



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 20 January  
2011**

**ACT Health**

**Contract Cessations**

Anna Thornton - Deputy General Manager, Nursing and Midwifery (E535) - 23.12.10

Owen Smalley - Chief Information Officer (E288) - 20.1.11

**Department of Territory and Municipal Services**

**Contract Cessation**

Paul Ayers - Director, Planning and Development, InTACT, Shared Services (E484) - 19.1.11

**VACANCIES**

**ACT 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>**

**The Canberra Hospital  
Ambulatory and Medical Service  
ACT Diabetes Service  
Senior Dietitian**

**Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 22078)**

Gazetted: 27 January 2011

Closing Date: 3 February 2011

The ACT Diabetes Service is seeking applications from an experienced, enthusiastic Accredited Practising Dietitian to provide supervision and leadership to ACT Diabetes nutrition staff. The successful applicant will be responsible for clinical supervision, leadership and coordination of nutrition services in a multidisciplinary team in both The Canberra Hospital and the community settings. They will have the knowledge and ability to provide advice to individuals with diabetes and complex needs requiring nutrition intervention. They will also have experience in developing and leading quality improvement projects, the development and implementation of policy and procedures and report writing.

Eligibility/Other Requirements: Degree in Science plus Graduate Diploma or higher qualification in Nutrition, Dietetics or equivalent status. Membership of the Dietitians Association of Australia with APD status. Current driver's licence.

Note: This position is a temporary position available from March 2011 to 30 June 2013.

Contact Officer: Libby Bancroft (02) 6205 5020 or Erica Wright (02) 6205 5020

**The Canberra Hospital  
Surgical SMT  
Clinical Development Nurse  
Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 19494)**

Gazetted: 27 January 2011

Closing Date: 3 February 2011

Applications are invited from innovative and committed registered nurses with a broad level of clinical competence in Medical and Surgical nursing to undertake the exciting role of actively contributing to the professional development, learning and teaching of nurses/midwives at the workplace. The applicant will have an operational responsibility to the Clinical Nurse Consultant of SAPU and undertake professional liaison with the Clinical Development Nurse Coordinator. Applicants will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes within the clinical practice setting of the relevant specialty. The applicant should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the Australian Nursing and Midwifery Board.

Contact Officer: Kylie Downes (02) 6174 5275

**Population Health  
Health Protection Service**

**Environmental Health  
Policy Officer**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 20399)**

Gazetted: 27 January 2011

Closing Date: 3 February 2011

The Health Protection Service is seeking a capable policy officer for its Environmental Health Project Team. The position requires a person with demonstrated policy development and communication skills, understanding of ministerial, Cabinet and legislative processes. The position offers the opportunity to work with a small team of policy officers responsible for the development of public and environmental health policy. The position requires liaison and effective communication with government agencies, professional bodies, industry, community organisations and the public, as well as a flexible approach in responding to tight deadlines.

Eligibility/Other Requirements: Experience in public health policy activities would be an advantage.

Note: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and current curriculum vitae. This is a temporary position available until 30 June 2011.

Contact Officer: Nicola Clark (02) 6205 1720

**Aged Care and Rehabilitation Services  
Aged Care and Rehabilitation Community Based  
Aged Care**

**Administrative Services Officer**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 28764)**

Gazetted: 27 January 2011

Closing Date: 3 February 2011

Aged Care and Rehabilitation Services (ACRS) is seeking suitably experienced individuals to fill the position of Project Manager for the Partners in Culturally Appropriate Care (PICAC) program. This Commonwealth funded project aims to establish more culturally appropriate aged care environments through the formation of partnerships between culturally and linguistically diverse (CALD) communities and aged care providers. This exciting and challenging project is currently funded to June 2011.

Eligibility/Other Requirements: Experience in adult education and community development is essential; tertiary qualifications in a relevant discipline are desirable. Current driver's licence.

Note: This is a part-time, temporary position available at 24 hours per week to June 30th 2011, with the possibility of extension.

Contact Officer: Athalene Rosborough (02) 6244 3035

**Population Health  
Epidemiology  
Administrative Officer**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 23683)**

Gazetted: 27 January 2011

Closing Date: 3 February 2011

The Epidemiology Branch is responsible for collecting, analysing and reporting on the health status of the ACT population. The Branch manages the ACT Cancer Registry, and the ACT Maternal and Perinatal Data Collection. The Branch is also responsible for coordinating ACT Health surveys including: The ACT General Health Survey; the ACT Secondary Student Alcohol and Drug Survey; and the ACT Year 6 Physical Activity and Nutrition Survey. The successful applicant will be responsible for data management, statistical analysis and presentation of information.

Eligibility/Other Requirements: Appropriate tertiary qualifications are desirable but not mandatory. Experience in a health-related field would be an advantage.

Note: This position is a full-time permanent position but part-time applicants will be considered. Applicants must quote the above position number when applying. Appointment may be made on application and referees reports only. Salary packaging with fringe benefits tax-free threshold up to \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

Contact Officer: Linda Halliday (02) 6207 4036

**Population Health  
Epidemiology  
Administrative Officer**

**Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 21280)**

Gazetted: 27 January 2011

Closing Date: 3 February 2011

The Epidemiology Branch is responsible for collecting, analysing and reporting on the health status of the ACT population. The Branch manages the ACT Cancer Registry, and the ACT Maternal and Perinatal Data Collection. The Branch is also responsible for coordinating ACT Health surveys including: The ACT General Health Survey; the ACT Secondary Student Alcohol and Drug Survey; and the ACT Year 6 Physical Activity and Nutrition Survey. The successful applicant will be responsible for the administrative and financial management of the Epidemiology Branch and providing data management assistance to the Branch data collections.

