



ACT Government Gazette

Gazetted Notices for the week beginning 08 March 2012

EXECUTIVE NOTICES

Justice and Community Safety

Engagements

Kuan Yian Sim – Deputy Chief Solicitor, ACT Government Solicitor (E458) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Allied Health Pharmacy Department Pharmacist

Health Professional Level 2 \$57,980 - \$70,459, Canberra (PN: 7750)

Gazetted: 09 March 2012

Closing Date: 6 April 2012

Calvary Health Care ACT Pharmacy Department is seeking a Pharmacist to join their team. Duties: Provide pharmaceutical assessment and intervention to hospital inpatients using established clinical pharmacy principles. Participate in training and professional development activities and quality projects. Applicants should possess an enthusiasm for teaching and training students and less experienced staff.

Eligibility/Other Requirements: Bachelor of Pharmacy or equivalent, registrable with the National Pharmacy Board, Australian citizenship or permanent resident status.

Contact Officer: Liisa Nurmi (02) 6201 6269 liisa.nurmi@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Emergency Department

EDIS Data Manager

Administrative Services Officer Level 4 \$56,879 - \$61,756, Canberra (PN: 7784)

Gazetted: 09 March 2012

Closing Date: 23 March 2012

Applicants are sought to fill the position of EDIS Data Manager Calvary Health Care ACT Limited-Public Hospital. Calvary Health Care ACT's Emergency Department is seeking an individual to fill the above position of EDIS Data Manager. The successful applicant will possess the following: Working knowledge of patient administration software applications within an Emergency Department/healthcare environment. An understanding of the process of patient flow in the department and will be able to adapt this knowledge to ensure the system is set up and maintained to support this. For a full job description, to apply for this position or for further information regarding Calvary Health Care ACT please visit our website - www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Matt Luther (02) 6201 6263 matt.luther@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health Pharmacy Department Pre-registration Pharmacist

Health Professional Level 1 \$54,188, Canberra (PN: 8827)

Gazetted: 09 March 2012

Closing Date: 6 April 2012

An opportunity exists for a graduate pharmacist willing to undertake their pre-registration year in hospital.

Eligibility/other requirements: An appropriate degree or diploma in Pharmacy or equivalent. Enrolment in a recognised post-graduate training course (eg NSW PGTC). Australian citizenship or permanent residency status.

Note: A twelve month public sector temporary contract will be offered to the successful applicant.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Liisa Nurmi (02) 6201 6269 liisa.nurmi@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health Occupational Therapy

Technical Officer Grade 1 \$46,331 - \$48,672, Canberra (PN: 7675)

Gazetted: 09 March 2012

Closing Date: 16 March 2012

The Occupational Therapy Department at Calvary Hospital, Canberra is looking for an Occupational Therapy Assistant to join our supportive team and assist in the provision of high quality Occupational Therapy services from this campus. The successful Occupational Therapy assistant will provide support to the therapists working on the acute wards and will assist with the co-ordination and management of Calvary's equipment loans pool. The Occupational Therapy Department provides fortnightly in-

services and many varied training opportunities to assist in the development of all staff. A staff supervision program is in place and all staff complete an Annual Development Plan. We offer a competitive salary, free uniforms, salary packaging, free parking. If you are successful in your application, commencement dates are flexible. A copy of the application kit and selection documentation is available on our website: www.calvary-act.com.au or by phoning 02 6201 6320. Applications must address the selection criteria.

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Pharmacy Department

Pharmacy Assistant/Technical Officer

Technical Officer Level 1 \$44,764, Canberra (PN: 7687)

Gazetted: 09 March 2012

Closing Date: 6 April 2012

Calvary Health Care ACT are seeking expressions of interest for a pharmacy based career as a Technical Officer, with capacity to commence work in May 2012. Opportunities to expand familiarity with dispensing processes, and other specific technical skills will be encouraged. The successful applicant will be expected to be involved in dispensing, imprest supply, participate in weekend rosters, quality activities and data collection.

Eligibility/other requirements: Previous pharmacy dispensing experience desirable. Selection Criteria

Contact Officer: Liisa Nurmi (02) 6201 6269 liisa.nurmi@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

Centres

Human Resources Centre

Rehabilitation Case Manager

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 54066)

Gazetted: 09 March 2012

Closing Date: 28 March 2012

Contribute to a team within the Centre to undertake a range of duties associated with the Institute's HR functions which are designed to build Organisational Capability, particularly as it relates to CIT's rehabilitation and case management responsibilities.

