



ACT Government Gazette

Gazetted Notices for the week beginning 03 November 2011

VACANCIES

Calvary Health Care ACT (Public)

Learning and Development

Nursing Education

Nursing

Clinical Education and Professional Development Manager

Registered Nurse Level 3.1 Transition Program Coordinator \$83,861 - \$87,312, Canberra (PN: 7381)

Gazetted: 03 November 2011

Closing Date: 24 November 2011

The Clinical Education and Professional Development Unit are looking for a dynamic Registered Nurse leader with broad nursing experience who sees professional development, workplace culture, and flexibility as extremely important. The Transition Program Coordinator is full time permanent positions whose primary role is to co-ordinate and facilitate transitional professional development programs. An example of this is the Graduate Registered Nurse program. This role will include providing leadership and supervision to the Clinical Facilitators and facilitate educational activities designed to meet identified learning and development needs of the Calvary Health Care staff undertaking a transition program.

Salary: RN 3.1- \$83,861- \$87,312. Desirable Selection Criteria: Holds or is working towards a tertiary qualification in related topic for example Education, Management or equivalent experience. Demonstrated ability to plan, implement and evaluate clinical education and professional development activities within a quality control framework utilising adult learning principles. Demonstrated analytical and problem solving skills, including the capacity to collect data, establish facts and draw valid conclusions. Demonstrated excellent communication and interpersonal skills, including the ability to liaise effectively with internal and external stakeholders. Highly developed computer skills including demonstrated competence in using Microsoft Office packages and ability in the operation of desk top publishing software for information management and presentation. Applications close: 24 November 2011 For further enquires please contact Kylie Moore, Clinical Education and Professional Development Manager on (02) 62647262 or kylie.moore@calvary-act.com.au For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kylie Moore 6201 7262 kylie.moore@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

Central Support Centre

Statistics Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 54727)

Gazetted: 07 November 2011

Closing Date: 21 November 2011

Under limited direction assist in the collection, analysis and dissemination of statistical and other information on matter effecting the Institute including; reporting of data on enrolments and annual student contact hours, the annual AVETMISS data collection and associated audits and the Institute profile and other training activities. Undertake complex investigations, reviews and analysis across a range of reporting requirements e.g.: the Institute's reporting obligations against agreed ACT Government and national performance indicators. Undertake projects as required by the Statistics Manager and/or Finance Manager. Assist in the development and maintenance of relevant management information systems for the collection and administration of enrolment, student effort, academic performance and financial statistics.

Eligibility/Other Requirements: Desirable: An understanding of the Institute's programs and objectives or those of a similar institution in the VET sector.

Contact Officer: Brad Imhoff (02) 6207 3327 brad.imhoff@cit.edu.au

Centres

Central Support Centre

Administrative Services Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 54453)

Gazetted: 04 November 2011

Closing Date: 18 November 2011

Under general direction manage the day to day activities of CIT's Record Management function including the coordination of disposal/retention of Institute records. Liaison with Centres and coordinate the development, implementation and maintenance of file systems and procedures for the Institute. Identify and recommend appropriate changes or modifications to the automated file management system used within CIT, prepare reports and maintain statistics for management and draft correspondence of a more complex nature. Responsibility for maintaining approved CIT Network Directory Structures in accordance with CIT's Records Management Program.

Contact Officer: Brad Imhoff (02) 6207 3327 brad.imhoff@cit.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.

Centres

Centre for Education Excellence

Flex:Ed

Online Support Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 54675)

Gazetted: 09 November 2011

Closing Date: 23 November 2011

This position provides support for teachers and students in the online learning environment such as: diagnosis of issues and escalation where required, operate software to meet teachers 'just in time' requirements including basic training in the Learning Management System.

Eligibility/Other Requirements: At least two years experience in administration or business. Qualification in information technology, business or project management would be an advantage.

Note: This is a temporary position available from 30 December 2011 until 31 December 2014.