Note: This position is a full-time permanent position but part-time applicants will be considered. Applicants must quote the above position number when applying. Appointment may be made on application and referees reports only. Salary packaging with fringe benefits tax-free threshold up to \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

Contact Officer: Linda Halliday (02) 6207 4036

**The Canberra Hospital  
Surgical SMT  
Operating Room  
Theatre Nurse**

**Registered Nurse Level 1 \$51,872-\$70,092, Canberra (PN: 11692, several)**

Gazetted: 27 January 2011

Closing Date: N/A

Applications are invited from innovative and committed Registered Nurses with clinical competence within the specialty of Perioperative Nursing in the area of Anaesthetics, Scrub/scout and Post-Anaesthetic Care.

Applicants will be required to demonstrate clinical experience within the specialty areas. Specialty surgery performed by TCH Operating Rooms includes Ear, Nose and Throat, Vascular, Neuro Surgery, Cardiac, General Surgery, Paediatrics, Urology and Orthopaedic Surgery.

Applicants should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values that allow for the provision of high quality health care.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Post Graduate qualifications relevant to Perioperative Services desirable.

Note: Applicants will be required to work a seven day rotating roster, which includes non-standard shifts and on-call.

Contact Officer: Kylie Andrews (02) 6244 2765

**Mental Health ACT  
Access and Acute Mental Health Services  
Crisis Assessment and Treatment Team  
Psychologist**

**Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 22447)**

Gazetted: 27 January 2011

Closing Date: 3 February 2011

Applications are invited from enthusiastic Psychologists who wish to work with the Crisis Assessment and Treatment Team (CATT). CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals, providing assessments and acute mental health services. The applicant will possess high level clinical skills in the assessment and management of individuals with mental disorders and in acute distress.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, with current registration with the ACT Psychologists Board, and 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.

Contact Officer: Bruno Aloisi (02) 6205 1972 [bruno.aloisi@act.gov.au](mailto:bruno.aloisi@act.gov.au)

**Mental Health ACT  
Child Adolescent Mental Health Service  
CAMHS South  
Office Manager**

**Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 21612)**

Gazetted: 27 January 2011

Closing Date: 3 February 2011

This is a permanent position providing administrative support to the Child and Adolescent Mental Health Services Southside Team of Mental Health ACT. Applicants should have excellent communication and organisational skills, the ability to prioritise workloads and work as a member of a team. The duties of the position include provision of reception services and general assistance to consumers and coordinating the Doctors clinics.

Eligibility/Other Requirements: Medical Terminology would be an advantage. An understanding in dealing with persons affected with Mental Illness. Current driver's licence.

Contact Officer: Megan Chiu (02) 6205 1469 [megan.chiu@act.gov.au](mailto:megan.chiu@act.gov.au)

**ACT Planning and Land Authority**

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

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

**Planning Services  
Development Policy  
Senior Planning Officer  
Senior Professional Officer Grade C \$83,816-\$90,372, Canberra (PN: 05429, expected vacancy)**

Gazetted: 20 January 2011

Closing Date: 8 February 2011

ACT Planning and Land Authority's Development Policy Section is seeking a highly motivated person to fill the role of Senior Planning Officer. The successful person will undertake research, monitoring and policy development on social infrastructure planning projects.

Eligibility/Other Requirements: Qualifications in urban and regional planning, geography, social and political sciences, or a related discipline are highly desirable.

Contact Officer: Keith Burnham (02) 6207 2945 keith.burnham@act.gov.au

**Client Services  
Customer Services  
Supervisor**

**Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 15311)**

Gazetted: 20 January 2011

Closing Date: 27 January 2011

This position requires the occupant to assist in the training and supervision of staff to provide quality customer service to ACT Planning and Land Authority's clients; manage the resolution of issues that arise in the lodgement of development applications and associated processes; prepare statistical reports, as required; act as the liaison and co-ordination point for the implementation of new computer based systems that may affect the business of the Customer Services Section and provide relevant training; and provide advice on ways to improve or initiate better processes and procedures, particularly in relation to the link between IT systems and section procedures.

Eligibility/Other Requirements: The successful applicant will require well developed negotiation, liaison and communication (oral and written) skills and have the ability to train and supervise staff.

Note: This position is temporary, commencing in January 2011 until November 2011 with the possibility of extension.

Selection may be based on written application only.

Contact Officer: Linda Southwell (02) 6205 0060 linda.southwell@act.gov.au

**Planning Services**

**Land Policy  
Planning Officer**

**Administrative Services Officer Class 5/6 \$61,295-\$76,043, Canberra (PN: 19864)**

Gazetted: 21 January 2011

Closing Date: 8 February 2011

Are you interested in helping to plan Canberra's new suburbs? Do you have a background and experience in town planning, urban design, landscape design, environmental management or similar? Are you a self-starter with well developed organisational skills? If so, an exciting opportunity is available with the ACT Planning and Land Authority's Land Policy Section. Within a team environment, you will assist with planning new suburbs, manage consultants, and provide advice on a range of tasks including the preparation and review of planning studies.