Eligibility/Other Requirements: Qualifications in Human Resources and/or rehabilitation/case management are desirable.

Contact Officer: Michele De Laine (02) 6207 3385 michele.delaine@cit.edu.au

Centres

Central Support Centre

Budget Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 54100)

Gazetted: 13 March 2012

Closing Date: 27 March 2012

Assist with the preparation of the Institute budget and liaise with Centres/Schools/Units and external agencies. Provide advice to Centres/Schools/Units on budget, management and administrative issues. Prepare and update financial records for Centres/Schools/Units including regular expenditure performance reports. Provide advice and assistance as required on all matters relating to the effective operation of the Finance Unit. Assist with the development and implementation of, and compliance with, financial management guidelines for the Institute.

Eligibility/Other Requirements: Relevant qualifications and/or experience and strong Excel skills are highly desirable.

Note: This is a temporary position available from 12 April 2012 until the 31 December 2012 with the possibility of extension.

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

Chief Minister and Cabinet

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

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

Policy and Cabinet

Cabinet and Intergovernmental Relations

Intergovernmental Relations

Policy Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 27454)

Gazetted: 09 March 2012

Closing Date: 26 March 2012

This position supports the ACT's involvement in the Council of Australian Governments, preparing and co-ordinating briefs for the Chief Minister and senior staff. The position also co-ordinates the ACT's engagement in the development and implementation of international treaties, and assists in developing policy on matters related to the ACT Legislative Assembly. The position may also support the processes of Cabinet and the ACT Legislative Assembly.

Note: Previous applicants will be considered and need not reapply.

Contact Officer: Nicola Kosseck (02) 6205 50743 nicola.kosseck@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

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Child and Family Worker

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 19730)

Gazetted: 14 March 2012

Closing Date: 31 March 2012

The Child and Family Centres of Community Services Directorate are seeking a motivated professional to fill the position of Child and Family Worker on a long term contract. The position is responsible for providing support and services for children and families, including group programs. As part of an integrated team, the Child and Family worker will identify, develop, implement and evaluate community development initiatives that work to strengthen the community to improve outcomes for children and families.

Eligibility/Other Requirements: Social Work degree with full eligibility for membership of the Australian Association of Social Workers, Psychology degree with unconditional registration as a clinical psychologist and Early Childhood Education degree or a related field.

Note: This is a temporary position available from April 2012 to May 2013. Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Contact Officer: Shona Chapman (02) 6207 4540 shona.chapman@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

Office for Schools

North/Gungahlin Network

Amaroo School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 16162)

Gazetted: 14 March 2012

Closing Date: 28 March 2012

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

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Richard Powell (02) 6205 2808 richard.powell@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

Student Services Officer

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 25131)

Gazetted: 08 March 2012

Closing Date: 22 March 2012

Provide support in developing and maintaining the student record systems for a P-Year 10 school. In conjunction with the Finance Officer, plan, direct and coordinate the overall operation of the front office administrative support team, be responsible for the team's efficiency and become involved in the operational work as necessary.

Contact Officer: Judi Anderson (02) 6205 8906 judi.anderson@ed.act.edu.au

Environment and Sustainable Development

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

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

Corporate

Strategic Finance

Chief Finance Officer

Executive Level 1.2 \$180,627 to \$190,621 depending on current superannuation arrangements, Canberra (PN: E563)

Gazetted: 09 March 2012

Closing Date: 29 March 2012

The Environment and Sustainable Development Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. The Chief Finance Officer reports to the Director Corporate. Applicants should be able to demonstrate leadership in strategic finance and inter-governmental relations. Experience in dealing with an extensive range of financial management, policy, people management, government, the wider community and business is essential.

