



ACT Government Gazette

Gazetted Notices for the week beginning 17 March 2011

Department of the Environment, Climate Change, Energy and Water

Contract Cessation

Note: The following Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Robert Neil - Director, Environment Protection and Water Conservation (E141) - 8.2.11

Department of Land and Property Services

Contract Cessation

Note: The following Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Stephen Ryan - Director, ACT Property Group (E279) 20 February 2011

Land Development Agency

Engagement

Ben Ponton - Director, Development Services (E491)
Section 28 of the Public Sector Management Act 1994

Department of Treasury

Contract Cessation

Note: The following Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Graeme Dowell - Director, Revenue Management (E010) 4 March 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>

**Deputy Chief Executive The Canberra Hospital and Health Services
Capital Region Cancer Service
Cancer Stream Administration
Project Manager**

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 18029)

Gazetted Date: 24 March 2011

Closing Date: 07 April 2011

The Capital Region Cancer Service (CRCS) is looking for a highly experienced project manager to oversee and support the CRCS \$27.9m Capital Asset Development Program. The successful candidate will have highly developed project management, communication, liaison, negotiation, planning, research and leadership skills and enjoy working as part of a flexible and dynamic team.

Eligibility/Other Requirements: Tertiary qualifications in management and/or a health related field would be desirable.

Note: This position is temporary for a period of two years.

Contact Officer: David Robertson (02) 6174 5640

**Deputy Chief Executive The Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drugs
Community Health Promotion
Corrections Health Nurse**

Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 14273, several)

Gazetted: 24 March 2011

Closing Date: 31 March 2011

Are you looking for a change and something very different? Are you looking for a job that gives you more variety and autonomy? The Corrections Health Program is currently responsible for the delivery of health care to youth and adults in custody at the Alexander Maconochie Centre, Bimberi Youth Justice Centre, Symonston Periodic Detention Centre and the ACT Court Cells. The Corrections Health Program provides a very supportive work environment. Our nurses find working with people in custody challenging, very interesting and an extremely satisfying area of nursing. Applications are sought from Registered Nurses for two vacant positions working for ACT Health Corrections Health Program. It is desirable that all applicants have a broad nursing background, demonstrated experience in acute nursing and autonomous decision making and a keen interest in working with people in custody.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board and sound experience in a clinical setting are mandatory. Experience in applying the principles in primary health care and experience and/or interest in working with people with mental health and alcohol and other drug issues are desirable.

Note: Working on a rotating roster (no night shift) is required. The position also attracts an environmental allowance and a paid meal break allowance.

Contact Officer: Gayle Berthold (02) 6207 2841

Calvary Health Care ACT (Public)

Nursing

Operating Theatres

Orthopaedic Liaison Nurse

Registered Nurse Level 2 \$72,960 - \$77,472, Canberra (PN: 7731)

Gazetted: 23 March 2011

Closing Date: 30 March 2011

Patient Education preparation class; Orthopaedic clinical audit committee; Liaison with Orthopaedic surgeons; Patient pre-op and post-operative follow up; Ward rounds; Orthopaedic data collection; Joint Replacement Policy; Hip and Knee Patient information booklets; Relevant reporting of all data collected

Eligibility/Other Requirements: MANDATORY: Registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). DESIRABLE: Commitment to quality activities related to the speciality of Orthopaedics. High level communication skills to enable interacting with patients and multi-disciplinary team. Recent peri-operative nursing experience. Previous experience in policy development and review. Experience in report writing, management and presentation of data.

Note: Permanent part-time position 40.00 hours per fortnight

Contact Officer: Lesley Gilbert 02 6201 6892 Lesley.Gilbert@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Social Work Psychology Department

Social Worker

Health Professional Level 3 \$72,543 - \$76,543, Canberra (PN: 9063)

Gazetted: 18 March 2011

Closing Date: 31 March 2011

Overall functions: Apply knowledge, skills, professional judgement and initiative in the delivery of social work services including novel, complex or difficult tasks as guided by supervisor. Promote high quality patient outcomes for social work clients through involvement in the multidisciplinary team, networking and education. Participate in all components of the social work service. Participate in the supervision and training of Health Professionals Level 1 and 2, students and other support staff. Duties: 1. With minimal direction, provide Social Work Services for patients in the acute health care clinical areas that include the following: psycho-social assessment, counselling, brief therapeutic intervention, case management, consultation and referral as required. 2. Work in close consultation with health professionals/clinicians within and external to Calvary Hospital and community agencies to ensure the provision of a quality patient service, with a focus on continuity and consistency of care for patients during their period of recovery. 3. Contribute to the work of a multi-disciplinary team in order to meet the goals of Social Work & Psychology Department. 4. Provide clinical supervision, mentoring, in-service training and support to students, other Social Workers, and other staff. 5. Develop and deliver group education and therapy programs for patients. 6. Undertake administrative duties including preparation of reports, maintenance of records, and provision of regular statistical information as required. 7. Participate in professional development opportunities, including regular supervision.

