



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 17 February  
2011**

## **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>

#### **Aged Care and Rehabilitation Aged Care and Rehabilitation Community Based Rehabilitation**

##### **Psychology Manager/Senior Clinician**

**Health Professional Level 4 \$83,816-\$90,372, Canberra (PN: 22007)**

Gazetted: 24 February 2011

Closing Date: 11 March 2011

An opportunity is available for a skilled and motivated clinical psychologist or neuropsychologist to provide clinical leadership and management to the Aged Care and Rehabilitation Service Psychology and Counselling team. This is a full time permanent position.

Eligibility/Other Requirements: Postgraduate qualifications in Clinical Neuropsychology and/or Clinical Psychology (i.e. Masters or Doctoral level). General Registration with the Psychology Board of Australia. Driver's licence.

Note: This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Kerry Moorhouse (02) 6244 2852

#### **Corporate Support Information Management and Information Technology**

##### **ISB Information Services**

##### **Data Manager**

**Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 25816)**

Gazetted: 24 February 2011

Closing Date: 10 March 2011

ACT Health Information Management Services (IMS) operates in a challenging and dynamic environment providing information services to local and national government agencies. IMS is leading a project which aims to deliver enterprise wide information and reporting services to the organisation.

An opportunity exists for a person with a high level of technical expertise, enthusiasm and drive to address business requirements and deliver reporting services in this environment.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Contact Officer: Julie Searle (02) 6205 5249

#### **The Canberra Hospital Ambulatory and Medical Service**

##### **Medical Services**

##### **Registered Nurse**

**Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 04393)**

Gazetted: 24 February 2011

Closing Date: 3 March 2011

Dynamic Registered Nurses with excellent communication and multitasking skills are required to provide advanced nursing care consistently and competently to patients of varying complexity, including expertise and skills in the area of Respiratory, Cardiology, Endocrinology and Rheumatology.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board and any other registration required by the specific field.

Note: Please submit a maximum of 3 pages addressing the selection criteria, a current CV and details of 2 professional referees.

Contact Officer: Kendra Kemister (02) 6244 2265 or Tracey Duggan (02) 6244 7231

#### **Capital Region Cancer Service Hospital Based Cancer Service Cancer Nursing**

##### **Registered Nurse**

**Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 22532, several)**

Gazetted: 24 February 2011

Closing Date: 3 March 2011

The successful candidates will have excellent communications skills and be able to work collaboratively within the multidisciplinary team. These positions are responsible for mentoring and supervising Level 1 Registered nurses, new graduates and nursing students. Be able to provide comprehensive holistic patient care, including assessment, treatment and management of people with a range of oncology conditions.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board.

Note: Full-time and part-time hours will be considered. There is a permanent and temporary position available.

Contact Officer: Sue Langdon (02) 6244 2233

**The Canberra Hospital  
Ambulatory and Medical Services  
ACT Diabetes Services  
Diabetes Educator**

**Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 22686)**

Gazetted: 24 February 2011

Closing Date: 3 March 2011

The ACT Diabetes Service is seeking applications from enthusiastic and suitably qualified Registered Nurses to join our multi-discipline team. The successful applicant will provide self management education and support services to people with diabetes across tertiary and community based services and contribute to a teaching and training program for other health professionals in the ACT.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board.

Demonstrated knowledge and experience in diabetes care and education.

Note: Applicants should address selection criteria and provide two referee reports.

Contact Officer: Libby Bancroft until 25 February 2011 or Erica Wright after 25 February 2011 (02) 6205 5020

**Mental Health ACT  
Rehabilitation and Specialty Services  
Brian Hennessy Rehabilitation Centre  
Mental Health Nurse**

**Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 22519)**

Gazetted: 24 February 2011

Closing Date: 3 March 2011

An exciting opportunity has arisen for a dynamic Registered Nurse to join the Multidisciplinary Team at the Brian Hennessy Rehabilitation Centre. The successful applicant will ideally have demonstrated expertise in and knowledge of current mental health interventions, in particular the treatment and care of complex consumers in a rehabilitation setting.

Have excellent communication skills both written and verbal, and an ability to work flexibly within a multidisciplinary team. Participate in clinics for resident consumers.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board.

Registered or eligible for registration with the Australian Health Practitioners Regulation Agency (AHPRA). Current driver's licence. Demonstrated recent mental health nursing experience is essential.

Note: This is a temporary position available for a period of ten months, until December 2011. Applicants should submit their application including current Curriculum Vitae and the names of two referees.

Contact Officer: Sylvia Cirilo (02) 6205 1222

**The Canberra Hospital  
Pharmacy Services  
Pharmacy TCH  
Clinical Pharmacist**

**Health Professional Level 3 \$72,543-\$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 21580)**

Gazetted: 24 February 2011

Closing Date: 24 March 2011

Fast-track your career as a Clinical Pharmacist at The Canberra Hospital.

We are the largest public tertiary hospital in the region, and with over 600 beds we are one of the largest in the country. We have state of the art facilities and offer almost all clinical specialties available. We have strong links to the University of Canberra Pharmacy School, and the Society of Hospital Pharmacists of Australia. We have a dynamic, talented team of 35 Pharmacists, and are looking to recruit an experienced Clinical Pharmacist to join this team. Duties include provision of clinical pharmacy services to hospital wards and provision of pharmacy services from the dispensary, oncology pharmacy, intravenous admixture area and drug information on a rotational basis.

Eligibility/Other Requirements: Registered or eligible for registration with the National Pharmacy Board and have broad experience as a Clinical Pharmacist.

Note: An attractive remuneration package is available to the successful applicant. Full details available from the contact officer.

Contact Officer: Claire Bekema (02) 6244 2118

**Mental Health ACT  
Child and Adolescent Mental Health Service  
Health Professional  
Health Professional Level 3 \$72,543-\$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 16170, several)**

Gazetted: 24 February 2011

Closing Date: 3 March 2011

There are various Health Professional Level 3 positions available within the Child and Adolescent Mental Health Service (CAMHS) program banner including The Cottage Day Program, DBT Program, Community Teams and the CAMHS Perinatal Mental Health Consultation Services. Mental Health ACT is a contemporary evidence-based service providing high quality mental health care guided by recovery principles. The Mental Health Teams provide collaborative care involving the consumer, their carers and their General Practitioners and Community Agencies. Clinicians have access to professional development activities and participation in clinical supervision to support their contribution as a valued member of the multidisciplinary team. The successful applicant must have a strong consumer focus and a high standard of interpersonal skills, as well as exceptional written and verbal communication skills.

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

Note: These positions are temporarily available for a period of 12 months.

Contact Officer: Megan Chiu (02) 6205 1469

**Capital Region Cancer Services  
Community Based Cancer Service  
Screening and Support  
Mammographer**

**Health Professional Level 3 \$72,543-\$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 14982)**

Gazetted: 24 February 2011

Closing Date: 10 March 2011

BreastScreen ACT and SE NSW is part of BreastScreen Australia, a national population based program aimed at reducing breast cancer morbidity and mortality.

We have a great opportunity to join our dynamic and committed multidisciplinary team to undertake breast imaging work for screening mammography and assessment for clients of the BreastScreen ACT and SE NSW service. This position will be based in Canberra and may require travel to NSW sites.