Eligibility/Other Requirements: Qualifications and experience in town planning or environmental planning is essential.

Note: This position will be filled at either the ASO5 or ASO6 level dependent on the skills and experience of the successful applicant.

Contact Officer: Trina McFarlane (02) 6207 1920 trina.mcfarlane@act.gov.au

**Calvary Health Care ACT (Public)**

**Administrative**

**Payroll**

**Payroll Officer**

**Administrative Services Officer Class 4 \$53,616 - \$58,213, Canberra (PN: 7461 & 7464)**

Gazetted: 21 January 2011

Closing Date: 4 February 2011

Under general direction, and as part of a team; 1. Hold yourself accountable for the day to day completion of duties to ensure all pay cut-offs are met and entitlements are processed accurately in a timely manner. 2. Take responsibility for a "Full service" provision to assigned employees - including processing of timesheets, leave applications, salary adjustments, masterfile changes, commencements and terminations into the computerised payroll system to ensure this is processed efficiently and effectively. 3. Ensure you operate in strict adherence to the policies and procedures that govern the payroll team. 4. Communicate regularly with your team leader and other team members to ensure the payroll team provides consistent processing of employees entitlements in accordance with agreed Executive EBA interpretation. 5. Ensure the payroll team and its members communicate consistent information to employees. 6. Develop and maintain effective liaison with a range of internal and external stakeholders.

Eligibility/Other Requirements: Good working knowledge and understanding of payroll processing requirements.

Demonstrated ability to undertake a complete range of day to day payroll processing tasks with a high level of accuracy and efficiency. Personal accountability for accurate and timely completion of identified duties. Demonstrated skills to consistently meet tight deadlines. Well developed computer skills, particularly with respect to Payroll software and Microsoft Office applications. Commitment to being a team player. Oral communication and liaison skills of a high order. DESIRABLE: Familiarity with the *Public Sector Management Act 1994* and associated legislation.

Note: 2 - full time positions available.

Contact Officer: Donna Johnston 02 6201 6126 Donna.Johnston@Calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

**Nursing**

**Clare Holland House**

**Registered Nurse**

**Registered Nurse Level 1 \$51,872 - \$70,092, Canberra (PN: Several)**

Gazetted: 21 January 2011

Closing Date: 11 February 2011

Duties: 1. Promote an environment that facilitates the continual development and maintenance of standards of safe practice and delivery of comprehensive and effective nursing care. 2. Directly provide comprehensive and coordinated patient focused care. 3. Act as a professional role model and resource person for junior members of the team. 4. Support the ongoing development of excellence in specialist palliative care nursing by: (a) Empowering patients and their families to be active participants in their plan of care. (b) Actively fostering knowledge and provision of specialist palliative care with new and less experienced staff using a framework as described in the PCA/LCMHC Standards for the provision of palliative care. 5. Actively support and facilitate communication as a member of the interdisciplinary team. 6. Undertake professional development, and Annual Development Plan. 7. Actively support and commit to the values and philosophy of the Little Company of Mary.

Eligibility/Other Requirements: MANDATORY: Registered General Nurse with the ACT Nurses Board HIGHLY DESIREABLE: Demonstrated competency in caring for palliative care patients. Demonstrated ability to provide an excellent standard of active, compassionate patient-centred care (acknowledging the patient and their significant others as a unit of care. Demonstrated effective interpersonal skills and the ability to communicate effectively with other members of the interdisciplinary health care team. Demonstrated capacity precept other staff. Evidence of commitment to professional development. Computer literacy

Note: Several positions

Contact Officer: Jane Etchells 02 6264 7300 Jane.Etchells@calvary-act.com.au Applications can be forwarded to:

[www.recruitment@calvary-act.com.au](mailto:www.recruitment@calvary-act.com.au)

## **Nursing**

### **Nursing Operations Division**

#### **Surgical, Maternity and Mental Health Operations Manager**

#### **Registered Nurse Level 5.5 \$129,358, Canberra (PN: 7549)**

Gazetted: 24 January 2011

Closing Date: 17 February 2011

Manage clinical and administrative areas for which the role is accountable through the application of: -

Management/business acumen – Strategic Skills, including ability to understand the overall context in which the public and private hospital and the nursing services operates. – Achievement orientation – Judgement

Eligibility/Other Requirements: MANDATORY: Registered as a Nurse in the ACT. HIGHLY DESIREABLE: Demonstrated ability and capacity for growth in: Leadership and Integrity. Upholding and Promoting the Mission and Values of the LCM. Strategic Vision. Management Acumen. Community and Service Focus. Environmental and Organisational Astuteness Specifically: \* Demonstrated capacity to lead, inspire, motivate and develop people to achieve determined objectives; Demonstrated capacity to shape strategic thinking, strategic planning and strategic partnering; Proficiency in developing, implementing and reviewing policy and giving sound policy advice; Proven ability to deploy financial, physical and human resources to deliver outputs; Demonstrated capacity to progress complex tasks, manage performance and continuously improve work practices to achieve results within time and budget constraints; Demonstrated capacity to build and maintain key relationships; Demonstrated capacity for effective decision making in complex environments; A high level of effective communication skills.