Eligibility/Other Requirements: MANDATORY: Appropriate degree or recognised qualifications in Social Work. HIGHLY DESIRABLE: Eligibility for membership and accreditation with the Australian Association of Social Workers, or other relevant professional organisation. Advanced knowledge gained through clinical social work experience and continuing education including demonstrated skills in psycho-social assessment, counselling, brief therapeutic intervention, group therapy and education programs, and case management. Demonstrated ability to work autonomously but also contribute in a significant way as part of a multi-disciplinary team. For example through education and supervision of other team members; contribution to policy development; leading innovative projects; undertaking relevant research. Effective communication skills, both written and oral - in particular, an ability to provide logical and coherent reports regarding patients, and to develop and maintain rapport with clients and other health care professionals. Demonstrated ability to develop and provide group education programs for patients and their families. Effective organisational skills, including the capacity to prioritise and manage competing demands, undertake complex tasks without supervision, and problem solve.

Contact Officer: Tuula Peltola 02 6201 6314 Tuula.Peltola@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Administrative

ACTPAS Project

ACTPAS Business Analyst

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 7729)

Gazetted: 23 March 2011

Closing Date: 7 April 2011

Provide a range of Business Analysis services for the Calvary Public Hospital ACTPAS Project which will implement the following software products: iSoft iPM, iSoft EDIS and PowerHealth Solutions Power Billing and Revenue Collection: 1. Use own health care subject matter expertise and/or collaborate with health care Subject Matter Experts (SME) on patient administration processes and/or patient billing processes for: gathering requirements, reviewing business processes, reviewing/creating/updating process maps, capturing business issues, solving business issues, updating policies and procedures, and if required, assisting facilitation of organisational change; 2. Perform gap analysis for business requirements, functions, data, policies, procedures and/or reporting; 3. Perform and validate configuration of software applications; 4. Perform data mapping for software application configuration, data migration, integration and/or reporting; 5. Analyse the organisation's business processes and the given business requirements, to write or update effective functional and design specifications; 6. Write or update system tests, and User Acceptance Test plans and test cases, and/or perform testing; 7. Assist application Super Users performing project activities; 8. Write or update software application training guides; 9. Coordinate trainers delivering end-user software training and/or undertake the role of software trainer as required; 10. Support application end-users during implementation and transition to operational support; 11. Undertake other relevant duties as required.

Eligibility/Other Requirements: Sound business analyst skills in a diverse operational business and/or IT development/implementation/support environment; Ability to facilitate concurrent business process review activities, Highly developed oral and written communication skills, including the ability to liaise effectively at all levels and work as part of a diverse, professional team; Ability to perform software application configuration, and gap analysis for business requirements. Ability to work effectively either as part of a team or individually. HIGHLY DESIRABLE: Experience in a health care setting and or experience in patient administration software applications.

Note: Temporary 10 month full-time position.

Contact Officer: Trevor Carr 02 6201 6018 trevor.carr@Calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Social Work and Psychology Department

Social Worker

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 8340)

Gazetted: 21 March 2011

Closing Date: 31 March 2011

1. With direction, provide a broad range of Social Work services for patients in the acute care clinical areas, including the following: psycho-social assessment, counselling/brief therapeutic intervention, group education & therapy programs, clinical management, appropriate community referrals. 2. Work in close consultation with health professionals/clinicians within and external to Calvary Hospital and community agencies, to ensure the provision of a quality patient service, with a focus on continuity and consistency of care for patients during their period of recovery. 3. Contribute to the work of a multi-disciplinary team in order to meet the goals of Social Work and Psychology Department. 4. Provide comprehensive and brief written reports regarding patients, as required. 5. Undertake administrative duties including maintenance of records, and provision of regular statistical information as required. 6. Participate in professional development opportunities as required and maintain professional and ethical standards in all areas of work.

Eligibility/Other Requirements: MANDATORY: An appropriate degree in Social Work. HIGHLY DESIRABLE: Eligibility for membership and Accreditation with the Australian Association of Social Workers. Demonstrated capacity to provide a broad range of Social Work services for inpatients in a health care setting, including a knowledge of, and demonstrated skills in, the following: psycho-social assessment, therapeutic intervention/counselling, development and facilitation of group programs, & clinical management. Effective interpersonal communication skills, in particular; An ability to develop and maintain rapport with patients, their families/carers and professional colleagues (both internal and external). Demonstrate capacity to liaise, consult and negotiate with both internal and external stakeholders. Demonstrated ability to work with minimum direction and as part of a multidisciplinary team. Effective written communication skills, including the capacity to provide logical and coherent reports regarding patients. Effective organisational skills, including the capacity to maintain accurate file records and provide accurate statistical data as required. A demonstrated interest in ongoing professional development, training and promoting professionalism and ethical standards in all areas of work.