Contact Officer: Penny Neuendorf (02) 6207 4041 penny.neuendorf@cit.edu.au

Community Services

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

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

Office for Children, Youth and Family Support

Strategic Partnerships

Senior Manager

Senior Officer Grade A \$115,016, Canberra (PN: 26671)

Gazetted: 03 November 2011

Closing Date: 10 November 2011

The Office for Children, Youth and Family Support is seeking applicants to fill the role of Senior Manager, Strategic Partnerships. The Senior Manager position plays a key role in supporting the Executive Director in the delivery of her responsibilities. The position will require a person who has experience in managing, developing, implementing and monitoring strategic policy activities and coordinating business support activities including Business Continuity Plans and Risk Management. The position is responsible to mentor, lead and support staff in Strategic Partnerships.

Contact Officer: Kathryn Elton (02) 6205 9206 kathryn.elton@act.gov.au

Disability ACT

Executive and Business

Business Support

Senior Manager Business Support

Senior Officer Grade A \$115,016, Canberra (PN: 23395)

Gazetted: 07 November 2011

Closing Date: 22 November 2011

The position is responsible for contributing to the financial management and negotiations with government and non-government organisations including analysing monthly, quarterly and annual financial reports and advising on risk management strategies. The position also supervises a large team. The position incumbent is required to demonstrate a commitment to the Vision and Values of Disability ACT.

Eligibility/Other Requirements: Qualifications and experience in Accounting or Business within the Government Sector is essential. Experience in project management would be an advantage.

Contact Officer: Kate Starick (02) 6205 7062 kate.starick@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Kinship Care Support Workers

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 26769, several)

Gazetted: 08 November 2011

Closing Date: 22 November 2011

The Kinship Worker will serve as a central point of contact and support for Kinship carers in the ACT. The position will augment current service provision from within Care and Protection Services of the Community Services Directorate to increase support and relationships between Kinship carers, agencies and government. Kinship care is the care provided by relatives or a person known to the child or young person and/or family when a child cannot live with their parents.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will have at least two years' experience working with children, youth and/or families in a social work/case management role. Current driver's licence.

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

Contact Officer: Nicole Eldridge (02) 6205 6002 nicole.eldridge@act.gov.au

**Housing and Community Services
Asset Management Branch
Community Facilities
Senior Finance Officer**

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 26054)

Gazetted: 09 November 2011

Closing Date: 16 November 2011

Community Services Directorate is seeking applications from suitably qualified officers with an excellent knowledge of accrual accounting procedures and a demonstrated understanding of government financial policies and procedures. The successful applicant will be responsible for the financial support to the Community Facilities Unit.

Eligibility/Other Requirements: Good communication skills and a sound knowledge of property and tenancy management are highly desirable including a sound focus on customer relations. Accounting qualifications or progress towards obtaining accounting qualifications is highly desirable. Knowledge of the Territory's leasing systems and an understanding of property management processes would support this application. A current driver's licence is essential.

Contact Officer: John Dowse (02) 6207 1053 john.dowse@act.gov.au

**Housing and Community Services
Housing ACT
Gateway Services
Gateway Officer**

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN:26790, several)

Gazetted: 07 November 2011

Closing Date: 22 November 2011

Gateway Officers are responsible for delivering front-line human services. The role includes assessing complex client needs, determining eligibility for housing assistance, matching resources to needs and liaising with Community agencies. The successful applicants will need to demonstrate that they have experience in high quality client focussed service delivery, proven analytical and problem solving skills of a high order and well developed oral and written communication skills.

Eligibility/Other Requirements: Experience in using a range of IT business and office applications are desirable. Current driver's licence.

Contact Officer: Cara Cannon (02) 6207 5120 cara.cannon@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.

Cultural Facilities Corporation

**Corporate
Finance**

Senior Finance/Corporate Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 55459)

Gazetted: 09 November 2011

Closing Date: 23 November 2011

As a member of the Finance Team, assist with the Corporation's financial management and compliance. The position will include various tasks from month end processing, asset management, treasury reporting, assisting with payroll, assisting with year-end statutory account, and the preparation of GST and FBT returns.

Eligibility/Other Requirements: Possession of degree or diploma level qualifications in accounting/finance/business/commerce is essential.

Note: Applications must address the selection criteria.

Contact Officer: Sue Cutler 6205 2212 susan.cutler@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

**Canberra Theatre Centre
Operations
Mechanist**

Level 2 Technician \$49,049, Canberra (PN: 3551b)

Gazetted: 03 November 2011

Closing Date: 17 November 2011

This position requires someone experienced in the provision of a professional level of technical services and facilities to hirers and users of professional arts theatre venues.