The successful candidate must be eligible for membership with the Australian Institute of Radiography (AIR); be registered with the ACT Radiation Scientists board; hold a Certificate of Clinical Proficiency in Mammography (or a willingness to undertake this training); hold a current drivers licence and NSW Radiation licence in medical radiography.

Eligibility/Other Requirements: Eligible for membership with the Australian Institute of Radiography. Holder of Certificate of Competency in Mammography or willingness to undertake training. Current driver's licence.

Note: This position is temporary for a period of 12 months.

Contact Officer: Angela Belluomo/Jane Haynes (02) 6205 1932/(02) 6205 1070

angela.belluomo@act.gov.au/jane.haynes@act.gov.au

**Population Health  
Health Promotion Unit  
Health Promotion  
Project Officer**

**Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 22564)**

Gazetted: 24 February 2011

Closing Date: 10 March 2011

The successful applicant will assist in the development and implementation of programs and projects for children and young people that promote healthy lifestyles. In particular, there will be a focus on the development of the ACT Active Travel to School program. The successful applicant will have relevant experience in project management; excellent written and oral communication and negotiation skills; the capacity to work independently; the ability to liaise with all levels of government and a wide range of community organisations. This position is a joint initiative of ACT Health and the Australian Government, funded under the National Partnership Agreement on Preventive Health (NPAPH).

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

Note: Strong preference will be given to candidates who can work full-time, however part-time work may be considered.

Salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. This position will be a long-term temporary contract commencing immediately until December 2014.

Selection may be based on application and referee reports only. Please provide two written referee reports on submission of application. An order of merit will be established from this selection process and may be used to fill vacancies in the Health Promotion Branch as they occur over the next 12 months.

Contact Officer: Nicole Coyles (02) 6207 1258 nicole.coyles@act.gov.au

**Business and Infrastructure  
Business Support Services  
Sterilising Services  
Training Officer-Sterilising Services**

**Technical Officer Level 3 \$57,082-\$64,764, Canberra (PN: 11741)**

Gazetted: 24 February 2011

Closing Date: 3 March 2011

A rewarding opportunity exists for people interested in contributing to the health system within ACT Health Sterilising Services. This position has a direct impact on insuring high-level patient care. You will work as part of an experienced team in a production area across all sites. Develop, implement and coordinate training programs for Sterilising Services

(SS) in accordance with AS/NZ4187:2003, GENCA, the Quality Management System, OHS and ACT Health policy and procedures.

Eligibility/Other Requirements: Sterilising Certificate III. Current driver's licence.

Note: Rotating shift roster requires the employee to work within a 24/7 days per week period, across all Sterilising Services sites (Mitchell, The Canberra Hospital (including Central Reprocessing Unit and Calvary Hospital). Salary advancement through the various levels is based on competency assessments. Penalty rates are payable in accordance with industrial framework. On the job training is provided.

Contact Officer: Toni-Maree Abbott (02) 6205 2702

**The Canberra Hospital  
Ambulatory Care  
Ambulatory and Medical Services  
Team Leader**

**Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 28973, several)**

Gazetted: 24 February 2011

Closing Date: 3 March 2011

We have an exciting new position for an enthusiastic administrative supervisor. The successful applicant will be responsible for the day-to-day operation of the Ambulatory Care Outpatients Services. The successful applicant will be enthusiastic and have excellent interpersonal skills, enjoy working as part of a team and have experience in supervising a small team.

Contact Officer: Jason McNamara (02) 6244 2394

**The Canberra Hospital  
Pharmacy Services  
Pharmacy - TCH  
Pharmacist**

**Health Professional Level 1 \$47,515-\$61,074, Canberra (PN: 29556)**

Gazetted: 24 February 2011

Closing Date: 3 March 2011

An opportunity exists for a Pharmacy graduate wishing to undertake their intern training in hospital pharmacy. Under supervision, the duties include: dispensing, providing clinical pharmacy services, counselling patients and gaining a broad range of hospital pharmacy experience while completing the pre-registration requirements.

Eligibility/Other Requirements: Bachelor or Master of Pharmacy Degree. Eligible for registration in the ACT post pre-registration training.

Note: This position is temporary for a period of 12 months commencing July 2011.

Contact Officer: Claire Bekema (02) 6244 2118

**The Canberra Hospital  
Ambulatory and Medical Service  
AMS Support Services**

**Administration Support Officer**

**Administrative Services Officer Class 2 \$43,289-\$48,003, Canberra (PN: 15220, several)**

Gazetted: 24 February 2011

Closing Date: 3 March 2011

We have exciting new positions for enthusiastic administrative officers. The applicant will be undertaking the day-to-day and reception tasks required in the Ambulatory Care Outpatients Departments. The applicants will be enthusiastic and have excellent interpersonal skills and enjoy working as part of a team.

Eligibility/Other Requirements: A certificate in customer service is highly desirable.

Contact Officer: Jason McNamara (02) 6244 2394

**Business and Infrastructure  
Strategic Support  
Supply Chain  
Stores Officer**

**Health Service Officer Level 4 \$40,700-\$42,331, Canberra (PN: 25219, several)**

Gazetted: 24 February 2011

Closing Date: 3 March 2011

The Supply Chain Unit is seeking applications from suitable applicants to fill two Stores Officer positions at the Mitchell Warehouse. The unit forms part of the Strategic Support section within the Business and Infrastructure division of ACT Health, delivering customer focused supply chain solutions to the Department. These positions report directly to the Warehouse Manager and are responsible for the on time delivery of consumables across the ACT.

Eligibility/Other Requirements: Current driver's licence. To be successful in this position you will need to have excellent people and communication skills.

Note: Selection may be based on written application and referee reports only. Please ensure all necessary attachments are lodged with your application. These positions are full-time, however permanent part-time arrangements may be considered. This position may be located at either the Mitchell Supply Warehouse or Canberra Hospital.

Contact Officer: Wayne McIlhatton (02) 6205 0800

### **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)**

#### **Client Services Communications Graphic Designer**

**Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 22852)**

Gazetted: 21 February 2011

Closing Date: 7 March 2011

The ACT Planning and Land Authority requires a Graphic Designer to join its communications team. The successful applicant will work in a small team in an exciting and varied role helping deliver a range of communications for the authority. The duties of the position include creating concepts, branding and layouts for corporate materials with projects involving design, photography, layout and production of electronic and hard copy collateral.

Eligibility/Other Requirements: Minimum of one year experience as a graphic designer and qualifications in graphic design or a related field.

Note: This position is part-time at 27 hours per week.

Contact Officer: Anita Perkins (02) 6205 3146 [anita.perkins@act.gov.au](mailto:anita.perkins@act.gov.au)

#### **Client Services Information Services Web Coordinator**

**Information Technology Officer Class 1 \$53,214-\$60,844, Canberra (PN: 15325, expected vacancy)**

Gazetted: 23 February 2011

Closing Date: 2 March 2011

ACTPLA's Web Coordinator position is primarily responsible for maintaining the Authority's web sites and intranet. The position requires expertise in Content Management systems, HTML, CSS, ASP and a proven ability to implement Accessibility standards, W3C website and ACT Government standards. Experience in .NET is highly desirable to assist in the development of ACTMAPi, the ACT Government's web mapping interface.