Contact Officer: Tuula Peltola 02 6201 6314 Tuula.Peltola@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Canberra Institute of Technology

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

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

Centres

Centre for Organisational Capability

Employee Relations Advisor

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 55489)

Gazetted: 23 March 2011

Closing Date: 6 April 2011

The Canberra Institute of Technology (CIT) Employee Relations team within the Centre for Organisational Capability provides managers, executive and staff with interpretation and advice on employment policy, legislation and other related employment issues. Working closely with the Employee Relations Manager, the Advisor plays a key role in the development and implementation of strategies to provide a flexible, innovative and efficient employment framework for CIT staff. The Advisor will be required to undertake a range of Employee Relation related duties from preparing correspondence, submissions and reports; taking part in specific projects; and providing advice to internal stakeholders on Employee Relation related matters.

Note: This position is temporary for the period commencing 4 April 2011 to 30 March 2012.

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

Policy and Organisational Services

Finance and Budget

Senior Director

Executive Level 2.4 \$214,428 to \$226,560 depending on current superannuation arrangements, Canberra

Gazetted: 22 March 2011

Closing Date: 28 March 2011

The ACT Department of Disability, Housing and Community Services has responsibility for a wide range of human service functions in the ACT including: multicultural affairs; community services; older people; women; public and community housing services and policy; children, youth and family support services and policy; disability policy and services; therapy services; Child and Family Centres; the ACT Government Concessions Program; homelessness; community engagement; Aboriginal and Torres Strait Islander Affairs; and community disaster recovery.

Eligibility/Other Requirements: Leadership, integrity, strategic vision, management acumen, a strong community services ethos and political savvy will characterise the successful candidate.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$214,428 to \$226,560 depending on current superannuation arrangements, including a cash component of \$173,328. Employer provided benefits include superannuation, a privately plated car and parking. Detailed position information and selection criteria available by emailing canberra@fordkelly.com.au

ACT Public Service Executive Capabilities can be found at

http://www.cmd.act.gov.au/data/assets/pdf_file/0003/116769/execcapabil.pdf

Contact Officer: Moiya Ford or Jeff Kelly (02) 6260 8788 canberra@fordkelly.com.au

Office for Children, Youth and Family Support

Care and Protection

Director

Executive Level 1.3 \$190,992 to \$201,652 depending on current superannuation arrangements, Canberra

Gazetted: 22 March 2011

Closing Date: 28 March 2011

The ACT Department of Disability, Housing and Community Services has responsibility for a wide range of human service functions in the ACT including: multicultural affairs; community services; older people; women; public and community housing services and policy; children, youth and family support services and policy; disability policy and services; therapy services; Child and Family Centres; the ACT Government Concessions Program; homelessness; community engagement; Aboriginal and Torres Strait Islander Affairs; and community disaster recovery.

Eligibility/Other Requirements: Leadership, integrity, strategic vision, management acumen, a strong community services ethos and political savvy will characterise the successful candidate.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$190,992 to \$201,652 depending on current superannuation arrangements, including a cash component of \$152,286. Employer provided benefits include superannuation, a privately plated car and parking. Detailed position information and selection criteria available by emailing canberra@fordkelly.com.au

ACT Public Service Executive Capabilities can be found at

http://www.cmd.act.gov.au/data/assets/pdf_file/0003/116769/execcapabil.pdf

Contact Officer: Moiya Ford or Jeff Kelly (02) 6260 8788 canberra@fordkelly.com.au

Office for Children, Youth and Family Support

Youth

Director

Executive Level 1.2 \$176,832 to \$186,582 depending on current superannuation arrangements, Canberra

Gazetted: 22 March 2011

Closing Date: 28 March 2011

The ACT Department of Disability, Housing and Community Services has responsibility for a wide range of human service functions in the ACT including: multicultural affairs; community services; older people; women; public and community housing services and policy; children, youth and family support services and policy; disability policy and services; therapy services; Child and Family Centres; the ACT Government Concessions Program; homelessness; community engagement; Aboriginal and Torres Strait Islander Affairs; and community disaster recovery.

Eligibility/Other Requirements: Leadership, integrity, strategic vision, management acumen, a strong community services ethos and political savvy will characterise the successful candidate

Note: The successful applicant will be engaged under a performance based contract up to five years with attractive remuneration package ranging from \$176,832 to \$186,582 depending on current superannuation arrangements, including a cash component of \$139,295. Employer provided benefits include superannuation, a privately plated car and parking. Detailed position information and selection criteria available by emailing canberra@fordkelly.com.au

ACT Public Service Executive Capabilities can be found at

http://www.cmd.act.gov.au/data/assets/pdf_file/0003/116769/execcapabil.pdf

Contact Officer: Moiya Ford or Jeff Kelly (02) 6260 8788 canberra@fordkelly.com.au

Office for Children, Youth and Family Support

Care and Protection Services

Practice Support Unit

Manager - Policy and Compliance

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 19129)

Gazetted: 21 March 2011

Closing Date: 5 April 2011

The position is responsible for managing strategic child protection policy development and review in relation to the delivery of Care and Protection Services in the Territory. Oversee the preparation of coordinated responses, ministerial briefs, complaints handling and liaison with oversight bodies and audit processes relating to compliance of Care and Protection Services to legislation and policy. Responsible for the oversight of the national and ACT data and reporting requirements of Care and Protection Services. The position sits within the Practice Support Unit and is part of the Care and Protection Services management group.