Contact Officer: Michelle Turnbull 02 6201 6160 Michelle.Turnbull@calvary-act.com.au Applications can be forwarded to:

[www.recruitment@calvary-act.com.au](mailto:www.recruitment@calvary-act.com.au)

## **Nursing**

### **Nursing Administration / Infection Control Department**

#### **Infection Control & Staff Health Officer**

#### **Registered Nurse Level 3.2 \$85,588, Canberra (PN: 8207)**

Gazetted: 24 January 2011

Closing Date: 31 January 2011

1. Identify, develop and implement policies, procedures and protocols relating to infection control, communicable diseases and occupational health and ensure that the clinical practice nursing standards are maintained in accordance with these policies. 2. Provide educational guidance and clinical support on a daily basis for staff and patients to promote high quality patient care. 3. Audit and monitor and ensure appropriate management of hospital Acquired Infections and infective disease processes in patients within the Hospital. 4. Participate in the orientation and induction of new staff by providing education on Infection Control and Staff Health. Formulate and deliver staff education on Infection Control issues. 5. Provide staff health vaccination clinics as required. 6. Provide confidential counselling and follow-up after all occupational exposure incidents. Ensure all exposure incidents are managed as per appropriate guidelines and policies. 7. Participate on a range of Hospital based and external committees associated with the infection control and staff health functions, including the Staff Health and Injury Prevention team. 8. Provide consultation services to all departments instigating new or changed practices, new equipment, refurbishment and redevelopment, contract implementation and management.

Eligibility/Other Requirements: Current registration as a General Nurse with the ACT Nurses' Board. Relevant post graduation certificate, diploma or tertiary qualifications or equivalent experience. Current Immunisation Endorsement or willingness to achieve endorsement. Proven ability to provide leadership within a multidisciplinary environment. Demonstrated expertise and experience in Infection Control and staff health and the aptitude to readily assimilate specialist knowledge in the hospital environment, including some understanding of the sterilisation of instruments. A sound knowledge of the principles of general clinical and environmental microbiology in the prevention and control of infection among patients and employees within a health care facility and demonstrated ability to implement surveillance programs. Knowledge of, or ability to acquire knowledge of, renovation and new building requirements, procurement of products and review of contracts. Demonstrated liaison and negotiation skills in dealing with complex and sensitive issues including the ability to organise, facilitate and chair multidisciplinary meetings. Proven ability to use information and reporting systems appropriate to the position.

Contact Officer: Chris Falez 02 6264 7070 Chris.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](mailto:jobs@act.gov.au)**

**Centres**

**Student Services Hub**

**Counselling and Equity**

**Psychologist/Social Worker**

**Professional Officer Class 2 \$66,198-\$76,043, Canberra (PN: 54351, several)**

Gazetted: 25 January 2011

Closing Date: 8 February 2011

Provide personal and educational counselling to current students of the Canberra Institute of Technology. Assist in the development and implementation of group programs in relation to educational and personal development, assist in the training of professional and other staff dealing with student issues. Provide assessment for students at risk and the appropriate strategies to assist them in their studies. Advise on and participate in psychological research, data collection and evaluation procedures.

Eligibility/Other Requirements: Tertiary qualification in Psychology/Social work. Registration under Australian Health Practitioner Regulation Agency (Psychologists).

Note: This position is part-time temporary at 14:42 hours per week for a period of six months from 31 January to 1 July 2011.

Contact Officer: Christina Mico (02) 6207 3289 marenka.airs@cit.edu.au

**Chief Minister's Department**

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

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

**Communications and Culture**

**Communication, Special Events and Executive Support**

**Centenary of Canberra**

**Marketing Campaign Manager**

**Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 22581)**

Gazetted: 24 January 2011

Closing Date: 8 February 2011

Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of acclaimed Creative Director Robyn Archer AO. As Marketing Campaign Manager you will be responsible for developing the marketing strategy for the celebrations, managing a small team and key stakeholders to promote the celebrations locally and nationally. You will need a proven track record in developing and delivering marketing campaigns including digital media, managing projects and budgets, and developing and maintaining relations, all within a cultural or festival environment.

Eligibility/Other Requirements: Tertiary qualifications in marketing, communications or business are desirable as well as a capacity to work flexible hours.

Note: This is a temporary position from 21 March 2011 to 20 December 2013

Contact Officer: Sarah Hitchcock (02) 6207 5909 sarah.hitchcock@act.gov.au

**Culture and Communications**

**Communication, Special Events and Executive Support**

**Centenary of Canberra**

**Program Coordinator (Education/Youth)**

**Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 22585)**

Gazetted: 24 January 2011

Closing Date: 8 February 2011

Join a dynamic and energetic team planning for the 2013 Centenary of Canberra under the direction of acclaimed Creative Director Robyn Archer, AO. As Program Coordinator (Education/Youth), you will work collaboratively with a team to develop and implement the education and youth program with a range of local and national stakeholders. You need a proven track record in developing youth and education activities within an event or festival context, experience in managing project schedules and budgets as well as an understanding of the development of curriculum based resources.

Eligibility/Other Requirements: An established network within the youth and education sectors is desirable.

Note: This is a part-time temporary position at 22:05 hours per week available until 20 December 2013.

Contact Officer: Beverly Growden (02) 6207 7805 beverly.growden@act.gov.au

**Department of Disability, Housing and Community Services**

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

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

**Housing and Community Services**

**Housing ACT**

**Social Housing and Homelessness Services**

**Senior Policy Officer**

**Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 00577)**

Gazetted: 25 January 2011

Closing Date: 8 February 2011

The Senior Policy Officer will be responsible for a portfolio of service funding agreements as well as related sector development and policy advice. The occupant will manage organisational and departmental compliance with contractual obligations to facilitate the provision of high quality community services.