Eligibility/Other Requirements: Possession of a current Fork Lift Licence, Senior First Aid Certificate, Basic Riggers Ticket, EWP are desirable.

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

Contact Officer: Rohan Cutler 6243 5736 rohan.cutler@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

Economic Development

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au**

**Tourism, Events and Sport
Sport and Recreation**

Director, Sport and Recreation Services

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E614)

Gazetted: 09 November 2011

Closing Date: 28 November 2011

The Director, Sport and Recreation Services reports directly to the Executive Director, Tourism, Events and Sport and is responsible for leading Sport and Recreation Services in delivering high quality services and value services in the areas of Sport and recreation programs, ACT Academy of Sport and sports facilities management and construction across government and the community.

Candidates should be able to demonstrate leadership, highly developed strategic capability, policy development and inter-governmental relations. They should also have experience in dealing with policy, financial and people management issues. Experience in government, the wider community and business would be highly regarded.

Note: The successful applicant will be engaged under a performance based contract up to five years with an attractive remuneration package ranging from \$195,141 to \$206,068 depending on current superannuation arrangements, including a cash component of \$156,093.

Contact Officer: Shane O'Leary (02) 6205 8294 shane.oleary@act.gov.au

Land Development

Planning and Design

Director, Sustainable Land Strategy

Executive Level 1.3 \$195,141 to \$206,068 depending on current superannuation arrangements, Canberra (PN: E669)

Gazetted: 09 November 2011

Closing Date: 28 November 2011

The Director, Sustainable Land Strategy reports directly to the Deputy Director-General, Land Development, Strategy and Finance and is responsible for delivering high quality services in regard to land matters across government and the community.

He/she will also have expertise relating to the complicated land matters associated with land release and will lead the Branch in addressing the land demand for the affordable and sustainable development of the ACT; facilitating strategic projects; and improving the use and management of government owned and leased properties.

Note: The successful applicant will be engaged under a performance based contract up to five years with an attractive remuneration package ranging from \$195,141 to \$206,068 depending on current superannuation arrangements, including a cash component of \$156,093.

Contact Officer: Ian Thomson (02) 6205 3997 ian.thomson@act.gov.au

Land Strategy and Finance

Urban Renewal

Urban Projects

Project Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 18790)

Gazetted: 07 November 2011

Closing Date: 22 November 2011

The Economic Development Directorate is seeking motivated and suitably experienced individuals to work as part of the team to deliver quality outcomes for the Land Development Agency by performing high level administrative and office support activities for the Urban Projects team. A key part of the role includes support to the team by assisting with major projects and managing small projects under direction, as well as general administrative responsibilities in relation to the day-to-day management of projects. This position reports to the Senior Project Manager.

Note: Interviews may not be held for this position. Applicants may be assessed on applications and references only.

Contact Officer: Kristi Jorgensen (02) 6207 7316 kristi.jorgensen@act.gov.au

Economic Development Directorate

Land Development Agency

Temporary Employment Register

Gazetted: 08 November 2011

Land Development Skills? Civil Engineers? Planners?

Are you retired with private or public sector land development related experience? Would you like to give back to the industry and local community by working part-time to mentor young professionals? Or are you a young professional, with land development and/or contract management experience, who would like to work in the public sector on exciting projects building Canberra's future? The Economic Development Directorate and the Land Development Agency invite people with the appropriate knowledge and skills to register for temporary part time and full time employment opportunities.

Please send your CV detailing relevant experience and two referees to: ldahr@act.gov.au.

Your registration in the employment register will remain active for 12 months. Employment opportunities from the Register will be allocated on a relative merit basis.

For more information please contact Joanne Rosewarne, Senior Human Resources Manager on (02) 6205 4057.