Eligibility/Other Requirements: Qualifications in social work, psychology, social sciences, social welfare, law or related field and relevant experience in a case management and or policy roles are desirable.

Contact Officer: Amanda Nuttall (02) 6205 2898 amanda.nuttall@act.gov.au

Policy and Organisational Services

Governance Advocacy and Community Policy

Organisational Governance

FOI and Special Projects Officer

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 11630)

Gazetted: 23 March 2011

Closing Date: 12 April 2011

This position sits within the Organisational Governance Unit and reports to the Manager and will have significant contact with departmental officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines. The position is responsible for the co-ordination and compliance of all OCYFS Freedom of Information (FOI) requests and to ensure quality and timely outcomes are achieved. The position will also be required to assist and take on complex special projects as directed by the Manager or Executive Director.

Eligibility/Other Requirements: Strong understanding of the *Freedom of Information Act and the Children and Young People Act 2008* is highly desirable.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Disability ACT

Service Delivery

Intensive Treatment and Support Services

Case Manager

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 23212)

Gazetted: 21 March 2011

Closing Date: 5 April 2011

The position of Case Manager requires an individual experienced in working with people with high and complex behavioural needs, case coordination skills and knowledge of risk management. The successful applicant will be required to work as part of a diverse team and contribute to a culture change across service delivery that emphasises responsibility, inclusion and participation, in order to meet the service objectives.

Eligibility/Other Requirements: Accredited four-year Degree in Occupational Therapy, or other related Health qualification, and eligibility to be registered with relevant ACT Bodies. Minimum of two year relevant professional experience.

Experience in working with individuals with an intellectual disability and/or Mental Health dysfunction.

Contact Officer: Sue Watson (02) 6205 3533 sue.watson@act.gov.au

Housing ACT

Corporate Finance

Finance Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 25581)

Gazetted: 22 March 2011

Closing Date: 5 April 2011

Housing ACT Finance Section is responsible for managing the accounting statutory reporting functions for Housing ACT and all financial aspects of the portfolio, including oversight of the capital program, the repairs and maintenance program, analysis of expenditure and compliance with the Total Facilities Management contract, monitoring sales and acquisitions and providing advice on implementation of these programs.

Note: Applicants may be assessed on application and referee reports only.
Contact Officer: Sandra Gutierrez (02) 6205 2896 sandra.gutierrez@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.

**Housing ACT
Corporate Finance
Finance Officer**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 25689)

Gazetted: 22 March 2011

Closing Date: 5 April 2011

Housing ACT Finance Section is responsible for managing the accounting statutory reporting functions for Housing ACT and all financial aspects of the portfolio, including oversight of the capital program, the repairs and maintenance program, analysis of expenditure and compliance with the Total Facilities Management contract, monitoring sales and acquisitions and providing advice on implementation of these programs.

Note: Applicants may be assessed on application and referee reports only.

Contact Officer: Marlene Sutton (02) 6207 4503 marlene.sutton@act.gov.au

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

Department of 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**

**School Improvement
North/Gungahlin Network
Majura Primary School
Executive Teacher**

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

Gazetted: 23 March 2011

Closing Date: 6 April 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: Coralie McAlister (02) 6205 5711 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
North/Gungahlin Network
Gold Creek School
Youth Support Worker**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 08142)

Gazetted: 21 March 2011

Closing Date: 4 April 2011

Work in a collaborative educational team to develop, implement and deliver social skills and personal development programs appropriate to young adolescents. Communicate effectively with students, parents, colleagues and support agencies.

Eligibility/Other Requirements: Tertiary qualifications in Youth Work or related field are desirable.

Contact Officer: Sue Jose (02) 6207 1621 sue.jose@ed.act.edu.au

**School Improvement
North/Gungahlin Network
Amaroo School
Youth Worker**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 11537)

Gazetted: 18 March 2011

Closing Date: 1 April 2011

Work in a collaborative educational team to develop, implement and deliver social skills and personal development programs appropriate to young adolescents.

Eligibility/Other Requirements: Tertiary qualifications in Youth Work or related field are desirable.

Note: This is a temporary position available from 2 May 2011 to 21 December 2011.

Contact Officer: Paula Kinsman (02) 6205 2808 paula.kinsman@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**

**Office of Regulatory Services
Policy and Community Relations
Community Relations
Secretariat Officer**

Administrative Services Officer Class 5/6 \$61,295 - \$76,043, Canberra (PN: 03826, expected vacancy)

Gazetted: 23 March 2011

Closing Date: 6 April 2011

Under the limited direction of the Senior Manager, Policy and Community Relations, coordinate and provide secretariat functions to the Committees managed by the Office. Prepare publication and promotional material, as directed. Undertake coordination tasks, as directed. Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is an expected permanent vacancy. The position will be filled at either ASO5 or ASO6 level dependant on officer's skill level and experience.