Eligibility/Other Requirements: Tertiary qualifications in a related discipline and/or community sector experience highly desirable though not essential.

Contact Officer: Tim Arkley-Smith (02) 6205 2463 [tim.arkley-smith@act.gov.au](mailto:tim.arkley-smith@act.gov.au)

**Department of Justice and Community Safety**

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

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

**ACT Emergency Services Agency**

**Media and Community Information**

**Website Developer/Content Coordinator**

**Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 21022)**

Gazetted: 25 January 2011

Closing Date: 8 February 2011

The ACT Emergency Services Agency is seeking a person to develop and build a new website that meets the needs of the ACT community including the inclusion of relevant social media capabilities. The successful applicant will work with relevant internal and external stakeholders to ensure user requirements are incorporated in the new ACT Emergency Services Agency website including facilitating an internal working group. They will prepare briefings and reports on issues related to the ACT Emergency Services Agency website and other online resources and ensure the website is compliant with all government requirements including accessibility standard W2.0 - A. The successful applicant will represent the ACT Emergency Services Agency in web related activities, develop a set of business rules and a user guide on the publishing of content on the ACT Emergency Services Agency website and ensure an appropriate level of technical support is in place for the ACT Emergency Services to meet the user requirements of the organisation.

Eligibility/Other Requirements: The occupant of this position may be required to attend meetings interstate and work outside normal business hours when requested by the Manager Media and Community Information. An understanding of the public information requirements of the ACT Emergency Services Agency is desirable.

Note: This position is temporary for the period of six months. Expressions of interest are sought from potential candidates and should include a supporting statement outlining experience, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Darren Cutrupi (02) 6207 8667 [darren.cutrupi@act.gov.au](mailto:darren.cutrupi@act.gov.au)

**Department of Territory and Municipal Services**

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

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

**Territory Services**

**ACT NOWaste**

**Education and Promotions Officer**

**Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 46126)**

Gazetted: 25 January 2011

Closing Date: 15 February 2011

With limited guidance, undertake Education and Promotional activities associated with waste management in the ACT.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Jo Clay (02) 6205 5341 [joanne.clay@act.gov.au](mailto:joanne.clay@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.

**Territory Services**



**ACT Library and Information Service**

**Public Libraries**

**Library Support Officer**

**Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 24930)**

Gazetted: 24 January 2011

Closing Date: 8 February 2011

The ACT Library and Information Service is looking for a dynamic, enthusiastic, innovative and customer focussed person to suit a busy and changing environment. If you have what it takes to meet challenges, this is the job for you.

Eligibility/Other Requirements: Recognised qualifications in library and information studies or a related discipline as defined by the Australian Library and Information Association (ALIA) or relevant work experience in a library is highly desirable.

Note: ACT Library and Information Services provide a service seven days a week and require staff to provide services based on this principle. This includes the ability and willingness to work weekday and weekend shifts.

Contact Officer: Matthew Burlless (02) 6207 5742 [matthew.burlless@act.gov.au](mailto:matthew.burlless@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.

**Transport and Infrastructure**

**Canberra Connect**

**Contact Centre**

**Customer Service Representative**

**Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 26109, several)**

Gazetted: 25 January 2011

Closing Date: 1 February 2011

Canberra Connect provides enhanced whole-of-government information and payment services through the Internet, contact centre and shopfronts for the community and small businesses of the ACT, as well as facilitating the redesign, streamlining, enhancement and expansion of these services. The Canberra Connect Contact Centre is the telephone entry point for the public to access the ACT Government for government information and payment services and to request a service, or report an incident for government follow up. Our team is looking for staff who are enthusiastic and knowledgeable, dedicated to understanding our customers' needs and supplying solutions for them. The Contact Centre Customer Service Representatives will be responsible for handling customer calls and emails. They will be required to adhere to a roster covering operations from 7am to 8pm, seven days a week. They will be subject to Quality Monitoring and Performance Agreements that include adherence to TAMS Customer Service Guidelines and Grade of Service metrics.

Eligibility/Other Requirements: To be successful in this role, applicants will have proven excellent customer service delivery, a minimum of 12 months experience in contact centre operations and well developed keyboard skills and computer literacy. They must be prepared to work a seven day rotating roster covering the hours of 7am to 8 pm on most days.

Note: An Order of Merit will be applied following this recruitment process to fill other similar positions in the Contact Centre.

Contact Officer: Janice Seymour (02) 6205 0573 [janice.seymour@act.gov.au](mailto:janice.seymour@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.

**Department of the Environment, Climate Change, Energy and Water**

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

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

**Office of the Chief Executive**

**Climate Change and Natural Environment**

**Natural Environment and Resource Management**

**Yurung Dhaura Aboriginal Land Management Team Supervisor**

**Administrative Services Officer Class 5 \$65,000, Canberra (PN: 22569)**

Gazetted: 20 January 2011

Closing Date: 8 February 2011

The Department of the Environment, Climate Change, Energy and Water (DECCEW) is seeking a skilled, experienced person to supervise a team of four Aboriginal trainees in conservation and land management work in the ACT. This person should have demonstrated skills and experience in effective team management and leadership, within a natural resource management context, including the ability to manage, support, coach, guide and retain a group of trainees to deliver on-ground environmental outcomes (such as pest plant and animal control, environmental restoration); and demonstrated strong skills and training and experience in the delivery of on-ground natural resource management outcomes and a record of achievement in this area.