Eligibility/Other Requirements: IT degree or other related experience in web development using MySource Matrix Content Management System; Adobe Dreamweaver; Adobe Fireworks; Adobe Acrobat; HTML, .NET; and Microsoft Office Suite.

Contact Officer: Phil Jorritsma (02) 6207 1915 [phil.jorritsma@act.gov.au](mailto:phil.jorritsma@act.gov.au)

### **Calvary Health Care ACT (Public)**

#### **Medical Officer Hospital Wards and Emergency Department Medical Intern**

**Intern \$56,183, Canberra (PN: 8149)**

Gazetted: 22 February 2011

Closing Date: 27 February 2011

1. Working as part of a multi-disciplinary team, apply medical knowledge and experience in the diagnosis, investigation and treatment of patients. 2. Maintain effective communication with patients and the relatives, hospital staff, medical colleagues and GPs. 3. Ensure effective handover of patients requiring on-going care and monitoring at the end of each shift. 4. Maintain medical records in accordance with hospital policy and requirements, in particular complete discharge summaries in a timely fashion. 5. Work within personal levels of expertise and seek assistance as required. 6. Ensure cost-effective use of hospital resources. 7. Actively participate in educational activities to extend knowledge and skills.

Eligibility/Other Requirements: MANDATORY: Conditionally registered medical practitioner with APHRA. HIGHLY DESIRABLE: AMC MCQ 1 and 2 exam completed. Demonstrated ability to work effectively as part of a multi-disciplinary team. Ability to apply theoretical knowledge and experience in determining the appropriate clinical diagnosis, investigations and treatment of patients. Ability to work within personal level of expertise and seek assistance as needed from senior staff. Active interest in extending own clinical skills and knowledge.

Note: Temporary - full-time 12 month position

Contact Officer: Recruitment Officer 02 6201 6128 [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au) Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

#### **Administrative Supply Department Supply Supervisor**

**Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 8942)**

Gazetted: 22 February 2011

Closing Date: 2 March 2011

1. Purchase goods and services for the Hospital in accordance with approved guidelines and policies. 2. Liaise with the Finance Department to ensure the correct payment of accounts. 3. Ensure the correct entry and receipt of Purchase Orders to the Hospital Purchasing system - Finance One - F1. 4. Supervise and assist in the ordering, receipt, delivery, storage, dispatch and disposal of stores, equipment, consumables and other resources (including recycling) and ensure the timely and efficient movement of those items as required. 5. Plan and coordinate the allocation of staff and work

assignments in the stores section. Determine priorities and utilise existing resources to achieve the best possible outcomes. 6. Ensure the entry and retrieval of data utilising a computerised system and the maintenance and filing of stores documentation. 7. Assist in coordinating and participating in stocktaking duties within the hospital as directed by the Hospital Chief Finance Officer. 8. Regular meetings/liaison/communication with Calvary Finance Dept, Theatre staff, ward CNC's and ACT Health. 9. Liaise with suppliers and company representatives as required. 10. Participate in the selection of Supply staff and carry out the supervision and training requirements of those staff. 11. Other duties as directed by the Supply Manager

Eligibility/Other Requirements: HIGHLY DESIRABLE: Previous experience working with supply inventory and purchasing systems. Ability to manage a customer service focused team. Well developed planning and organisational skills, including the ability to develop and implement practical plans and procedures. Understanding and an ability to operate and manage bar-coding and scanning equipment functionality. Ability to physically handle Medical and Non-Medical supplies within work safety guidelines. Sound computer skills, including use of stores data base applications such as PICS, Finance 1, or the ability to acquire these skills quickly. ADVANTAGEOUS: Drivers Licence.

Contact Officer: Richard Reid 02 6201 6132 Richard.Reid@Calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

#### **Clare Holland House**

##### **Ward Support Officer**

##### **Health Services Officer Level 4 \$40,700, Canberra (PN: 7262)**

Gazetted: 22 February 2011

Closing Date: 2 March 2011

Under general direction provide ward support consistent with the role of Health Service Officers including: Assist with patient transport inside and outside of hospital. Assist with ward telephone answering. Conduct Manual Handling Assessments in conjunction with Nursing staff. Carry out courier duties, including the transfer of blood for transfusion in an emergency or when directed. On night duty, courier the fee generation paperwork from ward areas to the Communications Officer before 1.00am. Control clean and soiled linen, including ward and screen curtains. Be responsible for storage, ordering and control of ward supplies where directed by manager. Maintain gas cylinders, ward supply shelves - including putting away at ward level, discarding old stock that is past its use by date, and cleaning as necessary. Maintain awareness of environmental safety to specific areas of the Hospital. Assist in the orientation of other Wards persons. Participate in Quality Assurance Activities.

Eligibility/Other Requirements: HIGHLY DESIRABLE: An understanding of the role of a Ward Support Officer together with the ability to work as a member of a multi-disciplinary team, with minimal supervision. Excellent customer service skills. Good oral communication skills. Demonstrated ability in undertaking patient transfers and other manual handling tasks in accordance with hospital policy and safe work practices. Ability to prioritise work and perform effectively under pressure.

Note: Permanent - part-time position

Contact Officer: Kay Cooper 02 6264 7300 Kay.Cooper@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

#### **Cultural Facilities Corporation**

##### **Canberra Theatre Centre**

##### **Marketing**

##### **Assistant Marketing Manager, Digital Marketing**

##### **Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 3502)**

Gazetted: 23 February 2011

Closing Date: 9 March 2011

Are you a digital native? We're looking for an enthusiastic marketing professional to run our website and manage our e-marketing to increase ticket sales and grow the Canberra Theatre Centre brand online. As the Assistant Marketing Manager you will also assume responsibility for several stand alone marketing campaigns for individual shows each year. You should have excellent computer skills, including the use of Photoshop, Indesign, Outlook and Acrobat. You should also have a strong working knowledge of CSS and HTML, experience working with a CMS and a degree or diploma in marketing or communications is essential. The ability to compile and analyse website statistics and sales data is essential. CTC is a busy, dynamic venue hosting more than 150 events each year. This is an exciting opportunity for you to help us build our online profile and increase web traffic and online ticket sales.

Eligibility/Other Requirements: Degree or Diploma in Marketing or related experience.

Note: Applications must address the selection criteria. 3 year Temporary Contract.

Contact Officer: Ricky Bryan 6243 5706 ricky.bryan@act.gov.au Applications can be forwarded to: (Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@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)**

##### **Office for Children, Youth and Family Support**

##### **Youth Directorate**

##### **Turnaround Program**

**Case Coordinator**

**Health Professional Level 3 \$72,543-\$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 07460, several expected vacancies)**

Gazetted: 17 February 2011

Closing Date: 8 March 2011

This position requires the occupant to deliver intensive, effective support, liaison and advocacy for a small caseload of young people with multiple service involvement and high and complex needs. The position reports to the Team Leader, Turnaround.

Eligibility/Other Requirements: Tertiary qualifications relevant to working with young people with five years case management experience or a Bachelor degree in social work, psychology, social sciences or social welfare with two years relevant experience in a youth case management role.

Note: Short Term Contract also available.