Contact Officer: Julie Mitchell (02) 6205 3780 Tania Manuel (02) 6205 3738 julie.mitchell@act.gov.au or tania.manuel@act.gov.au

**ACT Law Courts and Tribunal Administration
Registry**

Senior Support Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 42366)

Gazetted: 22 March 2011

Closing Date: 5 April 2011

The ACT Law Courts and Tribunal Administration is seeking applications from individuals who are interested in working as part of a team within the registry. Responsibilities will involve assisting team leaders, processing documentation, liaising with clients and exercising the statutory appointment of a Deputy Registrar as required. The successful person for this position should have a flexible and helpful approach, be able to work under pressure, meet deadlines and have well developed computer skills.

Note: This position is a generic position and successful applicants may be placed in any vacant Senior Support Officer position and will be rotated throughout the business unit.

Contact Officer: Felicity Perkins (02) 6207 1386 felicity.perkins@act.gov.au

**ACT Law Courts and Tribunal Administration
Registry**

Support Officer

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 42320)

Gazetted: 22 March 2011

Closing Date: 5 April 2011

Assist the Unit Manager in the work of the ACT Law Courts and Tribunal Administration, including performing duties in various units as required. Duties include handling mail, checking and processing documentation provided for under appropriate legislation or practice directions, as well as answering general enquiries in relation to the ACT Law Courts and Tribunal Administration processes and procedures from a diverse range of clients.

Eligibility/Other Requirements: A current driver's licence is essential.

Note: Successful applicants may be placed in any vacant Support Officer position and will be rotated throughout the business units, as required.

Contact Officer: Judy Talevich (02) 6207 1319 judy.talevich@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**

**Shared Services
Human Resources
Recruitment Services
Team Leader**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 08068)

Gazetted: 21 March 2011

Closing Date: 4 April 2011

Recruitment Services is seeking a highly motivated individual to lead the provision of high quality recruitment services across the ACT Public Service. The successful applicant will possess excellent team leader skills, a strong understanding of the ACT Public Service Employment framework and will work extensively with client agencies and Shared Services stakeholders to deliver best practice recruitment processes.

Note: Applications are to be sent directly to Joanna Lewis; joanna.lewis@act.gov.au

Contact Officer: Joanna Lewis (02) 6205 4547 joanna.lewis@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/ICT Government Services

ICT Government Services-Shared Services, Treasury and CMD ICT Support

Business Applications Support Officer

Senior Officer (Technical) Grade C \$83,816 - \$90,372, Canberra (PN: 23181)

Gazetted: 18 March 2011

Closing Date: 5 April 2011

Leader of a small team with business and technical knowledge required to run and maintain ACT Treasury Rating system used to levy Rates, Land Tax and other charges on ACT properties. Provide analysis, advice and suggestions for the improvement, support and maintenance of these systems.

Contact Officer: Di Neville (02) 6207 4267 di.neville@act.gov.au

Transport and Infrastructure

Roads ACT

Road Maintenance Services

Works Supervisor

General Service Officer Level 10 \$66,198 - \$76,043, Canberra (PN: 00826)

Gazetted: 18 March 2011

Closing Date: 5 April 2011

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

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Ken Marshall (02) 6213 0762 ken.marshall@act.gov.au

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

Territory Services Division

Sport and Recreation Services

ACT Academy of Sport

Performance Science Coordinator

Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 15087)

Gazetted: 18 March 2011

Closing Date: 25 March 2011

The ACT Academy of Sport (ACTAS) is seeking an enthusiastic and dynamic Performance Science Coordinator to join our successful team. This person will play a critical role in redefining and leading the delivery of Sports Science services to ACTAS partner programs and individual scholarship holders.

Eligibility/Other Requirements: Postgraduate qualifications are required. A PhD is highly desirable. It is expected that the successful applicant will have significant experience delivering applied sport science services in an elite athlete setting. International Society of Advanced Kinanthropometry (ISAK) level 2 accreditation is highly desirable. A good understanding and knowledge of sports based PhD models and programs will be highly regarded.

Note: Position may be filled on application and referee reports only.

Contact Officer: Phil Moreland (02) 6207 4404 phil.moreland@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

Education ICT, Business Services

Office Manager

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 09328)

Gazetted: 21 March 2011

Closing Date: 4 April 2011

Manage and control financial and budgetary matters for large project, capital and recurrent budgets, including regular financial reporting, forecasting, budget preparation and monitoring, and advising and liaising with managers and suppliers.

Note: This is a temporary vacancy available from 16 May 2011 until 9 March 2012.

Contact Officer: Karen Carlton (02) 6205 5510 karen.carlton@act.gov.au

Shared Services

Human Resources

Payroll and Personnel

Project Manager - Team Supervisor - Salary Packaging

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 09390)

Gazetted: 21 March 2011

Closing Date: 4 April 2011

We have an opportunity for a motivated and well organised person to supervise the Salary Packaging team. The successful applicant will possess strong supervisory skills, oral and written communication skills and will be required to manage projects that contribute to the operations of the Salary Packaging team.

Note: Applicants may be assessed on applications and referees only.

Contact Officer: Ula Martin (02) 6205 6536 ula.martin@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.