Eligibility/Other Requirements: Ability to lead, manage and support a team of trainees, demonstrated skills and experience in conservation land management, ability to meet deadlines, demonstrated interpersonal skills, and understanding of ACT Government OHS practices. Experience working with Aboriginal people within a natural resource context would be desirable.

Note: People of Aboriginal descent are encouraged to apply. This is a temporary position available until June 2013.

Contact Officer: Anna Van Dugteren (02) 6205 2914 anna.vandugteren@act.gov.au

**Office of the Chief Executive  
Climate Change and Natural Environment  
Natural Environment and Resource Management  
Yurung Dhaura Aboriginal Land Management Trainee  
Administrative Services Officer Class 2 \$42,000, Canberra (PN: 22570, several)**

Gazetted: 20 January 2011

Closing Date: 8 February 2011

The Department of the Environment, Climate Change, Energy and Water (DECCEW) is seeking four Aboriginal people to commence a two year program of employment and training in Conservation and Land Management. Applicants will Work on Country in the ACT and will undertake a range of tasks including pest animal and weed control, collecting and growing native trees and planting tree seedlings on areas of land that need to be repaired, water quality testing, building paths and fences and protecting and interpreting Aboriginal culture and heritage. The Trainees will be employed by the Department of Climate Change Energy and Water, but will be seconded to the Parks and Conservation branch of Territory and Municipal Services.

Eligibility/Other Requirements: Evidence of Aboriginal descent and understanding of Aboriginal Heritage and Cultural Issues. Willingness to work outdoors and undertake study.

Note: These are temporary positions available until June 2013.