Contact Officer: Marilyn Graham (02) 6205 5648 marilyn.graham@act.gov.au

**Department of Education and Training**

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

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

**School Improvement**

**North/Gungahlin Network**

**Lyneham High School**

**Deputy Principal**

**School Leader B \$98,077, Canberra (PN: 04019)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

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.

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Colleen Matheson (02) 6205 6399 colleen.matheson@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.

**School Improvement**

**Tuggeranong Network**

**Gowrie Primary School**

**Deputy Principal**

**School Leader B \$98,077, Canberra (PN: 04029)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

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.

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Judith Hamilton (02) 6205 7822 judith.hamilton@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.

**School Improvement**

**South/Weston Network**

**Canberra College**

**Deputy Principal**

**School Leader B \$98,077, Canberra (PN: 04137)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

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.

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.



Contact Officer: John Stenhouse (02) 6205 5777 john.stenhouse@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.

**School Improvement  
South/Weston Network  
The Woden School**

**School Leader**

**School Leader B \$98,077, Canberra (PN: 04063)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

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.

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Ian Copland (02) 6205 5966 ian.copland@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.

**School Improvement  
Tuggeranong Network  
Fadden Primary School**

**Deputy Principal**

**School Leader B \$98,077, Canberra (PN: 04106)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

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.

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Daniel Zobel (02) 6205 6011 daniel.zobel@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.

**School Improvement  
Belconnen Network  
Weetangera Primary School**

**Deputy Principal**

**School Leader B \$98,077, Canberra (PN: 04033)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

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.

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Phil Gray (02) 6205 7488 phil.gray@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.

**School Improvement  
South/Weston Network  
Telopea Park School**

**Deputy Principal (Secondary)**

**School Leader B \$98,077, Canberra (PN: 04115)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

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.

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.  
Contact Officer: Kerrie Blain (02) 6205 5599 kerrie.blain@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.

**School Improvement**

**Woden Weston Network**

**Curtin Primary School**

**Deputy Principal**

**School Leader B \$98,077, Canberra (PN: 04008)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

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.

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply. This position is available from the 15 April 2011.

Contact Officer: Lindsay Musto (02) 6205 5622 lindsay.musto@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.

**School Improvement**

**North/Gungahlin Network**

**Campbell High School**

**Executive Teacher - Arts**

**School Leader C \$91,769, Canberra (PN: 02577)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Heather Paterson (02) 6205 6344 heather.paterson@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.

**School Improvement**

**South/Weston Network**

**Stromlo High School**

**Executive Teacher Arts**

**School Leader C \$91,769, Canberra (PN: 02612)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Cecily Blake (02) 6205 6166 cecily.blake@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.

**School Improvement**

**South/Weston Network**

**Melrose High School**

**Executive Teacher English**

**School Leader C \$91,769, Canberra (PN: 03634)**

Gazetted: 17 February 2011

Closing Date: 3 March 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: George Palavestra (02) 6205 7588 [george.palavestra@ed.act.edu.au](mailto:george.palavestra@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.

**School Improvement  
North/Gungahlin Network  
Majura Primary School  
School Leader**

**School Leader C \$91,769, Canberra (PN: 33752)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Coralie McAlister (02) 6205 5711 [coralie.mcalister@ed.act.edu.au](mailto:coralie.mcalister@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.

**School Improvement  
Tuggeranong Network  
Lake Tuggeranong College  
Executive Teacher**

**School Leader C \$91,769, Canberra (PN: 01965)**

Gazetted: 17 February 2011

Closing Date: 3 March 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Bill Maiden (02) 6205 6222 [bill.maiden@ed.act.edu.au](mailto:bill.maiden@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.

**School Improvement  
North/Gungahlin Network  
Ainslie School  
School Leader**

**School Leader C \$91,769, Canberra (PN: 03567)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Carolie Wilson (02) 6205 6322 [carolie.wilson@ed.act.edu.au](mailto:carolie.wilson@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.

**School Improvement  
Aboriginal and Torres Strait Islander Education and Student Support  
Disability Education  
Executive Officer**

**School Leader C \$91,769, Canberra (PN: 02016)**

Gazetted: 17 February 2011

Closing Date: 3 March 2011

As a member of the executive team, contribute to the development, implementation and achievement of the Branch Business Plan. Provide system and team leadership and management in the provision of effective assistive technologies to support learning for students with a disability, in ACT Public Schools.

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

Note: This is an office based teaching position and school standdown periods do not apply. Flextime arrangements are available.

Contact Officer: Robyn Ackland (02) 6205 9117 robyn.ackland@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.

**Schools Improvement**

**Belconnen Network**

**Macgregor Primary School**

**Executive Teacher**

**School Leader C \$91,769, Canberra (PN: 03670)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Stephen Gniel (02) 6205 7511 stephen.gniel@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.

**School Improvement**

**Aboriginal and Torres Strait Islander Education and Student Support**

**Murrumbidgee Education and Training Centre**

**Executive Teacher**

**School Leader C \$91,769, Canberra (PN: 33760)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

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

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: David Bromhead (02) 6205 7170 david.bromhead@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.

**School Improvement**

**North/Gungahlin Network**

**Gold Creek School**

**Executive Teacher, Pastoral Care**

**School Leader C \$91,769, Canberra (PN: 13060)**

Gazetted: 17 February 2011

Closing Date: 3 March 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Sue Jose (02) 6205 1814 sue.jose@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.

**School Improvement**

**North/Gungahlin Network**

**Turner School**

**Executive Teacher**

**School Leader C \$91,769, Canberra (PN: 20561)**

Gazetted: 17 February 2011

Closing Date: 3 March 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Jan Day (02) 6205 6622 jan.day@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.

**School Improvement**

**Aboriginal and Torres Strait Islander and Student Support**

**Student Wellbeing and Behaviour Support**

**Senior Counsellor**

**School Leader C \$91,769, Canberra (PN: 02822)**

Gazetted: 17 February 2011

Closing Date: 3 March 2011

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

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification and a degree in psychology with a minimum of three years registration as a general psychologist.

Contact Officer: Satish Singh (02) 6205 7619 satish.singh@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.

**School Improvement**

**North/Gungahlin Network**

**Amaroo School**

**Executive Teacher**

**School Leader C \$91,769, Canberra (PN: 02986)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Anne Huard (02) 6205 2808 anne.huard@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.

**School Improvement**

**North/Gungahlin Network**

**Amaroo School**

**Executive Teacher**

**School Leader C \$91,769, Canberra (PN: 02236)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Anne Huard (02) 6205 2808 anne.huard@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.

**School Improvement**

**Learning and Teaching**

**Literacy and Numeracy**

**Primary Numeracy Officer**

**School Leader C \$91,769, Canberra (PN: 02763)**

Gazetted: 17 February 2011

Closing Date: 3 March 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: This is an office based teaching position and school stand-down periods do not apply. Flextime arrangements are available.

Contact Officer: Bernadette Hayes (02) 6205 9179 bernadette.hayes@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.

**School Improvement  
North/Gungahlin Network  
Dickson College**

**Executive Teacher - VET**

**School Leader C \$91,769, Canberra (PN: 02008)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Beth Mitchell (02) 6205 6455

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.