Shared Services

Human Resources

Payroll and Personnel

Team Supervisor - Payroll and Personnel

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 09371)

Gazetted: 18 March 2011

Closing Date: 1 April 2011

We have an opportunity for a motivated and well organised person to supervise a Payroll team. The successful applicant will possess strong supervisory skills, oral and written communication skills.

Contact Officer: Ula Martin (02) 6205 6536 ula.martin@act.gov.au

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

Transport and Infrastructure

Roads ACT

Traffic Management and Safety

Technical Officer - Traffic Signals

Technical Officer Level 4 \$66,198 - \$76,043, Canberra (PN: 23581)

Gazetted: 23 March 2011

Closing Date: 12 April 2011

We are seeking an experienced Traffic Signals Technical Officer to help operate and maintain Canberra's traffic signals system. The successful candidate is likely to have a background in traffic signal operations and analysis including the day to day operation of a central traffic signal control system. Experience with the SCATS signal control system and familiarity with signal coordination optimisation software would be a particular advantage. The successful candidate will also be proficient in the use of AutoCad.

Eligibility/Other Requirements: Technical qualifications in an appropriate discipline and relevant experience.

Contact Officer: Michael Day (02) 6207 5223 michael.day@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.

Land Management and Planning Division

Place Management

City Services

Pests and Weeds Officer

Technical Officer Level 3 \$57,082 - \$64,764, Canberra (PN: 17747)

Gazetted: 17 March 2011

Closing Date: 24 March 2011

Place Management, a Branch within City Services, Land Management and Planning Division is responsible for planning and management of parks and reserves and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. Place Management has a temporary vacancy for a Technical Officer 3, Pests and Weeds Officer, based at Macarthur House, reporting to the Southside Operations Manager.

Eligibility/Other Requirements: Current driver's licence Tertiary qualifications in Agriculture, Natural Resource Management, Environmental Science, Horticulture or equivalent is desirable. Ability to undertake the physical requirements of the tasks.

Note: This is a temporary vacancy available 4 April 2011 to 2 March 2012.

Contact Officer: Julie Garbode (02) 6207 2283 julie.garbode@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.

Shared Services

Human Resources

Payroll and Personnel

Team Member - Payroll and Personnel

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 09694, several)

Gazetted: 21 March 2011

Closing Date: 4 April 2011

We have an opportunity for a motivated and well organised person to join the Payroll and Personnel services team. The successful applicant will possess strong customer service skills, oral and written communication skills and will be required to contribute to operations of the Payroll and Personnel team.

Contact Officer: Ula Martin (02) 6205 6536 ula.martin@act.gov.au

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

Transport and Infrastructure

**Canberra Connect
Contact Centre
Quality Coordinator**

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 14636)

Gazetted: 18 March 2011

Closing Date: 25 March 2011

Applications are sought from suitably experienced and motivated individuals to fill the role of Quality Coordinator in the Canberra Connect Contact Centre team. The position is responsible for ensuring high quality standards are applied in the Contact Centre. This involves quality monitoring, preparation and analysis of statistical reporting for identification and management of training gaps as well as maintaining up to date information in the web-based knowledgebase for the call handling team. It requires excellent relationship building skills with all stakeholders in the knowledgebase content management.

Eligibility/Other Requirements: Suitable candidates would be experienced in using Adobe Dreamweaver and RightNow Technologies CRM along with strong written and verbal communications skills.

Note: This position may be filled based on application and referee reports only.

Contact Officer: Sean Kelly (02) 6205 3946 sean.kelly@act.gov.au

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

Transport and Infrastructure

Roads ACT

Strategic Asset Management

Planning and Investigations Officer

Technical Officer Level 2 \$48,615 - \$55,954, Canberra (PN: 23364)

Gazetted: 21 March 2011

Closing Date: 5 April 2011

Roads ACT has a Technical Officer career position available. Assist with the road and road associated asset condition and use assessment, prepare reports on the findings and recommend corrective action. Through the identification of road associated assets, capture of road attribute data and needs assessments you will help create safe and efficient road transport services for the Canberra community.

Eligibility/Other Requirements: Associate Diploma in the relevant technical field and/or technical experience deemed equivalent. Current driver's licence Class C or manual equivalent.

Contact Officer: Karl Cloos (02) 6207 6871 karl.cloos@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.

Land Management and Planning

Parks and Conservation Service

Tidbinbilla

General Service Officer

General Service Officer Level 5/6 \$42,612 - \$47,092, Canberra (PN: 19517)

Gazetted: 18 March 2011

Closing Date: 5 April 2011

Conducting land management and general maintenance functions under the direction of the Manager, Land, Facilities and Wildlife, Birrigai at Tidbinbilla. The role involves the maintenance of educational and visitor experience facilities and equipment, as well as the monitoring and maintaining a wide range of service infrastructure on the property. The successful applicant should be prepared to work under limited supervision in a small team.

Eligibility/Other Requirements: Ability to undertake the physical requirements of the tasks listed in the Duty Statement. Current driver's licence.

Note: Light Rigid truck licence, Plant Operators Certificate and First Aid Certificate are desirable.