Contact Officer: Anna Van Dugteren (02) 6205 2914 anna.vandugteren@act.gov.au

## **APPOINTMENTS**

### **ACT Health**

**Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)**

Elton Harold Brown 827-81508, Section 68(1), 10 December 2010

**Health Service Officer Level 2/3 \$35,829-\$39,776**

Callum Frank 820-89618, Section 68(1), 20 January 2011

**Registered Nurse Level 1 \$51,872-\$70,092**

Angela Holsheimer 827-30815, Section 68(1), 7 February 2011

**Health Service Officer Level 2/3 \$35,829-\$39,776**

David Jones 820-69915, Section 68(1), 20 January 2011

**Health Professional Level 1 \$46,356-\$59,584**

Louise Ogilvie 827-25776, Section 68(1), 24 January 2011

**Registered Nurse Level 1 \$51,872-\$70,092**

Irene Stowner 827-30807, Section 68(1), 3 February 2011

**Registered Nurse Level 1 \$51,872-\$70,092**

Beth Zaida Vo 828-66800, Section 68(1), 6 January 2011

### **Canberra Institute of Technology**

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

Barry Roy Dellow 816-82727, Section 68(1), 27 January 2011

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

Peter Lockwood 797-31446, Section 68(1), 27 January 2011

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

Richard Love 816-82735, Section 68(1), 27 January 2011

### **Chief Minister's Department**

**Graduate Administrative Assistant \$54,956-\$56,700**

Rosemary Cranney 827-26752, Section 68(1), 7 February 2011

**Graduate Administrative Assistant \$54,956-\$56,700**

Kendall Harris 827-26760, Section 68(1), 7 February 2011

**Department of Education and Training**

**School Assistant 2 \$36,810-\$40,820**

Leonie Hicks 787-49740, Section 68(1), 19 January 2011

**School Assistant 2 \$36,810-\$40,820**

Marie Desiree Doris Michele Kuipers 799-90528, Section 68(1), 21 January 2011

**School Leader C \$90,412**

Joseph Nadler 827-30858, Section 68(1), 27 January 2011

**School Assistant 2 \$36,810-\$40,820**

Janelle Thomson 820-91718, Section 68(1), 19 January 2011

**Graduate Administrative Assistant \$54,956-\$56,700**

Andrew Trevaskis 827-26891, Section 68(1), 7 February 2011

**Department of Justice and Community Safety**

**Graduate Administrative Assistant \$54,956-\$56,700**

Andrew Britt 827-26875, Section 68(1), 7 February 2011

**Trainee Ambulance Support Officer \$43,863-\$45,943**

Jarad Brown 827-30444, Section 68(1), 17 January 2011

**Graduate Administrative Assistant \$54,956-\$56,700**

Elizabeth Bryce 827-29195, Section 68(1), 7 February 2011

**Trainee Ambulance Support Officer \$43,863-\$45,943**

Sarah Catherine Burkitt 827-30401, Section 68(1), 17 January 2011

**Graduate Administrative Assistant \$54,956-\$56,700**

Stephanie Button 827-26840, Section 68(1), 7 February 2011

**Legal 1 \$49,558-\$101,612**

David James Ferguson 820-84251, Section 68(1), 17 January 2011

**Trainee Ambulance Support Officer \$43,863-\$45,943**

Kingsley Newman 827-30532, Section 68(1), 17 January 2011

**Graduate Administrative Assistant \$54,956-\$56,700**

Daniel Ng 827-26832, Section 68(1), 7 February 2011

**Graduate Administrative Assistant \$54,956-\$56,700**

David Reid 827-26824, Section 68(1), 7 February 2011

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

Caterina Salsone 827-20537, Section 68(1), 21 January 2011

**Graduate Administrative Assistant \$53,616-\$55,317**

Megan Sparke 827-26816, Section 68(1), 7 February 2011

**Student Paramedic \$51,361-\$56,935**

Adam Yates 827-30487, Section 68(1), 17 January 2011

**Department of Land and Property Services**

**Administrative Services Officer Class 3 \$49,306-\$53,241**

Rachelle Wood 827-24087, Section 68(1), 13 January 2011

**Department of Territory and Municipal Services**

**Professional Officer Class 1 \$46,164-\$64,764**

Helen Ruth Davis 827-31447, Section 68(1), 27 January 2011

**Graduate Administrative Assistant \$54,956-\$56,700**

Roland Miller McCall 827-26859, Section 68(1), 7 February 2011

**Administrative Services Officer Class 4 \$54,596-\$59,668**

Timothy Michael Roach 821-20136, Section 68(1), 20 January 2011

**Department of the Environment, Climate Change, Energy and Water**

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

Debra Grogan 821-10210, Section 68(1), 20 January 2011

**Graduate Administrative Assistant \$54,956-\$56,700**

Elizabeth Lynch 827-27026, Section 68(1), 7 February 2011

**Graduate Administrative Assistant \$54,956-\$56,700**

Timothy Walker 827-26939, Section 68(1), 7 February 2011

**Land Development Agency**

**Graduate Administrative Assistant \$54,956-\$56,700**

Holly Lowe 827-26795, Section 68(1), 7 February 2011

**Graduate Administrative Assistant \$54,956-\$56,700**

Kirsten Rae 827-26787, Section 68(1), 7 February 2011

**TRANSFERS**

**ACT Planning and Land Authority**

**Christopher Beer: 816-79704**

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

ACT Planning and Land Authority

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

ACT Planning and Land Authority, Canberra (PN. 15483) (Gazetted 5 October 2010)

**Department of Disability, Housing and Community Services**

**Shannon Orefice: 799-95169**

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

ACT Health

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

Department of Disability, Housing and Community Services, Canberra (PN. 01486) (Gazetted 8 April 2010)

**Jason Paul Thornton: 033- 29952**

From: Classroom Teacher \$50,422-\$77,672

Department of Education and Training

To: Health Professional Level 2/3 \$50,796-\$80,436

Department of Disability, Housing and Community Services, Canberra (PN. 19720) (Gazetted 11 October 2010)

**Department of Education and Training**

**Robert Romeo Bacchetto: 333-70059**

From: Fire Brigade 5 \$72,926

Department of Justice and Community Safety

To: School Assistant 2 \$36,810-\$40,820

Department of Education and Training, Canberra (PN. 02470) (Gazetted 9 September 2010)

**Deana Eddington: 779-10854**

From: School Assistant 2 \$36,810-\$40,820

Department of Education and Training

To: School Assistant 2 \$36,810-\$40,820

Department of Education and Training, Canberra (PN. 20654) (Gazetted 27 October 2010)

**Catherine Diane Hall: 751-77521**

From: School Assistant 2 \$36,810-\$40,820

Department of Education and Training

To: School Assistant 2 \$36,810-\$40,820

Department of Education and Training, Canberra (PN. 19770) (Gazetted 23 November 2011)

**Department of Territory and Municipal Services**

**Alison Carter: 313-98234**

From: Executive Officer Level 1 \$88,314-\$95,66  
Department of Human Services  
To: Professional Officer Class 1 \$46,164-\$64,764  
Department of Territory and Municipal Services, Canberra (PN. 22106) (Gazetted 14 October 2010)

**Department of the Environment, Climate Change, Energy and Water**

**Simon Roderick French: 792-16591**

From: Executive Officer Level 1 \$86,222-\$96,990  
Department of Agriculture Fisheries and Forestry  
To: Senior Officer Grade C \$83,816-\$90,372  
Department of the Environment, Climate Change, Energy and Water, Canberra (PN. 48007) (Gazetted 25 November 2010)

**PROMOTIONS**

**ACT Health**

**The Canberra Hospital**

**Rebecca Buchanan: 786-52359**

From: Enrolled Nurse Level 1 \$46,825-\$50,191  
ACT Health  
To: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health, Canberra (PN. 20713) (Gazetted 22 July 2010)

**The Canberra Hospital**

**Adrienne Chaplin: 821-10333**

From: Enrolled Nurse Level 1 \$46,825-\$50,191  
ACT Health  
To: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health, Canberra (PN. 19818) (Gazetted 22 July 2010)

**The Canberra Hospital**

**Melanie Cooke: 817-33766**

From: Enrolled Nurse Level 1 \$46,825-\$50,191  
ACT Health  
To: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health, Canberra (PN. 19821) (Gazetted 22 July 2010)

**The Canberra Hospital**

**Deborah Forepe: 821-24986**

From: Enrolled Nurse Level 1 \$46,825-\$50,191  
ACT Health  
To: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health, Canberra (PN. 19834) (Gazetted 22 July 2010)

**The Canberra Hospital**

**Christine Harrison: 827-07834**

From: Enrolled Nurse Level 1 \$46,825-\$50,191  
ACT Health  
To: Registered Nurse Level \$51,872-\$70,092  
ACT Health, Canberra (PN. 19843) (Gazetted 22 July 2010)