Email : jo.rosewarne@act.gov.au

Education and Training

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

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

School Improvement

Belconnen Network

Macgregor Primary School

Principal (Category 4)

School Leader A \$118,562, Canberra (PN: 02761)

Gazetted: 09 November 2011

Closing Date: 23 November 2011

Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of 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: Linda Baird (02) 6205 5479 linda.baird@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

North Ainslie Primary School

Principal (Category 4)

School Leader A \$118,562, Canberra (PN: 01753)

Gazetted: 03 November 2011

Closing Date: 17 November 2011

Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of 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: Anne Huard (02) 6205 5479 anne.huard@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

South/Weston Network

Hughes Primary School

Principal (Category 4)

School Leader A \$118,562, Canberra (PN: 31778)

Gazetted: 04 November 2011

Closing Date: 18 November 2011

Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of 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: Steve Kyburz (02) 6205 7194 steve.kyburz@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

Ainslie School

Principal (Category 4)

School Leader A \$118,562, Canberra (PN: 31752)

Gazetted: 03 November 2011

Closing Date: 17 November 2011

Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of 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: Anne Huard (02) 6205 5479 anne.huard@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

Belconnen Network

Mt Rogers Primary School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 15793)

Gazetted: 07 November 2011

Closing Date: 21 November 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.

Contact Officer: Sue Harding (02) 6205 8066 sue.harding@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

Gordon Primary School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 25337)

Gazetted: 03 November 2011

Closing Date: 17 November 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.

Contact Officer: Murray Bruce (02) 6205 5955 murray.bruce@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

Executive Teacher - Primary

School Leader C \$91,769, Canberra (PN: 03695)

Gazetted: 03 November 2011

Closing Date: 17 November 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: Brenda Ryan (02) 6205 2955 brenda.ryan@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

Executive Teacher

School Leader C \$91,769, Canberra (PN: 25095)

Gazetted: 03 November 2011

Closing Date: 17 November 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: 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

Belconnen Network

University of Canberra High School Kaleen

Executive Teacher SoSE/English/Literacy

School Leader C \$91,769, Canberra (PN: 02614)

Gazetted: 04 November 2011

Closing Date: 18 November 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: Denis Dickinson (02) 6205 5811 denis.dickinson@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.

**Strategy and Coordination
Information, Communications and Governance
Liaison Unit**

**Assistant Manager, Community Liaison
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 04389)**

Gazetted: 03 November 2011

Closing Date: 10 November 2011

The Liaison Unit comprises both Community Liaison and Non-government Education Liaison. The successful applicant will work in Community Liaison, handling compliments, concerns and complaints received from the community relating to ACT public schools.

Eligibility/Other Requirements: Experience in a similar role will be highly regarded.

Note: This is a temporary position available until 1 November 2012.

Contact Officer: Lynda Tooth (02) 6206 9301 lynda.tooth@act.gov.au

Tertiary and International Education

Training and Tertiary Education

Director's Office

Office Manager

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 26215)

Gazetted: 07 November 2011

Closing Date: 22 November 2011

Training and Tertiary Education is seeking a suitable candidate to provide high level administrative support to the Branch management team. The successful applicant will provide a liaison point between the Branch, the Minister, other ACT Directorates, local industry, and also ACT and National working groups. The successful applicant will demonstrate well developed organisational and administrative skills, including sound decision making skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Note: This position is being re-advertised. All previous applicants should re-apply for consideration.

Contact Officer: Melissa Pinney (02) 6205 8538 melissa.pinney@act.gov.au

Environment and Sustainable Development

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

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

City Planning

Planning Policy

Strategic City Planning and Design

Policy Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 15097)

Gazetted: 08 November 2011

Closing Date: 29 November 2011

The Strategic City Planning and Design Section is seeking an officer to undertake policy research and development relating to social infrastructure planning in the Territory. Applicants should have research, analytical and communication skills.

Eligibility/Other Requirements: Tertiary qualifications relevant to the position (e.g. social sciences, planning, geography or related disciplines) and/or relevant community experience are highly desirable.

Contact Officer: Anne Moroney (02) 6205 2616 anne.moroney@act.gov.au

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

Policy

Policy Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 25149)

Gazetted: 07 November 2011

Closing Date: 21 November 2011

Under the general direction of Manager, Policy, assist in the preparation of Ministerials, briefs, minutes and forms; assist in the development of and implementation of policy relevant to Office of Regulatory Services; provide advice in relation to policy matters; perform other duties as required, including community engagement activities; and maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Linda Harvey (02) 6205 9669 linda.harvey@act.gov.au

Territory and Municipal Services

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

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

Directorate Services

Governance

Security and Risk

Legislative Compliance Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 18438)