**School Improvement  
South/Weston Network  
Canberra College**

**Executive Teacher, Social Sciences**

**School Leader C \$91,769, Canberra (PN: 02724)**

Gazetted: 17 February 2011

Closing Date: 28 February 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: John Stenhouse (02) 6205 5777 john.stenhouse@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.

**School Improvement  
North/Gungahlin Network  
Harrison School**

**Executive Teacher**

**School Leader C \$91,769, Canberra (PN: 20499)**

Gazetted: 17 February 2011

Closing Date: 3 March 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Dennis Yarrington (02) 6205 9555 dennis.yarrington@ed.act.edu.au

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

**School Improvement  
South/Weston Network  
Arrawang Primary School**

**School Leader**

**School Leader C \$90,412, Canberra (PN: 02606)**

Gazetted: 17 February 2011

Closing Date: 3 March 2011

As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan with particular capacity to mentor and coach in literacy and numeracy. Manage team resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Roz Lambert (02) 6205 6877 roz.lambert@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.

**School Improvement**

**Tuggeranong Network**

**Calwell Primary School**

**Business Manager 2**

**Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 19969)**

Gazetted: 18 February 2011

Closing Date: 4 March 2011

Manage all of the school's administrative and financial systems. Assist in the preparation of budgets; prepare financial returns and contribute to financial decision making by senior management and the School Board. Ability to supervise support staff, provide administrative support, arrange building and equipment maintenance.

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

Contact Officer: Linda Neeson (02) 6205 6911 linda.neeson@ed.act.edu.au

**School Improvement**

**South/Weston Network**

**Curtin Primary School**

**Business Manager 1**

**Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 20227)**

Gazetted: 17 February 2011

Closing Date: 3 March 2011

Manage and administer all finance, student records and school administrative tasks. Supervision of office staff. Liaise with the Building Services Officer, tradespeople, students, parents and school staff to ensure high quality customer service.

Note: This position is being re-advertised.

Contact Officer: Lindsay Musto (02) 6205 5622 lindsay.musto@ed.act.edu.au

**School Improvement**

**Belconnen Network**

**Macquarie Primary School**

**Administrative Officer**

**Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 22818)**

Gazetted: 23 February 2011

Closing Date: 9 March 2011

Provision of high level administrative support to the Business Manger including data entry and retrieval using Maze, and spreadsheets. Other duties include provision of varied administration support under direction providing a high level of client service to staff, parents and students.

Contact Officer: Wendy Cave (02) 620 56077 wendy.cave@ed.act.edu.au

**School Improvement**

**South/Weston Network**

**Narrabundah College**

**Library Assistant**

**School Assistant 2 \$36,810-\$40,820, Canberra (PN: 00744)**

Gazetted: 18 February 2011

Closing Date: 4 March 2011

Provide clerical support needed to maintain the efficient functioning of the School Library. Assist the teaching staff with library operations.

Eligibility/Other Requirements: Recognised qualifications in library and information studies or a related discipline would be an advantage.

Contact Officer: Karen Fraser (02) 6205 6976 karen.fraser@ed.act.edu.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 Corrective Services**

**Alexander Maconochie Centre**

**Accounts Assistant**

**Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 45884)**

Gazetted: 17 February 2011

Closing Date: 8 March 2011

Under the general direction of the Accounts Officer: Undertake a range of administrative and account related tasks in accordance with agreed procedures which include, but not limited to: provide information to clients and prisoners; receive, receipt and bank monies from prisoners and the public on a weekly basis; maintain a financial database and Trust Account; maintain and reconcile the Alexander Maconochie Centre prisoner trust bank account on a daily basis.

Eligibility/Other Requirements: Knowledge of government financial management systems (Oracle) and an understanding of an accrual environment would be an advantage. Eligible candidates will be required to undergo a criminal history check.

Contact Officer: Peta Chaney (02) 6207 2830 [peta.chaney@act.gov.au](mailto:peta.chaney@act.gov.au)

#### **Office of Regulatory Services**

##### **Compliance**

##### **Advice, Complaints, Review and Support**

##### **Case Manager**

##### **Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 43467)**

Gazetted: 23 February 2011

Closing Date: 9 March 2011

Under general direction of the Team Leader and as a member of a team: advise consumers of their rights and traders/businesses of their obligations under the legislation administered by the Office with particular emphasis on: access and equity principles; promoting self help where possible; and identifying issues for educational, compliance or legislative action. Investigate complaints received by the Office and prepare reports on complaints. Prepare correspondence arising from investigations of complaints including, where necessary, recommendations for further action. Participate in major investigations/complaints audits as required. Where required, conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office. Where appointed, exercise the functions of an inspector/investigator/authorised person under several pieces of legislation. Undertake such other duties as directed within the Advice, Complaints, Review and Support unit. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Ben McMahon (02) 6207 0535 [ben.mcmahon@act.gov.au](mailto:ben.mcmahon@act.gov.au)

#### **ACT Electoral Commission**

##### **Finance and Administration Officer**

##### **Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 01887)**

Gazetted: 22 February 2011

Closing Date: 8 March 2011

Elections ACT is looking for an enthusiastic and dedicated person to join our small team. This position offers the experience of working in a small office with the opportunity to do a variety of tasks pertaining to running elections for the ACT community. The successful applicant will be required to have knowledge and experience in finance and administration, have effective written and oral communication skills, and should be able to perform the following duties: Assisting with the operation of the Commission's electronic and manual finance system by processing and tracking day to day accounts payable and receivable; providing administrative support including Human Resource and Personnel processes; assisting with the ongoing maintenance of the Commission's records management; responding to telephone and counter enquiries; assisting with the running of elections as required; and other duties as required. The ACT Electoral Commission is an independent statutory authority with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice to a wide range of clients.

Note: This position is temporary for a period of 12 months from April 2011 with the possibility of extension. This position is part-time at 22 hours per week. During a Legislative Assembly Election period, employment is expected to be full-time (36.45 hours per week). Interested applicants should submit an expression of interest comprising a résumé, an application addressing the attached duty statement and selection criteria (no more than 2 pages) as well as the contact details for two referees. Selection may be based on application and referee reports only, however, interviews may be conducted.

Contact Officer: Linzi Lamont (02) 6205 0050 [linziR.lamont@act.gov.au](mailto:linziR.lamont@act.gov.au)

#### **Public Trustee for the ACT**

##### **Trust Officer**

##### **Trust Officer Level 1 \$54,417-\$62,592, Canberra (PN: 42517)**

Gazetted: 17 February 2011

Closing Date: 3 March 2011

The Public Trustee for the ACT is a Territory Authority providing quality Will, Estate, Trust and Financial Management services to government and the community. The Public Trustee has established GreaterGood - The Capital Region Community Foundation, a public charitable foundation for the benefit of our community. GreaterGood provides an opportunity for everyday Canberrans to create their own tax-effective charitable funds. Established in 2004, GreaterGood has already accumulated almost \$7M in funds and, in that short time, has distributed \$1.2M to charity. Our aim is to promote and develop GreaterGood as the preferred vehicle for philanthropy in Canberra. We are looking for a bright, outgoing individual to act as our Executive Officer. As a member of a small, dynamic team, you will - Provide administrative assistance to the Public Trustee and the GreaterGood Board. Develop, maintain and manage relationships with new and existing donors. Identify media/promotion/marketing opportunities for the GreaterGood concept to influence potential donors and encourage its use for philanthropy. Develop and maintain relationships with charitable organisations and grant recipients. Attend and address public forums to promote GreaterGood products. Maintain, manage and develop the GreaterGood and Public Trustee websites. Assist the Investment Officer in managing the financial aspects of existing accounts.