**The Canberra Hospital**

**Leanne Kelly: 762-81734**

From: Technical Officer Level 1 \$43,672-\$45,879  
ACT Health  
To: Registered Nurse Level 1 \$50,607-\$68,382  
ACT Health, Canberra (PN. 18409) (Gazetted 22 July 2010)

**The Canberra Hospital**

**Portia Osei-Ntim: 827-29267**

From: Enrolled Nurse Level 1 \$46,825-\$50,191  
Calvary Health Care ACT (Public)  
To: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health, Canberra (PN. 19820) (Gazetted 22 July 2010)

**The Canberra Hospital**

**Saurav Pal: 820-95540**

From: Enrolled Nurse Level 1 \$46,825-\$50,191  
ACT Health  
To: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health, Canberra (PN. 32346) (Gazetted 22 July 2010)

**The Canberra Hospital**

**Ian Pullin: 820-82889**

From: Enrolled Nurse Level 1 \$46,825-\$50,191  
ACT Health  
To: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health, Canberra (PN. 32352) (Gazetted 22 July 2010)

**The Canberra Hospital**

**Joelle Ross-Horgan: 816-81855**

From: Enrolled Nurse Level 1 \$46,825-\$50,191  
ACT Health  
To: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health, Canberra (PN. 32361) (Gazetted 22 July 2010)

**The Canberra Hospital**

**Rosemary Rummery: 827-29240**

From: Enrolled Nurse Level 1 \$46,825-\$50,191  
Calvary Health Care ACT (Public)  
To: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health, Canberra (PN. 19831) (Gazetted 22 July 2010)

**The Canberra Hospital**

**Chiriso Thenjiwe: 827-29259**

From: Enrolled Nurse Level 1 \$46,825-\$50,191  
Calvary Health Care ACT (Public)  
To: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health, Canberra (PN. 19816) (Gazetted 22 July 2010)

**The Canberra Hospital**

**Carys Williams: 799-83053**

From: Enrolled Nurse Level 2 \$51,032  
ACT Health  
To: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health, Canberra (PN. 34135) (Gazetted 22 July 2010)

**Department of Disability, Housing and Community Services**

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Rachael Boyle: 740-88957**

From: Dental Assistant 1/2 \$35,136-\$49,707  
ACT Health  
To: Administrative Services Officer Class 4 \$54,956-\$59,668  
Department of Disability, Housing and Community Services, Canberra (PN. 10487) (Gazetted 29 November 2010)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Tugba Kazanc: 821-25922**

From: Administrative Services Officer Class 4 \$54,956-\$59,668  
Department of Disability, Housing and Community Services  
To: †Administrative Services Officer Class 5 \$59,800-\$63,409  
Department of Disability, Housing and Community Services, Canberra (PN. 10007)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.  
This promotion is to a non-advertised vacancy in line with Clause M7.3 of the DHCS Collective Agreement 2010-11

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Sean Richards: 821-14764**

From: Administrative Services Officer Class 4 \$54,956-\$59,668  
Department of Disability, Housing and Community Services  
To: †Administrative Services Officer Class 5 \$61,295-\$64,994  
Department of Disability, Housing and Community Services, Canberra (PN. 10006)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.  
This promotion is to a non-advertised vacancy in line with Clause M7.3 of the DHCS Collective Agreement 2010-11

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Jeremy Tripp: 821-25914**

From: Administrative Services Officer Class 4 \$54,956-\$59,668  
Department of Disability, Housing and Community Services  
To: †Administrative Services Officer Class 5 \$61,295-\$64,994  
Department of Disability, Housing and Community Services, Canberra (PN. 09073)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.  
This promotion is to a non-advertised vacancy in line with Clause M7.3 of the DHCS Collective Agreement 2010-11

**Department of Justice and Community Safety**

**Corporate**

**People and Workforce Strategy**

**Cindy Lim: 821-05438**

From: Administrative Services Officer Class 3 \$49,306-\$53,214  
Department of Justice and Community Safety  
To: †Graduate Administrative Assistant \$53,616-\$55,317  
Department of Justice and Community Safety, Canberra (PN. 45903) (Gazetted 8 July 2010)

**ACT Emergency Services Agency**

**Communications Centre**

**Joseph Murphy: 327-17380**

From: FB5 (Senior Fire Fighter) \$74,749  
Department of Justice and Community Safety  
To: †Senior Officer Grade A \$115,016  
Department of Justice and Community Safety, Canberra (PN. 12878) (Gazetted 26 October 2010)

**Corporate**

**Governance**

**Ministerial Services Unit**

**Lee-Anne Wahren: 517-07698**

From: Administrative Services Officer Class 6 \$64,583-\$74,188  
Department of Justice and Community Safety  
To: †Senior Officer Grade C \$81,772-\$88,168  
Department of Justice and Community Safety, Canberra (PN. 11106) (Gazetted 8 October 2010)

**Department of Territory and Municipal Services**

**Shared Services**

**Human Resource Services**

**Workforce Capability**

**Kylie Buck: 740-93676**

From: Administrative Services Officer Class 5 \$61,295-\$64,994  
Department of Disability, Housing and Community Services  
To: †Administrative Services Officer Class 6 \$66,198-\$76,043  
Department of Territory and Municipal Services, Canberra (PN. 08542) (Gazetted 15 October 2010)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.