Gazetted: 09 November 2011

Closing Date: 16 November 2011

The Directorate Services Division in TAMS provides essential internal services to allow the divisions to deliver great services, bring out the best in our people and to assist the directorate to work smartly and efficiently. The Governance Branch provides a range of whole of directorate services and functions. The Legislative Compliance Manager is embedded within the Governance Branch and reports to the Director, Governance. The role is responsible for assessing compliance with the legislation that underpins business unit and branch operations across the directorate. The role pays particular attention to upcoming Auditor General and internal audit compliance audits, and works closely with security and risk, audit, and legal teams within the Governance branch in assessing compliance with legislation. The role will work with and assist Executive Directors and Directors across the directorate, and present findings on a regular basis to the Executive Leadership Team within TAMS. The role also acts in an advisory capacity to the Internal Audit Committee.

Note: All applications, including application cover sheet, your written response to the selection criteria, resume and referee report must be submitted to jobs@act.gov.au. Successful candidate may be selected by application and referee reports only.

Contact Officer: Anthony Polinelli (02) 6207 5040 anthony.polinelli@act.gov.au

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

Parks and City Services

City Services

Licensing and Compliance

Public Use Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 17351)

Gazetted: 03 November 2011

Closing Date: 17 November 2011

Expressions of interest are sought to undertake the role of Park Bookings Officer based at the Stromlo Office. City Services (CS) is a Branch within Parks and City Services (PACS), responsible for the planning and management of public places, 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 places, and maintains the look of the city and its environs. Licensing and Compliance, a section within CS is seeking a suitably qualified applicant to fill a temporary position within the Land Use Unit. This position will be the main point of contact for public enquiries relating to the use of unleased territory and public land. It will also be responsible for processing applications using an Access database for events such as construction, community activities and private functions. The position is based at Stromlo Depot and works within a small team reporting directly to Public Use Coordinator.

Eligibility/Other Requirements: Demonstrated experience in data processing is highly desirable. Current manual driver's licence and knowledge of the PACS estate land also desirable.

Note: This is a temporary vacancy available 6 February 2012 until 15 March 2013.

Contact Officer: Darren Gerrard (02) 6205 7245 darren.gerrard@act.gov.au

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

Treasury

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au

Shared Services

Business Services

Strategic HR and Corporate

Governance Senior Manager

Senior Officer Grade A \$115,016, Canberra (PN: 00320)

Gazetted: 08 November 2011

Closing Date: 22 November 2011

The successful applicant will be required to work under limited direction with responsibility for the coordination of Governance matters across Shared Services. Duties include contribution to the formulation of objectives and policies, and management of Shared Services projects including; Business and Risk planning, Business Continuity and Disaster Recovery planning, including the provision of professional, business and strategic management advice to the Executive Director and Executive Team.

Eligibility/Other Requirements: Previous experience in business planning and strategic risk management is essential.

Contact Officer: David Peel (02) 6207 2260 david.peel@act.gov.au

Shared Services

Human Resources

Health and Safety

Client Manager

Senior Officer Grade A \$115,016, Canberra (PN: 24513)

Gazetted: 09 November 2011

Closing Date: 29 November 2011

The ACT Government is seeking a senior manager to manage the whole of government strategy on health and safety. As part of the Shared Services Human Resources team this role will work closely with all Government Directorates and will implement a newly formed team.

Eligibility/Other Requirements: Relevant qualifications in OHS or a related discipline are highly desirable.

Note: This is a temporary position available for a two year period commencing December 2011.

Contact Officer: Andrew Whale (02) 6205 3680 andrew.whale@act.gov.au

Shared Services

Shared Services ICT

Customer Relations, Health ICT-Health Projects

Breastscreen Information System Project Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 20470)

Gazetted: 07 November 2011

Closing Date: 21 November 2011

The successful applicant will be required to manage implementation of the complex Breastscreen Digital Mammography Project on behalf of the Health Directorate and direct and manage the quality and progress of this project, including associated resources.

Eligibility/Other Requirements: Professional membership of the Australian Project Management Institute or similar organisation would be highly regarded. Professional membership of the Australian Computer Society or similar organisation would be highly regarded.

Note: Temporary position available from 1 December 2011 to 1 June 2012.