Note: This position is available asap until 18 October 2012, with the possibility of an extension. This position attracts a remuneration package ranging from \$180,627–\$190,621, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$142,777 pa. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.
Contact Officer: Adrian Walsh (02) 6207 1914 adrian.walsh@act.gov.au

Policy Corporate and Regulation

Corporate

Ministerial and Government Services

General Administration Clerk

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 16625)

Gazetted: 08 March 2012

Closing Date: 22 March 2012

The Ministerial and Government Services Team is responsible for the management of Cabinet, Ministerial and Assembly and administrative law functions for ESDD. It also manages and coordinates ESDD executive committees as well as providing the primary point of contact for the Minister and his staff. This position will assist in the management of FOI requests, the management and coordination of ESDD executive committee matters and the Minister's office re constituent inquiries, inquiries from the Minister and his staff. It also provides assistance to the Cabinet and Assembly Liaison officer. The successful applicant will have a strong customer focus and be able to understand and meet the needs of all our team's clients; an understanding of administrative law processes and procedures including legal instruments; together with a knowledge of ministerial, cabinet and assembly processes will be important. Applicants should have well developed written and oral communication skills, the ability to analyse, research and critically examine information, prioritise workloads and liaise with staff at all levels of the organisation.

Note: This is a temporary position available until 19 October 2012.

Contact Officer: Leonie Mossop (02) 6207 1764 leonie.mossop@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

Women, Youth and Childrens

Child, Youth and Women's Health Programs

Women's Health Service Medical Officer

Staff Specialist Band 1-5 \$137,660-\$169,877, Canberra (PN: 24259)

Gazetted: 15 March 2012

Closing Date:

The Position: An exciting opportunity exists at the ACT Women's Health Service (WHS) for a medical practitioner with a specialty in general practice and with experience in and commitment to working with marginalised women to be employed as a Staff Specialist. The WHS is implementing an interprofessional model of primary health care that provides quality, holistic nursing, medical and counselling services to women of the ACT and region. The WHS gives priority to women who experience significant barriers to accessing mainstream health services due to issues such as violence, abuse and neglect, substance abuse, mental illness, sexual, cultural or racial diversity, disability or financial disadvantage. The Staff Specialist position will provide expert transitional medical services to women, work collaboratively with the nurse practitioner, registered nurses and counselling team, provide medical leadership within the WHS and contribute to education and training programs conducted by the WHS. This is a unique opportunity to contribute to the development of a new model of care and to offer quality medical care in a fully supported interprofessional environment. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$137,660-\$169,877 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%-15% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$223,841 - \$272,450. Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian College of General Practitioners.

Note: Interested applicants are encouraged to phone the contact person/s to discuss the position and the possibility of flexible working arrangements. The hours are negotiable, for up to 16 hours a week.

Contact Officer: Deborah Colliver or Helen Cutler (02) 6205 1078

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, Health People Strategy & Services Branch Level 5, 1 Moore Street, CANBERRA ACT 2601

Canberra Hospital and Health Services

Capital Region Cancer Services

Cancer Stream Administration

Director of Outpatient Services

Senior Officer Grade A \$119,042, Canberra (PN: 28717)

Gazetted: 15 March 2012

Closing Date: 22 March 2012

Canberra Hospital and Health Services are seeking suitable applicants for the permanent position of Director of Outpatient Services at the Canberra Hospital. This position will provide leadership to outpatient services across all areas of Canberra Hospital and Health Services and have line management responsibility for administrative, nursing, allied health and intake staff. The position will be responsible for developing strategic, operational and accreditation plans for outpatient services. The position will also lead the redesign of outpatient services with a view to successfully meeting service demand across a range of services and facilities.

Eligibility/Other Requirements: Clinical background in Nursing or Allied Health and current registration or able to be registered with AHPRA.

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: Denise Lamb (02) 6244 2738

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

Walk-in Centre

Walk-in Centre Nurse Practitioner

Registered Nurse Level 4.2 \$105,078, Canberra (PN: 18094)

Gazetted: 15 March 2012

Closing Date: 22 March 2012

An opportunity exists for a full-time Nurse Practitioner, or Nurse Practitioner Candidate, to work in the newly established nurse-led Walk-in Centre. The Walk-in Centre Nurse Practitioner will provide episodic health care for people with a range of minor illnesses and injuries. The Walk-in Centre is an initiative of the ACT Government with the aim of providing timely and convenient access to health care to the ACT Community. The Walk-in Centre Nurse Practitioner will work autonomously within a multidisciplinary, collaborative team environment to provide episodic, timely, expert health care for clients presenting to the ACT Health Walk-in Centre with minor illnesses and injuries. The role of the Walk-in Centre Nurse Practitioner also includes the ongoing support and education of Advanced Practice Nurses. The successful applicant must be an endorsed Nurse Practitioner, or Registered Nurse who has commenced studies towards becoming a Nurse Practitioner, with experience in primary care and/or emergency care or similar area.