Eligibility/Other Requirements: The successful applicant will preferably have commerce/marketing skills with a high level of communication skills and a bright outgoing personality. A current driver's licence and ability to use computer applications are essential.

Note: Please provide two written referee reports with your application. The occupant of this position may be required to rotate throughout other positions at the same classification within the Public Trustee for the ACT office.

Contact Officer: Doug Gillespie (02) 6207 9800 [doug.gillespie@act.gov.au](mailto:doug.gillespie@act.gov.au)

**ACT Corrective Services  
Alexander Maconochie Centre  
Facilities and Services  
Stores Officer**

**Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 13754)**

Gazetted: 17 February 2011

Closing Date: 24 February 2011

Under the general direction of the Stores Officer, perform storekeeping tasks in accordance with agreed timeframes and procedures which include, but not limited to, receive, handle and despatch goods coming into, or going out of, stores, unload goods from packaging and check them against order forms and catalogue or label items with storage details in accordance with procedures.

Eligibility/Other Requirements: Eligible candidates will be required to undergo a criminal history check and pre employment medical assessment. The occupant of this position will be required to undertake parts of the duties outside normal business hours. Eligible applicants will be required to undertake psychological aptitude testing as part of the assessment process. A current unencumbered drivers licence and forklift licence are essential. Store persons may be required to lift or carry packages.

Note: Selection may be based on application and referee reports only.

Contact Officer: Mark Bennett (02) 6207 0387 [mark.bennett@act.gov.au](mailto:mark.bennett@act.gov.au)

**ACT Emergency Services Agency**

**ACT Ambulance Service**

**Operations**

**Ambulance Call-Taker**

**Trainee Ambulance Support Officer \$43,863-\$45,943+penalties, Canberra (PN: 21120, several)**

Gazetted: 21 February 2011

Closing Date: 3 March 2011

Ambulance Call-takes are responsible for answering Emergency 000 and other phone calls in the Emergency Services Agency (ESA) Communications Centre. You will receive record and process requests for emergency ambulance attendance, non-emergency patient transport and general inquiries. To succeed in this role you will need to be able to demonstrate strong customer service skills, remain calm under pressure and commit to working a shiftwork roster, including weekends and public holidays.

Eligibility/Other Requirements: Competency in keyboard skills (30wpm @ 95% accuracy utilizing 10 finger touch typing must be demonstrated to be considered for appointment and 40wpm @ 95% accuracy utilizing 10 finger touch typing must be achieved by the end of the initial six week training course). Successful applicants will be required to undergo a criminal record check and will be required to undertake a Certificate III in Ambulance Communications (Call Taking). Continued employment is dependent on attainment of this qualification. Applicants already holding the prescribed qualification are encouraged to apply and may be eligible for accelerated advancement.

Note: Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory. This position is also entitled to salary packaging with a fringe benefits tax-free threshold up to \$9095.00.

Contact Officer: Barbara Stephens (Mon-Wed) (02) 6205 0388 [ESAAmbulance\\_WorkforcePlanning@act.gov.au](mailto:ESAAmbulance_WorkforcePlanning@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)**

**Transport and Infrastructure**

**ACTION**

**Recruitment and Training**

**Trainer Assessor**

**Transport Officer Grade 2 (ACTION) \$69,382, Canberra (PN: A20107)**

Gazetted: 22 February 2011

Closing Date: 8 March 2011

ACTION is seeking to fill a vacant Trainer Assessor position within its Recruitment and Training team. The position will be responsible for developing, delivering and evaluating a wide variety of operational type training programs to staff in all work locations. The position will also develop and design competency based assessment tools and undertakes assessments against nationally accredited qualifications. The successful applicant will have exceptional verbal communication and interpersonal skills and be able to undertake duties as a bus operator on a relief basis.

Eligibility/Other Requirements: Mandatory Requirements: Possession of a HR class or greater driver's licence with public vehicle driver authority Possession of a Certificate IV in Training and Assessment (TAA40104) Qualified ACTION bus operator.

Note: An order of merit list will be compiled should any future vacancies at this grade become available within the next 12 months.

Contact Officer: Ian Hocking (02) 6207 8073 [ian.hocking@act.gov.au](mailto:ian.hocking@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.

#### **InTACT**

##### **Operations/Service Support**

##### **Corporate and Shared Applications**

##### **Shared Systems Administrator**

##### **Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 14386)**

Gazetted: 23 February 2011

Closing Date: 9 March 2011

Seeking motivated officers to undertake analysis and resolution of technical and functional issues related to shared application production environments such as IDMS, TRIM OHASIS, MARVAL, RAPS.

Note: This is a temporary position available from 14 March 2011 until 30 June 2012.

Contact Officer: Marianne Wein (02) 6207 5261 [marianne.wein@act.gov.au](mailto:marianne.wein@act.gov.au)

#### **InTACT**

##### **Operations**

##### **Health ICT-Business Systems Support**

##### **Business Systems Support Officer**

##### **Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 22842)**

Gazetted: 17 February 2011

Closing Date: 8 March 2011

This role delivers comprehensive training in computer based business applications to ACT Health staff, in particular, the ACT Patient Administration System (ACTPAS) and/or Mental Health Client management application (Mhagic).

Eligibility/Other Requirements: Qualifications in IT applications training would be an advantage.

Note: Participation in the afterhours on-call roster for application support is mandatory.

Contact Officer: Tim Hodge (02) 6205 3589 [tim.hodge@act.gov.au](mailto:tim.hodge@act.gov.au)

#### **Department of 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](mailto:jobs@act.gov.au)**

##### **Investment and Economics**

##### **Legal and Insurance Policy**

##### **Superannuation Project**

##### **Project Administrator**

##### **Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 15547)**

Gazetted: 22 February 2011

Closing Date: 8 March 2011

The Investment and Economics Division is responsible for the Government's financial assets and liabilities, including superannuation liabilities and investments, economic policy and advice, insurance policy, the ACT Insurance Authority and federal financial relations. The Legal and Insurance Policy Branch provides insurance and legal policy advice (including advice on medical and professional indemnity, public liability and compulsory third party (CTP)), and manages the Government's insurance arrangements and residual issues arising out of the liquidation of Totalcare. The Legal and Insurance Branch is also responsible for resolving the outstanding superannuation matters involving Totalcare Industries Limited and a growing number of ACT Government Departments. The Project is looking for an experienced administrator who has highly developed superannuation knowledge who will assist the Manager in a broad range of issues in relation to these projects. The successful applicant we require will offer us a high level ability to analyse and interpret the complexities relating to the review and calculation of payroll documentation and the ability to apply individual financial judgements to settlement deeds within a vast range of situations. They will also have proven attributes of confidentiality and integrity.