Contact Officer: Justine Spina (02)6205 5063 justine.spina@act.gov.au

Shared Services

Shared Services ICT

Customer Relations/ICT Health-Business Systems Support

Health DTE Coordinator

Senior Technical Officer Grade C \$83,816 - \$90,372, Canberra (PN: 26725)

Gazetted: 07 November 2011

Closing Date: 22 November 2011

The position is to work with, Health Directorate and ICT project and support managers to plan and schedule the migration of project and BAU work through the Health Directorate ICT Development and Testing environments (DTE). The position will also involve work to develop and future size the DTE. There will be strong emphasis on change control and version control so experience in, or an aptitude for, that type of work will be highly regarded.

Eligibility/Other Requirements: Knowledge of ITIL frameworks and Prince2 project management would be highly advantageous. Relevant formal qualifications in a recognised technical IT discipline would be an advantage.

Contact Officer: Peter McNiven (02) 6205 3852 peter.mcniven@act.gov.au

**Finance and Budget
Budget Coordination and Reporting
Financial Reporting**

**Senior Financial Analyst
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 42032)**

Gazetted: 08 November 2011

Closing Date: 22 November 2011

The Branch is looking for a highly motivated person to join the Financial Reporting team. The position provides high-level policy advice and project coordination work including the preparation of financial reports and budget documentation, coordinating the analysis of whole-of-government financial statements, and providing advice to senior executives and the Government. The successful applicant must have highly developed analytical skills, the ability to analyse accrual financial statements and undertake project work utilising highly developed communication skills, including liaison and negotiation skills of a high order.

Eligibility/Other Requirements: Qualifications in economics, accounting or a similar field are desirable.

Contact Officer: Marsha Guthrie (02) 6207 3998 marsha.guthrie@act.gov.au

**Finance and Budget
Project and Budget Management
Senior Financial Analyst**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 26239)

Gazetted: 07 November 2011

Closing Date: 22 November 2011

Treasury is looking for an experienced Financial Analyst with expertise in analysis of financial statements; preparation of expense and revenue estimates; and analysis of budget proposals and performance measures. The successful applicant will also have high level negotiation and communication skills and the demonstrated ability to manage teams and meet deadlines.

Eligibility/Other Requirements: Qualifications in economics, accounting or a similar field are desirable.

Note: This is a temporary position available until 30 October 2012.

Contact Officer: Shaun Ryan (02) 6207 0230 shaun.ryan@act.gov.au

**Shared Services
Shared Services ICT
Customer Relations/Education and Training ICT
MAZE Business Manager**

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 05168)

Gazetted: 04 November 2011

Closing Date: 22 November 2011

The successful applicant will be required to manage the operations of the schools administration and finance system, MAZE. Coordinate the activities and the communication paths required for the successful operation of the MAZE application in an ITIL based environment.

Contact Officer: Vicki Goulder (02) 6207 2388 vicki.goulder@act.gov.au

**Shared Services
Shared Services ICT
Customer Relations/Justice and Community Safety-ESA
ESA Applications Support Officer
Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 26726)**

Gazetted: 04 November 2011

Closing Date: 18 November 2011

Develop, enhance, maintain and distribute ACT Fire Brigades AIRS and Flames applications. Develop training manuals, user and other documentation in an ITIL based environment. Analyse, plan and implement customer requirements for the above applications including upgrades/modifications.

Eligibility/Other Requirements: Strong and/or advanced skill sets in the following would be highly regarded: Delphi programming; SQL Server 2000 including create/modify tables, backup/restore databases, write DTS; T-SQL including writing stored procedures; MS Access including advanced queries and programming in VBA; MS Excel including Pivot Tables, Graphs and programming in VBA; and C#, ASP. Net programming SQL Server 2008 Management Studio namely create/modify tables, backup/restore databases.

Contact Officer: Melissa Watson (02) 6205 1429 melissa.watson@act.gov.au

**Shared Services
Shared Services ICT
Operations/Networks and Facilities
Network Support Technician
Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 17552)**

Gazetted: 07 November 2011

Closing Date: 21 November 2011

The successful applicant will be responsible for the provision of support and maintenance of the ACT Government data network to agreed service levels. Assist with ensuring all externally provided data services and support resources are maintained to contracted levels.

Eligibility/Other Requirements: Relevant degree, diploma, certificate, vocational or industry certificate in the Data Telecommunications field and/or relevant work experience in a workstation client server WAN/LAN environment is highly desirable.