Eligibility/Other Requirements: Registered or eligible to register as a Nurse Practitioner with the Australian Health Practitioner Regulation Agency. Extensive clinical experience in a Walk-in Centre or relevant acute and/or primary care area 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: Naree Stanton (02) 6244 2214 or 0403 050 967

Canberra Hospital and Health Services

Capital Region Cancer Service

Haematology

Oncology Haematology Nurse

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 22468)

Gazetted: 15 March 2012

Closing Date: 22 March 2012

An exciting opportunity exists for an experienced Oncology/ Haematology Nurse. The successful applicant will work within a multidisciplinary team to provide a range of primary health care services to clients in the home environment and the acute care setting to support optimal wellbeing and positive health outcomes.

Eligibility/Other Requirements: Registered or eligible for registration with AHPRA. It is desirable that the applicant has comprehensive acute Oncology/Haematology and Chemotherapy clinical experience and demonstrated knowledge in client education. 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: Katherine Robson (02) 6244 3868

Canberra Hospital and Health Services

Critical Care and Imaging

Intensive Care Unit

Registered Nurse

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 28922, several)

Gazetted: 15 March 2012

Closing Date: 22 March 2012

The opportunity exists for dynamic, motivated persons to fill several positions as Registered Nurse Level 2 within the Canberra Hospital's Intensive Care/High Dependency Unit. The successful applicants must have demonstrated abilities, knowledge and skill in Intensive Care nursing, be a team leader for less experienced staff and demonstrate commitment to the Health Directorate values. These are clinical leadership roles that support the Clinical Nurse Consultant in ensuring excellent care, professional development of junior staff, patient flow and quality improvement activities.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Minimum of three years recent nursing experience at an advanced level. Experience in Intensive Care Nursing.

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

Contact Officer: Jennifer Rochow (02) 6244 2756

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

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 28440)

Gazetted: 15 March 2012

Closing Date: 22 March 2012

Applications are invited from experienced Social Workers to join the Division of Women, Youth and Children, Community Health Programs, Social Work team. The Social Work service is part of the community based multidisciplinary services provided for parents and families in the antenatal and postnatal period and works closely with Maternal and Child Health Nurses, Physiotherapist, Nutritionists, Child Health Medical Officers and Community Paediatricians. The Social Workers provide individual counselling and therapeutic interventions, group programs, information, advocacy and support for parents and families experiencing emotional, social and psychological challenges that may have an impact on the health and well being of the children and family. Clinical supervision is emphasised with both individual and peer supervision processes in place. Eligibility/Other Requirements: Appropriate Degree in Social Work and eligibility for membership of the Australian Association of Social Workers. Current driver's licence essential.

Note: Social Work services are located at both Tuggeranong and Belconnen Health Centres. This is a temporary part-time vacancy at 22:05 hrs per week for 12 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 in your application.

Contact Officer Daina Neverauskas (02) 6205 2752

**Director General Reports
Financial Management
Revenue and Financial Support
Private Patient Liaison Officer**

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 22347)

Gazetted: 15 March 2012

Closing Date: 22 March 2012

We are seeking applicants with an outstanding knowledge of private health insurance and the ability to address the most complex private patient issues within a hospital setting. An opportunity is available to be involved with a dedicated and highly motivated team. We are looking for an applicant with a high level of expertise, experience and specialist knowledge in health insurance issues and admission processes to be able to provide a very high standard of support and education to both patients, families, admitting staff and medical staff regarding private patient revenue. The successful applicant will also be responsible for maximising the use of single rooms for private patients where possible. Under general direction the successful applicant will assist in the provision of private patient revenue data.

The successful applicant will have excellent communication, problem solving and motivational skills.