Contact Officer: Ellen Lukins (02) 6207 0292 [ellen.lukins@act.gov.au](mailto:ellen.lukins@act.gov.au)

##### **ACT Gambling and Racing Commission**

##### **Gaming Regulation**

##### **Authorised Officer**

##### **Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 42501)**

Gazetted: 21 February 2011

Closing Date: 7 March 2011

The ACT Gambling and Racing Commission is looking for an energetic and reliable officer who can, under limited direction, undertake a combination of supervisory and support functions in respect of interpreting and applying legislation regulating lotteries and gaming machines; assess various applications made under lottery and gaming machine legislation; assist in the conduct of projects, assess taxes and fees, prepare correspondence and reports and review procedures and practices. The officer will also be required to supervise staff including assisting with their development and training and liaise with stakeholders as required.

Contact Officer: Lesley Maloney (02) 6207 0069 lesley.maloney@act.gov.au

**Investment and Economics  
Legal and Insurance Policy  
Superannuation Project**

**Project Administrator**

**Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 15546)**

Gazetted: 22 February 2011

Closing Date: 8 March 2011

The Division is responsible for the Government's financial assets and liabilities, including superannuation liabilities and investments, economic policy and advice, insurance policy, the ACT Insurance Authority and federal financial relations. The Legal and Insurance Policy Branch provides insurance and legal policy advice (including advice on medical and professional indemnity, public liability and compulsory third party (CTP)). Manage the Government's insurance arrangements, residual issues arising out of the liquidation of Totalcare. The Legal and Insurance Branch is also responsible for resolving the outstanding superannuation matters involving Totalcare Industries Limited and a growing number of ACT Government Departments. The Project is looking for an experienced administrator who has highly developed superannuation knowledge who will assist the Manager in a broad range of issues in relation to these projects. The person we require will offer us a high level ability to analyse and interpret the complexities relating to the review and calculation of payroll documentation and the ability to apply individual financial judgements to settlement deeds within a vast range of situations. They will also have proven attributes of confidentiality and integrity.

Note: This is a temporary position available for a period of six months with a possibility of permanency.

Contact Officer: Elizabeth Shaw (02) 6213 3213 elizabeth.shaw@act.gov.au

**ACT Gambling and Racing Commission**

**Gaming Regulation**

**Authorised Officer**

**Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 55423)**

Gazetted: 21 February 2011

Closing Date: 7 March 2011

The ACT Gambling and Racing Commission is looking for an energetic and reliable officer who can, under limited direction, undertake functions in respect of the administration of legislation regulating gaming machines and lotteries. The officer would be required to assess various applications made under gaming machine and lottery legislation, assist in the conduct of projects, assess taxes and fees, prepare correspondence and reports as well as liaise with stakeholders as required.

Note: This is a temporary position available from 30 March 2011 until 30 October 2011 with the possibility of an extension or permanency from this process.

Contact Officer: Lesley Maloney (02) 6207 0069 lesley.maloney@act.gov.au

**Investment and Economics  
Legal and Insurance Policy  
Superannuation Project**

**Project Administrator**

**Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 18357)**

Gazetted: 22 February 2011

Closing Date: 8 March 2011

The Investment and Economics Division is responsible for the Government's financial assets and liabilities, including superannuation liabilities and investments, economic policy and advice, insurance policy, the ACT Insurance Authority and federal financial relations. The Legal and Insurance Policy Branch provides insurance and legal policy advice (including advice on medical and professional indemnity, public liability and compulsory third party (CTP)), and manages the Government's insurance arrangements and residual issues arising out of the liquidation of Totalcare. The Legal and Insurance Branch is also responsible for resolving the outstanding superannuation matters involving Totalcare Industries Limited and a growing number of ACT Government Departments. The Project is looking for an experienced administrator who has developed superannuation knowledge to assist the Manager in a broad range of issues in relation to these projects. The successful applicant we require will offer us the ability to analyse and interpret the complexities relating to the review of payroll documentation and the ability to assist the finance officer with the financial settlement deeds within a vast range of situations. They will also have proven attributes of confidentiality and integrity.

Note: This position is temporary for a period of four years from 2nd May 2011 until 2nd May 2015.

Contact Officer: Elizabeth Shaw (02) 6213 3213 elizabeth.shaw@act.gov.au

**APPOINTMENTS**

**ACT Health**

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

Elsa Aguanta 829-68831, Section 68(1), 3 March 2011

**Administrative Services Officer Class 2 \$42,233-\$46,832**

Alicia Bondaruk 827-34103, Section 68(1), 28 February 2011

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

Ashlee Louise Bumpus 825-4769, Section 68(1), 28 February 2011

**Administrative Services Officer Class 6 \$66,198-\$76,043**

Lee-anne Daley 820-98119, Section 68(1), 14 February 2011

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

Meryl Gay 827-30022, Section 68(1), 7 February 2011

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

Robyn Gras 827-34146, Section 68(1), 21 February 2011

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

Jared Hartley 828-65656, Section 68(1), 17 February 2011

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

Louise Hawkins 827-31105, Section 68(1), 31 January 2011

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

Cassandra Heffernan 827-33661, Section 68(1), 10 February 2011

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

Linda Carol Blair Keen 829-68567, Section 68(1), 15 February 2011

**Registered Nurse Level 3.2 \$94,804**

Karen Keith 827-31113, Section 68(1), 1 March 2011

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

Adrian Read 829-68858, Section 68(1), 17 February 2011

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

Denise Ryan 827-33370, Section 68(1), 14 February 2011

**Administrative Services Officer Class 2 \$42,233-\$46,832**

Placidia Savanhu 827-34090, Section 68(1), 28 February 2011

**Administrative Services Officer Class 2 \$42,233-\$46,832**

Kathleen Simpson 825-47340, Section 68(1), 21 February 2011

**Health Professional Level 2 \$49,557-\$68,740**

Bronwyn Stevens 827-32917, Section 68(1), 21 February 2011

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

Sarah Latham: 796-72140, Section 68(1), 24 February 2011

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

Amy Shorthouse: 822-93117, Section 68(1), 17 February 2011

**Canberra Institute of Technology**

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

Pamela Jane Smith 827-14399, Section 68(1), 17 February 2011

**Administrative Services Officer Class 2/3 \$42,233-\$51,916**

Birong Tang 820-78943, Section 68(1), 14 February 2011

**Department of Justice and Community Safety**

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

Jessica Riddle 821-01162, Section 68(1), 21 February 2011

**Department of Territory and Municipal Services**

**Bus Operator \$53,245-\$59,272**

Tejinder Bhagria 140-566, Section 68(1), 21 February 2011

**Bus Operator \$53,245-\$59,272**

Rodney John Eather 140-559, Section 68(1), 9 February 2011

**Senior Officer Grade B \$96,618-\$108,766**

Denise London 827-29080, Section 68(1), 25 February 2011

**Bus Operator \$53,245-\$59,272**

Amanda McLean 140-576, Section 68(1), 21 February 2011

**Bus Operator \$53,245-\$59,272**

Stephen Shaw 140-578, Section 68(1), 21 February 2011

**Bus Operator \$53,245-\$59,272**

Tajinder Sidhu 140-579, Section 68(1), 21 February 2011

**Bus Operator \$53,245-\$59,272**

Manpreet Singh 140-581, Section 68(1), 21 February 2011

**TRANSFERS**

**ACT Health**

**Sarah Mosslar: 820-72859**

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

ACT Health

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

ACT Health, Canberra (PN. 12669) (Gazetted 28 October 2010)