Contact Officer: Graham Blinksell (02) 6205 8963 graham.blinksell@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.

Legislative Assembly Secretariat

Chamber Support

Part-time Attendant

Administrative Service Officer Class 2 \$43,289 - \$48,003, Canberra (PN: CHAM221)

Gazetted: 23 March 2011

Closing Date: 8 April 2011

Applications from suitably qualified and experienced people to undertake the following part-time Attendant position at the ACT Legislative Assembly. In this role, you will carry out security and reception duties at the entrances to the Legislative Assembly building, provide support services to Legislative Assembly Members and staff, and to the Assembly Secretariat, perform attendant duties in the Assembly Chamber, assist in the preparation of the Chamber and Committee rooms, and maintain first point of contact for public enquiries. You will be dedicated to customer service and teamwork and have the communication skills to build effective relationships with staff and Members. Ideally, you will have a knowledge of security, messenger and servicing procedures and a capacity to implement related policies.

Eligibility/Other Requirements: Applicants will also require an appropriate level of physical fitness to undertake security and manual handling tasks.

Note: Selection criteria is available at www.parliament.act.gov.au Applications close Friday 8 April 2011

Contact Officer: Rod Campbell 6205 0445 rod.campbell@parliament.act.gov.au Applications can be forwarded to: The Recruitment Officer ACT Legislative Assembly GPO Box 1020 CANBERRA ACT 2601

APPOINTMENTS

ACT Health

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

Teighan Barnett 827-33506, Section 68(1), 7 March 2011

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

Vincent Ng 827-36168, Section 68(1), 21 March 2011

Enrolled Nurse Level 1 \$46,825 - \$50,191

Jacqueline Taylor 827-30137, Section 68(1), 14 February 2011

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

Omar Gailani 829-55600, Section 68(1), 21 March 2011

Canberra Institute of Technology

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

Amanda Jane Gillborn 778-77687, Section 68(1), 11 March 2011

General Service Officer Level 3 \$38,248 - \$39,745

Gary Kelly 827-33311, Section 68(1), 12 March 2011

Chief Minister's Department

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

Qi Ralph Guo 817-5006, Section 68(1), 15 March 2011

Department of Disability, Housing and Community Services

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

Susan Kingsford 827-34920, Section 68(1), 16 March 2011

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

Jubaida Shahi 827-08503, Section 68(1), 21 March 2011

Department of Justice and Community Safety

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

Alexander Kenneth Crosbie 827-36416, Section 68(1), 18 March 2011

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

Daniel Orwin 827-34859, Section 68(1), 17 March 2011

Department of Territory and Municipal Services

Workshop Staff (TGSO6) \$56,005 - \$58,504

Michael Robert Schoen 140-594, Section 68(1), 4 April 2011

Administrative Services Officer Class 2 \$43,289 - \$48,003

Toni Urlich 820-93051, Section 68(1), 17 March 2011

Legislative Assembly Secretariat

Administrative Service Officer Class 2, \$43,289 - \$48,003

Paul Oliver, CHAM208, Section 68(1), 22 March 2011

TRANSFERS

ACT Health

Rhonda Maher: 260-82972

From: Registered Nurse Level 5.5 \$129,358
Calvary Health Care ACT
To: Registered Nurse Level 5.5 \$129,358
ACT Health, Canberra (PN. 21503) (Gazetted 21 October 2010)

Calvary Health Care ACT (Public)

Kelly Trudgen

Registered Nurse Level 2 \$72,960 - \$77,472
ACT Health
Registered Nurse Level 3 Grade 2 \$94,804
Calvary Health Care ACT, PN 7718, 3 December 2010

Department of the Environment, Climate Change, Energy and Water

Michael Chertok: 827-20887

From: Senior Officer Grade C \$83,816 - \$90,372
ACT Planning and Land Authority
To: Senior Officer Grade C \$83,816 - \$90,372
Department of the Environment, Climate Change, Energy and Water, Canberra (PN. 33211) (Gazetted 28 January 2011)

PROMOTIONS

ACT Health

The Canberra Hospital

Medicine

Chronic Care Program

Elizabeth Bourke: 821-12822

From: Registered Nurse Level 2 \$72,960-\$77,472
ACT Health
To: †Registered Nurse Level 3.1 \$83,861-\$87,312
ACT Health, Canberra (PN. P11913) (Gazetted 16 December 2010)

Population Health

Health Protection Service

Scientific Services Management

Lachlan Kite: 741-13657

From: Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
ACT Health
To: †Health Professional Level 4 \$83,816 - \$90,372
ACT Health, Canberra (PN. 21317) (Gazetted 13 January 2011)

ACT Planning and Land Authority

Development Services

Development Assessment

Jesmin Abdullah: 817-45169

From: Administrative Services Officer Class 4 \$54,956 - \$59,668
ACT Planning and Land Authority
To: Administrative Services Officer Class 5 \$61,295 - \$64,994
ACT Planning and Land Authority, Canberra (PN. 15092) (Gazetted 11 November 2010)