Note: This is a temporary position for the period 1 January 2012 until 31 December 2012.

Contact Officer: Isaac Traynor (02) 6207 2341 isaac.traynor@act.gov.au

Shared Services

Shared Services ICT

Business Development/Online Systems Team

Senior Online Systems Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 00442)

Gazetted: 07 November 2011

Closing Date: 22 November 2011

The successful applicant will be required to undertake the development, implementation, enhancement and support for numerous Internet and intranet websites and web technologies for directorates across the ACT Government.

Eligibility/Other Requirements: Experience in the use of MySource Matrix would be an advantage.

Contact Officer: Greg Tankard (02) 6207 5826 greg.tankard@act.gov.au

Finance and Budget Division

Budget Coordination and Reporting

Financial Analyst

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 11059)

Gazetted: 04 November 2011

Closing Date: 22 November 2011

The branch is looking for a highly motivated person to join the Budget Coordination and Reporting team. The team provides advice and reports on the ACT Government Infrastructure Program and assists with the coordination and preparation of the Territory's Annual Budget and other whole of government reports. The successful applicant will assist in drafting reports, advice to government and maintaining reporting information in relation to the activities of the Branch. The successful applicant must have strong communication and analytical skills, work well in teams and be able to meet deadlines with limited supervision.

Eligibility/Other Requirements: Qualifications in economics, accounting or similar field are highly desirable.

Contact Officer: Floyd Kennedy (02) 6207 0716 floyd.kennedy@act.gov.au

Finance and Budget Division

Executive Support Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 55564)

Gazetted: 07 November 2011

Closing Date: 22 November 2011

The Finance and Budget Division is seeking a highly motivated, enthusiastic and experienced Executive Support Officer to provide high level administrative and coordination support to the Executive Director.

Eligibility/Other Requirements: Demonstrated well developed organisational and communication skills, well developed written, oral and interpersonal skills and the ability to liaise appropriately with all levels of staff.

Contact Officer: Elizabeth Kirkham (02) 6207 0310 elizabeth.kirkham@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.

Finance and Budget Division

Budget Coordination and Reporting

Financial Reporting

Financial Analyst

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 55842)

Gazetted: 08 November 2011

Closing Date: 22 November 2011

The Branch is looking for a highly motivated person to join the Financial Reporting team and assist in the development, coordination and preparation of budgets, the Territory's Financial Statements and related information, reports and briefing material. The successful applicant must have strong communication and analytical skills, work well in teams and be able to meet deadlines with limited supervision.

Eligibility/Other Requirements: Qualifications in Economics, Accounting or a similar field are highly desirable.