Eligibility/Other Requirements: Proven knowledge regarding private patient revenue, health insurance issues and single room accommodation and a sound knowledge of ACTPAS (hospital patient information system) and P2 (patient billing system) are 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: Michelle Miller (02) 6244 3670

**Strategy and Corporate
Business and Infrastructure
Business Support Services
Clinical Engineering Technician
Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 24876)**

Gazetted: 15 March 2012

Closing Date: 29 March 2012

Applications are invited for a Health Professional to join a dynamic, progressive and enthusiastic team within Biomedical Support section of ACT Public Service Health Directorate. The Biomedical Support section of the Health Directorate provides clinical support services to the stakeholders and clients of the Health Directorate. It comprises of a team of professional and technical experts in the field of Clinical Engineering, Medical Physics and Radiation Engineering, and Sterilising Services. The successful candidate will be motivated team player with good communication skills. The increase use of technology and biomedical equipment to improve patient outcomes brings the need to support and maintain these devices. This interesting and challenging position is primarily responsible for managing various service and support agreements on the biomedical devices in consultation with stakeholders providing value for money outcome for ACT Health Directorate.

Eligibility/Other Requirements: Associate Diploma or equivalent in a relevant Mechanical/Electronic/Biomedical Engineering discipline and/or training/experience which in the opinion of the director enable you to perform the duties of the office.

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: John Brown (02) 6244 2466

**Strategy and Corporate
Business and Infrastructure
Strategic Support
Stores Officer
Health Service Officer Level 4 \$42,125 - \$43,813, Canberra (PN: 20516)**

Gazetted: 15 March 2012

Closing Date: 22 March 2012

The Supply Services unit forms part of the Strategic Support Section within the Business and Infrastructure Branch of ACT Government, Health, delivering customer focused supply chain solutions to the Health Directorate. The position reports to the Stores Supervisor. To be successful in this position you will need to have proven experience working in a large warehouse environment operating a computerised inventory control system.

Note: Selection may be based on written applications and referee reports only. 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: Wayne McIlhatton (02) 6205 0800

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

Directorate Services

Human Resources

Organisational Development

Senior Human Resources Advisor

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 14261)

Gazetted: 14 March 2012

Closing Date: 28 March 2012

Expressions of interest are sought from potential candidates with Human Resource experience and demonstrated high level research and policy development skills.

Eligibility/Other Requirements: Tertiary studies or demonstrated experience in a Human Resource related discipline is highly desirable.

Note: This is a temporary vacancy available from 22 May 2012 to 30 November 2012 with the possibility of extension.

Applications should include a supporting statement of no more than two (2) pages outlining experience and/or ability, contact details of at least two referees and a current curriculum vitae. Selection may be based on written applications and referee reports only.

Contact Officer: Roslyn Vest (02) 6207 5766 roslyn.vest@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.

Operational Support Branch

Asset Information

Civil Asset Information Manager

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 11892)

Gazetted: 09 March 2012

Closing Date: 23 March 2012

The position reports directly to the Integrated Asset Management System

(IAMS), Service Delivery Manager and is part of the Information Management team in the Operational Support Branch which is part of the Directorate Services Division of TAMS. The position is a subject specialist in TAMS responsible for the coordination of all information management undertaken to support the activities of a number of key business units in TAMS. Major clients include Roads ACT; Parks and City Services; Strategic Finance, Transport Regulation and Planning; Heritage; Canberra Connect and NOWaste.

Eligibility/Other Requirements: A tertiary level qualification to the scope of activities is desirable. Experience in the use of ESRI Geographic Information Systems, AutoCAD and SAFE's FME software is essential.

Contact Officer: James Downing (02) 6205 2106 james.downing@act.gov.au

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

Treasury

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

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

Shared Services

Shared Services ICT

Finance and Accounting

Financial Controller

Senior Officer Grade A \$119,042, Canberra (PN: 13330)

Gazetted: 14 March 2012

Closing Date: 3 April 2012

The successful applicant will be required to provide strategic and operational support to the Shared Services Chief Financial Officer in the performance of his/her duties, and to actively participate in ensuring that the Shared Services organisational objectives are met. The successful applicant will provide strategic financial advice to Shared Services ICT's Executive and report on and monitor the financial performance of the Business Unit. The successful applicant will also lead the annual budgeting process including the establishment of appropriate pricing and cost recovery mechanisms for Shared Services ICT service lines.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Accounting, Commerce, Finance or a related field is a mandatory requirement as is membership of a Peak Australian Body such as the NIAA, ASCPA or ICA. A knowledge and understanding of Information Communication and Technology services would be advantageous.

Note: A Special Employment Arrangement (SEA) may be applicable to the successful applicant depending on skills and experience.

