, Section 68(1), 6 May 2013

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

Juby Mathew 825-49215, Section 68(1), 1 May 2013

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

Tracey Porter 836-01708, Section 68(1), 6 May 2013

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

Theresia Suh 835-90607, Section 68(1), 6 May 2013

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

Kristie Thorneywork 833-47842, Section 68(1), 29 April 2013

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

Shihui Wang 836-02241, Section 68(1), 8 May 2013

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

Misty Wilson 835-91239, Section 68(1), 6 May 2013

Specialist Level 1–5, \$147,465-\$181,976

Robert Witherspoon: 829-56451, Section 68(1), 6 May 2013

Justice and Community Safety

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

Peter Budworth 835-95213, Section 68(1), 9 May 2013

Territory and Municipal Services

Bus Operator - Training \$58,463

Paul Deasey 836-01775, Section 68(1), 3 May 2013

Bus Operator - Training \$58,463

Mohammad Ghous 836-01804, Section 68(1), 3 May 2013

Senior Park Ranger 3 \$65,660 - \$69,623

Richard Will Koch 836-02313, Section 68(1), 29 May 2013

Bus Operator - Training \$58,463

Pradeep Makil 836-01425, Section 68(1), 3 May 2013

Technical Officer Level 4 \$70,913 - \$81,460

Clare McInnes 836-02102, Section 68(1), 1 May 2013

Bus Operator - Training \$58,463

Gurinder Sidhu 836-01409, Section 68(1), 3 May 2013

Bus Operator - Training \$58,463

Lloyd Wright 836-01791, Section 68(1), 3 May 2013

TRANSFERS

Education and Training

Anthony Wayne Prowse: 033-34532

From: School Leader A \$160,776

Education and Training

To: School Leader A \$160,776

Education and Training, Canberra (PN. 19164) (Gazetted 11 February 2013)

Health

Monique Butselaar: 774-28427

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

Health

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

Health, Canberra (PN. 10753) (Gazetted 24 January 2013)

PROMOTIONS

Canberra Institute of Technology

Centres

CIT Corporate Services

Finance

Megan Bolitho: 706-13857

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 54102) (Gazetted 12 February 2013)

Community Services

Therapy ACT

Policy and Organisational Services

Early Childhood Team, School Age Team

Bronwyn Brunato: 816-80086

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

Community Services

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

Community Services, Canberra (PN. 27671) (Gazetted 14 February 2013)

Office for Children Youth and Family Support

Care and Protection Services

Tashmiev Naidoo: 827-43034

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

Community Services

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services, Canberra (PN. 16551) (Gazetted 10 January 2013)

Office for Children Youth and Family Support

Care and Protection Services

Delia O'Shea: 835-62833

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

Community Services

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

Community Services, Canberra (PN. 07429) (Gazetted 10 January 2013)

Economic Development

Economic Development, Policy and Governance

Communications and Media

Alison Abernethy: 827-20238

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

Economic Development

To: †Senior Officer Grade A \$123,208

Economic Development, Canberra (PN. 18984) (Gazetted 19 March 2013)

Education and Training

Office for Schools

South/Weston Network

Melrose High School

Daniel Vigliotta: 785-54708

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

Education and Training

To: Information Technology Officer Class 2 \$70,913 - \$81,460

Education and Training, Canberra (PN. 29785) (Gazetted 2 April 2013)

Health

Canberra Hospital and Health Service

Capital Region Cancer Service

Cancer Nursing

Sharon Bale: 829-68938

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

Health

To: †Registered Nurse Level 3.1 \$89,834 - \$93,531

Health, Canberra (PN. 24013) (Gazetted 21 March 2013)

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Vincent Ng: 827-36168

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. 32144) (Gazetted 7 February 2013)

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Access and Acute Mental Health
Sriram Sugavanam: 820-76219**

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. 31735) (Gazetted 7 February 2013)

Justice and Community Safety

ACT Law Courts and Tribunal Administration

Joana Mafilovski: 783-14077

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Justice and Community Safety

To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Justice and Community Safety, Canberra (PN. 42378) (Gazetted 22 March 2013)

FORFEITURE OF OFFICE

Education and Training

Section 221 Public Sector Management Act 1994 – Rodney Allan Callinan, AGS: 798-40335, 30 January 2012

Section 221 Public Sector Management Act 1994 – Matthew John Collins, AGS: 817-91974, 30 January 2012

Section 221 Public Sector Management Act 1994 – Bradley John Douglas, AGS: 715-63361, 9 July 2012

Section 221 Public Sector Management Act 1994 – Rebecca Jane Dromgold, AGS: 033-28300, 30 January 2012

Section 221 Public Sector Management Act 1994 – Vita Bernadetta Giunta, AGS: 824-42899, 30 January 2012

Section 221 Public Sector Management Act 1994 – Kristie-Lee Gurney, AGS: 787-61918, 30 January 2012

Section 221 Public Sector Management Act 1994 – Maureen Patricia McCann, AGS: 749-26834, 30 January 2012

Section 221 Public Sector Management Act 1994 – Kirsty Joy Noad, AGS: 787-62152, 30 January 2012

Section 221 Public Sector Management Act 1994 – Justin James McPhelimy, AGS: 779-01915, 30 January 2012

Section 221 Public Sector Management Act 1994 – Lauren Dawn Mann, AGS: 787-69020, 30 January 2012

Section 221 Public Sector Management Act 1994 – Elise Michelle Meredith, AGS: 817-95094, 30 January 2012

Section 221 Public Sector Management Act 1994 – Colin John Montgomery, AGS: 779-23241, 30 January 2012

Section 221 Public Sector Management Act 1994 – Heather Jean Swift, AGS: 742-48260, 30 January 2012

RETIREMENTS AND DISMISSALS

Environment and Sustainable Development

Section 143 Public Sector Management Act 1994 – Joyce Rajasekaram, AGS: 705-18008, 3 May 2013