Contact Officer: Marsha Guthrie (02) 6207 3998 marsha.guthrie@act.gov.au

APPOINTMENTS

ACT Auditor General's Office

Auditor Band 1 \$42,084 - \$81,862

Judy Friend: 827-54091, Section 68(1), 31/10/2011

Canberra Institute of Technology

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

Stephen Barry Britten 791-45914, Section 68(1), 3 November 2011

Community Services

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

Danielle Stiff 827-23850, Section 68(1), 28 October 2011

Education and Training

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

Kerri Braakman-Ross 827-11921, Section 68(1), 28 October 2011

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

Anshu Srivastava 824-58444, Section 68(1), 3 November 2011

Health

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

Jean Cabresos 821-58732, Section 68(1), 10 November 2011

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

Laxmi GC 824-32172, Section 68(1), 1 September 2011

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

Sherilyn Mary John 829-69009, Section 68(1), 2 November 2011

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

Adam Bruce Johnson 827-54008, Section 68(1), 7 November 2011

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

Tessa Kelton 833-44916, Section 68(1), 10 November 2011

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

Kerrie Montgomery 827-83394, Section 68(1), 7 November 2011

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

Andrea Morris 827-53611, Section 68(1), 12 December 2011

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

Shilo Mundy 830-81036, Section 68(1), 15 September 2011

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

Rebecca Pashley 829-69439, Section 68(1), 7 November 2011

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

Elizabeth Skinner 831-24913, Section 68(1), 2 November 2011

Justice and Community Safety

Trust Officer Level 1 \$54,417 - \$62,592

Tracey Jay 827-41282, Section 68(1), 7 November 2011

Correctional Officer Class 1 \$49,866 - \$59,840

Ian Leith Ramsay 827-19747, Section 68(1), 19 October 2011

Territory and Municipal Services

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

Fernando Canellas 827-41274, Section 68(1), 7 November 2011

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

Stephanie Lee Dangerfield 827-54112, Section 68(1), 10 November 2011

Treasury

Professional Officer Class 2 \$66,198 - \$76,043

Joanne Caranguian 827-23869, Section 68(1), 3 November 2011

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

Debra Carmody 816-08500, Section 68(1), 28 November 2011

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

Zoran Ekmesic 822-74776, Section 68(1), 28 November 2011

TRANSFERS

Canberra Institute of Technology

Sammuel Kairouz: 033-39392

From: Classroom Teacher \$58,254 - \$78,380

Education and Training

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

Canberra Institute of Technology, Canberra (PN. 51511) (Gazetted 7 July 2011)

Justice and Community Safety

Lindy Scanlan: 260-75182

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

Treasury

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

Justice and Community Safety, Canberra (PN. 11269) (Gazetted 6 September 2011)

PROMOTIONS

Community Services

Children, Youth and Family Support

Youth

Bimberi Youth Justice Centre

Robert Fletcher: 827-45187

From: Disability Support Officer Level 1 \$40,857 - \$42,495

Community Services

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

Community Services, Canberra (PN. 03317) (Gazetted 25 February 2011)

Children, Youth and Family Support

Youth

Bimberi Youth Justice Centre

Patricia Rankin: 779-11726

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

Education and Training

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

Community Services, Canberra (PN. 02913) (Gazetted 25 February 2011)

Education and Training

School Improvement

South/Weston Network

Canberra College

Helen Wendy Uren-Randall: 749-24548

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

Education and Training

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 02840) (Gazetted 25 August 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.

Environment and Sustainable Development

Regulation Services

Construction Occupations Services

Construction Audit Team

Jade Walters: 821-18482

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 10447) (Gazetted 7 October 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.

Health

Strategy and Corporate

Human Resource Management

Staff Development

Kerri Armytage: 607-77244

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

Health

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

Health, Canberra (PN. 21484) (Gazetted 29 September 2011)

Director General Reports

Population Health

Health Protection Service

Ammie Nancarrow: 817-47439

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

Health

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

Health, Canberra (PN. 29423) (Gazetted 13 October 2011)

Canberra Hospital and Health Services

Medicine

Resources

Annette Paul: 827-17522

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

Health

To: †Health Professional Level 4 \$83,816 - \$90,372

Health, Canberra (PN. 18492) (Gazetted 13 October 2011)

Director General Reports

Population Health

Health Promotion

Alanna Kate Williamson: 740-98872

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

Health

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

Health, Canberra (PN. 23790) (Gazetted 26 August 2010)

Justice and Community Safety

Office of Regulatory Services

Office of the Occupational Health and Safety Commissioner

WorkSafe ACT Support Team

Alexander Crosbie: 827-36416

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 05078) (Gazetted 13 September 2011)

Office of Regulatory Services

Compliance

Parking Operations

Rudolf Adam Kustic: 704-30364

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 26942) (Gazetted 31 August 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.

Territory and Municipal Services

Parks and City Services

City Services

Urban Treescapes

Daniel Conna: 817-43497

From: General Service Officer Level 3/4 \$38,248 - \$41,947

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 41461) (Gazetted 26 September 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.

Directorate Services

Governance

Communications

Kirsten Rae: 827-26787

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

Economic Development

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

Territory and Municipal Services, Canberra (PN. 15217) (Gazetted 11 October 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.

Territory and Municipal Services

Canberra Connect

Customer Service Integration (CSI)

Jennifer Reed-Larsen: 821-25076

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 04767) (Gazetted 4 October 2011)

Directorate Services

Governance

Government Business

Adam Roach: 799-97316

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

Territory and Municipal Services

To: †Senior Officer Grade B \$111,485

Territory and Municipal Services, Canberra (PN. 25141) (Gazetted 8 September 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.

RETIREMENTS AND DISMISSALS

Community Services

Section 221 of the Public Sector Management Act 1994, Stacey Hughes 817-49805, Disability ACT 28 September 2011.