Contact Officer: Ross Burton (02) 6207 5863 ross.burton@act.gov.au

Shared Services

Human Resources

Recruitment

Client Manager Recruitment

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 09827)

Gazetted: 14 March 2012

Closing Date: 28 March 2012

As the Client Manager the successful applicant will lead a dynamic team providing a critical service to all ACT Government Directorates. This is a leadership role that needs to be innovative and collaborative to improve the efficiency and effectiveness of the Government's operational recruitment activities.

Note: This is a temporary position available from 21 May 2012 until 20 May 2013. Applications to be sent directly to joanna.lewis@act.gov.au

Contact Officer: Joanna Lewis (02) 6205 4547 joanna.lewis@act.gov.au

Shared Services

Shared Services ICT

Executive

Business Support Manager

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 00773)

Gazetted: 14 March 2012

Closing Date: 3 April 2012

The successful applicant will be required to co-ordinate and prepare high quality responses to corporate and business-related requests for advice from other ACT Government directorates. Develop and maintain the Shared Services ICT Corporate Calendar and ensure that appropriate action is undertaken in a timely and efficient manner. In undertaking this role, the occupant will be responsible for preparing submissions, reports and other complex documentation, as they relate to the responsibilities and accountability of Shared Services ICT.

Contact Officer: Nikki Pulford (02)6205 5466 nikki.pulford@act.gov.au

Shared Services

Shared Services ICT

Business Development/ Strategic Testing Q/ A and Development and Test Environment

Development and Test Environment (DTE) Capacity Manager

Senior Information Technology Officer Grade C \$83,816 - \$90,372, Canberra (PN: 15779)

Gazetted: 08 March 2012

Closing Date: 20 March 2012

The Development and Test Environment (DTE) Capacity Manager tracks the capacity allocation and performance of suitable and cost effective development and test environments for Shared Services ICT customers. The manager will undertake ongoing capacity and performance management including establishing performance baselines and capacity reporting. The manager will also develop and maintain effective relationships with stakeholders both internal and external.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised technical IT discipline would be an advantage. Knowledge of the principles and practices of the Information Technology Infrastructure Library (ITIL) framework would be an advantage

Note: The possession of/or the ability to attain a Protected security clearance is required.

Contact Officer: Tulio Losanno (02) 6207 7290 tulio.losanno@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$43,289 - \$53,214

Shahla Fatima 788-84072, Section 68(1), 7 March 2012

Administrative Services Officer Class 2/3 \$43,289 - \$53,214

Jonathan Hall 827-15623, Section 68(1), 7 March 2012

Teacher Band 1 \$58,254 - \$78,380

Helga Rosenthal 816-8658, Section 68(1), 6 March 2012

Chief Minister and Cabinet

Senior Officer Grade A \$119,042

Russell William Noud 827-61793, Section 68(1), 13 March 2012

Community Services

Administrative Services Officer Class 3/4 \$51,032 - \$61,750

Aiden Adams 827-34883, Section 68(1), 6 March 2012

Administrative Services Officer Class 5 \$63,440 - \$67,269

Natali Basic 835-67028, Section 68(1), 8 March 2012

Health Professional Level 2 \$52,574 - \$72,925

Victoria Beatty 835-63385, Section 68(1), 8 March 2012

Administrative Services Officer Class 3/4 \$51,032 - \$61,750

Mark Berrisford 827-52758, Section 68(1), 6 March 2012

Administrative Services Officer Class 3/4 \$51,032 - \$61,750

Lionel Cain 827-52723, Section 68(1), 8 March 2012

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)

Bronach Dunne 835-63983, Section 68(1), 13 March 2012

Administrative Services Officer Class 5 \$63,440 - \$67,269

Joeline Dee Haigh 835-64257, Section 68(1), 8 March 2012

Administrative Services Officer Class 5 \$63,440 - \$67,269

Kristie Joy Matthews 835-64265, Section 68(1), 8 March 2012

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

Laura Murray 835-62665, Section 68(1), 13 March 2012

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)

Anne Shaw 827-50824, Section 68(1), 1 March 2012

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)