Calvary Health Care ACT (Public)

Allied Health

Physiotherapy

Radhika Chaudhary

Health Professional Level 2 \$50,796 - \$70,459
Calvary Health Care ACT
Health Professional Level 3 \$72,543 - \$76,543
Calvary Health Care ACT, PN 8809, 2 September 2010

Nursing

Infection Control

Sandra Roodt

Registered Nurse Level 1 \$51,872 - \$70,092
Calvary Health Care ACT
Registered Nurse Level 3 Grade 2 \$94,804
Calvary Health Care ACT, PN 8207, 21 January 2011

**Nursing
Critical Care Unit**

Tia Watts

Registered Nurse Level 1 \$51,872 - \$70,092
Calvary Health Care ACT
Registered Nurse Level 2 \$72,960 - \$77,472
Calvary Health Care ACT, PN 8220, 3 December 2010

**Nursing
Critical Care Unit**

Rachael Smith

Registered Nurse Level 1 \$51,872 - \$70,092
Calvary Health Care ACT
Registered Nurse Level 2 \$72,960 - \$77,472
Calvary Health Care ACT, PN 8928, 3 December 2010

**Nursing
Critical Care Unit**

Amanda Byrnes

Registered Nurse Level 1 \$51,872 - \$70,092
Calvary Health Care ACT
Registered Nurse Level 2 \$72,960 - \$77,472
Calvary Health Care ACT, PN 8192, 3 December 2010

**Nursing
Critical Care Unit**

Megan Richardson

Registered Nurse Level 1 \$51,872 - \$70,092
Calvary Health Care ACT
Registered Nurse Level 2 \$72,960 - \$77,472
Calvary Health Care ACT, PN 7115, 3 December 2010

Daniel Harris

Health Services Officer Level 4 \$40,700 - \$42,331
Calvary Health Care ACT
Technical Officer Level 3 \$57,082 - \$64,764
Calvary Health Care ACT, PN 7638, 3 December 2010

Department of Disability, Housing and Community Services

**Disability ACT
Service Delivery
Individual Response Team**

Julie Basso: 740-99066

From: Disability Support Officer Level 3 \$64,177 - \$68,145
Disability ACT
To: Administrative Services Officer Class 6 \$66,198 - \$76,043
Department of Disability, Housing and Community Services, Canberra (PN. 22356) (Gazetted 12 January 2011)

**Therapy ACT
Psychology
School Age North**

Graham Mackay: 816-82794

From: Technical Officer Level 2 \$48,615 - \$55,954
Department of Disability, Housing and Community Services
To: Health Professional Level 2 \$50,796 - \$70,459
Department of Disability, Housing and Community Services, Canberra (PN. 07619) (Gazetted 14 February 2011)

Department of Land and Property Services

**Property and Capital Works
ACT Property Group
Property Projects and Services
David Doherty: 820-73464**

From: Senior Professional Officer Grade B \$99,033 - \$111,485
Department of Land and Property Services
To: †Senior Officer Grade A \$115,016
Department of Land and Property Services, Canberra (PN. 19059) (Gazetted 18 January 2011)

Department of Territory and Municipal Services

InTACT

Operations

Health ICT- Projects

Sandra Kay Cook: 741-18212

From: Senior Officer Grade C \$83,816 - \$90,372
Department of Territory and Municipal Services
To: †Senior Officer Grade B \$99,033 - \$111,485
Department of Territory and Municipal Services, Canberra (PN. P17730) (Gazetted 8 July 2010)

Land Management and Planning

Parks and Conservation

National Parks, Reserves and Rural Land

Michelle Tracy Jenkins: 799-93649

From: Administrative Services Officer Class 3 \$49,306 - \$53,214
Department of Territory and Municipal Services
To: †Administrative Services Officer Class 4 \$54,956 - \$59,668
Department of Territory and Municipal Services, Canberra (PN. 09874) (Gazetted 13 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.

Land Management and Planning

City Services

Open Space Planning

Peter John Jermyn: 257-99197

From: General Service Officer Level 7 \$48,615 - \$51,449
Department of Territory and Municipal Services
To: †General Service Officer Level 9 \$57,082 - \$64,764
Department of Territory and Municipal Services, Canberra (PN. 09881) (Gazetted 8 November 2010)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

InTACT

Planning and Development

Platform Systems

Adam Radic: 799-98631

From: Administrative Services Officer Class 4 \$54,956 - \$59,668
Department of Territory and Municipal Services
To: Information Technology Officer Class 2 \$66,198 - \$76,043
Department of Territory and Municipal Services, Canberra (PN. 15343) (Gazetted 23 December 2010)

CORRIGENDA

Canberra Institute of Technology

Centres

Centre for Education Excellence

Curriculum and Accreditation Services

Walsa Fox: 780-67934

From: Administrative Services Officer Class 2 \$43,289-\$48,003
Canberra Institute of Technology
To: Administrative Services Officer Class 4 \$54,956-\$59,668
Canberra Institute of Technology, Canberra (PN. 18715) (Gazetted 5 November 2009)
Correction to position number promoted into.