**Beth Zaida Vo: 828-66800**

From: Registered Nurse Level 1 \$70,092

Calvary Health Care ACT (Public)

To: Registered Nurse Level 1 \$70,092

ACT Health, Canberra (PN. 34063)

**Gemma Wheelahan: 817-49530**

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

ACT Health

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

ACT Health, Canberra (PN. 12704) (Gazetted 28 October 2010)

**Michelle Wright: 749-68030**

From: Registered Nurse Level 2 \$72,960-\$77,472

ACT Health

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

ACT Health, Canberra (PN. 12706) (Gazetted 28 October 2010)

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

**Kylie Beer: 778-70450**

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

Department of Disability, Housing and Community Services

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

Department of Disability, Housing and Community Services, Canberra (PN. 00166) (Gazetted 12 November 2010)

**Colin James Farlow: 506-88878**

From: Executive Level 1.1 \$95,236-\$109,247

Department of Treasury

To: Senior Officer Grade C \$90,372

Department of Disability, Housing and Community Services, Canberra (PN. 15082) (Gazetted 19 November 2010)

**Department of Education and Training**

**Jari Teivonen: 774-70262**

From: Administrative Services Officer Class 6 \$66,198-\$76,043

Department of Education and Training

To: Administrative Services Officer Class 6 \$66,198-\$76,043

Department of Education and Training, Canberra (PN. 20215) (Gazetted 9 December 2010)

**Department of Justice and Community Safety**

**Jeremy Cooper: 816-90049**

From: AFP Band 6 \$79,265-\$87,455  
Australian Federal Police  
To: FB1 (FF 4th Class in Training) \$57,214  
Department of Justice and Community Safety, Canberra (PN. 07898)

**Luis Jimenez: 607-83334**

From: Transport Officer Grade 3 \$77,390  
Department of Territory and Municipal Services  
To: FB1 (FF 4th Class in Training) \$57,214  
Department of Justice and Community Safety, Canberra (PN. 49003)

**Adam Wells: 798-37726**

From: Classroom Teacher \$51,178-\$78,837  
Department of Education and Training  
To: FB1 (FF 4th Class in Training) \$57,214  
Department of Justice and Community Safety, Canberra (PN. 46246)

**Department of Territory and Municipal Services**

**Sabeen Dharani: 799-83811**

From: Administrative Services Officer Class 5 \$61,295-\$64,994  
Department of Territory and Municipal Services  
To: Administrative Services Officer Class 5 \$61,295-\$64,994  
Department of Territory and Municipal Services, Canberra (PN. 07447) (Gazetted 12 October 2010)

**PROMOTIONS**

**ACT Health**

**Community Health**

**Philippa Golley: 827-34701**

From: APS 6 \$67,532 - \$78,724  
Food Standards Australia New Zealand  
To: †Health Professional Level 4 \$83,816  
ACT Health, Canberra (PN. 28648) (Gazetted 16 December 2011)

**Community Health**

**Michael Haines: 820-94230**

From: Administrative Services Officer Class 6 \$66,198-\$76,043  
ACT Health  
To: Health Professional Level 3 \$72,543-\$76,543 (up to \$80,436 on achieving a personal upgrade)  
ACT Health, Canberra (PN. 28432) (Gazetted 18 November 2011)

**Community Health**

**Continuing Care**

**CC - Nursing**

**Christine Muchenagumbo: 829-68620**

From: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health  
To: Registered Nurse Level 2 \$72,960-\$77,472  
ACT Health, Canberra (PN. 22724) (Gazetted 13 January 2011)

**ACT Planning and Land Authority**

**Construction Services**

**Utilities, Land and Lease Regulation**

**Reuben John Gaze: 783-09841**

From: Administrative Services Officer Class 4 \$54,956-\$59,668  
ACT Planning and Land Authority  
To: †Administrative Services Officer Class 6 \$64,583-\$74,188  
ACT Planning and Land Authority, Canberra (PN. 18987) (Gazetted 14 December 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.

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

**Policy and Organisational Services  
Governance, Advocacy and Community Policy  
Strategic Policy**

**Alison Oakleigh: 781-68284**

From: APS6 \$70,185-\$78,043

Department of Families, Housing Community Services and Indigenous Affairs

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

Department of Disability, Housing and Community Services, Canberra (PN. 55626) (Gazetted 26 November 2010)

**Department of Education and Training**

**Curriculum Support and Professional Learning  
Literacy and Numeracy**

**Danielle Banks: 779-25941**

From: Classroom Teacher \$51,178-\$78,837

Department of Education and Training

To: †School Leader C \$91,769

Department of Education and Training, Canberra (PN. 18450) (Gazetted 19 November 2009)

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.

**Department of Justice and Community Safety**

**Emergency Services**

**Fire Brigade**

**Operations**

**Kari Vassallo: 821-17869**

From: Administrative Services Officer Class 3 \$49,306-\$53,214

Department of Justice and Community Safety

To: †FB1 (FF 4th Class in Training) \$57,214

Department of Justice and Community Safety, Canberra (PN. 45948)

**Department of Land and Property Services**

**Business and Projects**

**Strategic Priorities**

**Hannah McCann: 821-19100**

From: Graduate Administrative Assistant \$54,956-\$56,700

Department of Land and Property Services

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

Department of Land and Property Services, Canberra (PN. 22382) (Gazetted 8 February 2010)

**Department of Territory and Municipal Services**

**Shared Services**

**Finance Services**

**Cindy Ho: 789-36095**

From: Administrative Services Officer Class 3 \$49,306-\$53,214

Department of Territory and Municipal Services

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

Department of Territory and Municipal Services, Canberra (PN. 07408) (Gazetted 12 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.

**InTACT**

**Planning and Development**

**Infrastructure Administration and Coordination, Revenue and Licensing**

**Arnold Kapcejevs: 778-38506**

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

Department of Territory and Municipal Services

To: †Senior Officer Grade B \$96,618-\$108,766

Department of Territory and Municipal Services, Canberra (PN. 15059) (Gazetted 14 January 2011)

**Transport and Infrastructure**

**Canberra Connect**

**Customer Service Integration**

**Kenneth John Sims: 336-37614**

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

ACT Planning and Land Authority

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

Department of Territory and Municipal Services, Canberra (PN. 21691) (Gazetted 27 January 2011)

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.

**Land Management and Planning**

**Parks and Conservation Service**

**Parks, Reserves and Rural Land**

**Christian Ward: 799-99418**

From: General Service Officer Level 5/6 \$42,612-\$47,092

Department of Territory and Municipal Services

To: †Ranger 2 \$49,306-\$53,212

Department of Territory and Municipal Services, Canberra (PN. 14606) (Gazetted 22 October 2009)

**CORRIGENDA**

**Department of Justice and Community Safety**

**Mark Bartlett: 791-30659**

Classification from should be Senior Officer Grade B

**ACT Health**

**Michelle Kaumbuthu: 509-21713**

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

ACT Health

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

ACT Health, Canberra (PN. 22350)

Note: Permanent Transfer declined