Barbara Shone 835-64003, Section 68(1), 12 March 2012

Administrative Services Officer Class 3/4 \$51,032 - \$61,750

Benjamin Stephenson 827-50189, Section 68(1), 6 March 2012

Education and Training

School Counsellor (Psychologist) \$49,201 - \$78,837

Nadia Butler 835-24159, Section 68(1), 21 February 2012

Environment and Sustainable Development

Senior Officer Grade C \$86,750 - \$93,535

Timothy Wong 827-38059, Section 68(1), 12 March 2012

Health

Registered Nurse Level 1 \$53,688 - \$72,545

Reji Chirackal Abraham 824-432674, Section 68(1), 14 March 2012

Registered Nurse Level 1 \$53,688 - \$72,545

Yvonne Lea Darby 825-49397, Section 68(1), 12 March 2012

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

Maja Lukasik 827-82535, Section 68(1), 2 February 2012

Staff Specialist Band 1-5, \$137,660-\$169,877

Narelle Mackay: 829-56064, Section 68(1), 12 March 2012

Registered Nurse Level 1 \$53,688 - \$72,545

Sinsu Mathew 825-49047, Section 68(1), 14 March 2012

Registered Nurse Level 1 \$53,688 - \$72,545

Julianne Nissen 827-61531, Section 68(1), 5 March 2012

Enrolled Nurse Level 1 \$48,464 - \$51,948

Ali Rahman 824-31815, Section 68(1), 15 March 2012

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

Elaine Swaby 831-24016, Section 68(1), 13 March 2012

Registered Nurse Level 1 \$53,688 - \$72,545

Fan Yiling 824-32252, Section 68(1), 12 March 2012

Territory and Municipal Services

Bus Operator - Training \$56,486

Glenn Crockett 140-726, Section 68(1), 9 March 2012

Bus Operator - Training \$56,486

Inderpreet Gulati 140-704, Section 68(1), 9 March 2012

Bus Operator - Training \$56,486

Jijia Hu 140-701, Section 68(1), 9 March 2012

Administrative Services Officer Class 4 \$56,879 - \$61,756

Elizabeth Jane Kooymans 835-67394, Section 68(1), 19 March 2012

Bus Operator - Training \$56,486

Raj Sangwan 140-707, Section 68(1), 9 March 2012

Bus Operator - Training \$56,486

Jagmohan Singh 140-703, Section 68(1), 9 March 2012

Bus Operator - Training \$56,486

Varinder Singh 140-699, Section 68(1), 9 March 2012

PROMOTIONS

Community Services

Policy and Organisational Services

Finance and Budgets

Cindy Ho: 789-36095

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

Treasury

To: Administrative Services Officer Class 6 \$68,515 - \$78,705

Community Services, Canberra (PN. 55634) (Gazetted 6 January 2012)

Office for Children Youth and Family Support

Care and Protection Services

Lisa McGuinness: 820-91371

From: Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)

Community Services

To: †Health Professional Level 4 \$86,750

Community Services, Canberra (PN. 03174) (Gazetted 9 September 2011)

Health

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Linda Brown: 789-42145

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

Health

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

Health, Canberra (PN. 23680) (Gazetted 8 December 2011)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Nursing

Creina Jarrett: 715-60160

From: Registered Nurse Level 2 \$75,514 - \$80,184

Health

To: †Registered Nurse Level 3.1 \$86,796 - \$90,368

Health, Canberra (PN. 28229) (Gazetted 21 January 2012)

Justice and Community Safety

ACT Emergency Services Agency

Executive

Commissioner's Office

Karen Schofield: 780-57496

From: Senior Officer Grade C \$86,750 - \$93,535

Justice and Community Safety

To: †Senior Officer Grade B \$102,499 - \$115,387

Justice and Community Safety, Canberra (PN. 14949) (Gazetted 16 January 2012)

Treasury

Shared Services

Human Resources

Recruitment

Donald Hage: 820-97861

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

Treasury

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

Treasury, Canberra (PN. 23213) (Gazetted 2 February 2012)

Shared Services

Shared Services ICT

Operations/Networks and Communications

Andrew Husking: 779-16578

From: Information Technology Officer Class 1 \$53,214 - \$60,844

Treasury

To: Information Technology Officer Class 2 \$66,198 - \$76,043

Treasury, Canberra (PN. 14629) (Gazetted 24 January 2012)

Shared Services

Shared Services ICT

Finance and Accounting

Shiva Sapkota: 820-85166

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

Treasury

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

Treasury, Canberra (PN. 01906) (Gazetted 16 January 2012)

CORRIGENDA

Community Services

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

Alexandra Beatty: 835-63422, Section 68 (1), 8/03/2012

Note: Correction to the date of appointment.