



ACT Government Gazette

**Gazetted Notices for the week beginning 21 October
2010**

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

The Canberra Hospital

Medical Imaging

Medical Officers

Diagnostic Imaging

Staff Specialist Band 1-5, Senior Specialist \$137,660-\$169,877, \$185,984, Canberra (PN: 25576)

Gazetted: 28 October 2010

Closing Date:

Opportunity exists for a specialist in Diagnostic Radiology in the Medical Imaging Department at the Canberra Hospital with a subspecialty interest in Breast Imaging. Applicants would be welcomed from any Radiologist with suitable qualifications. The Medical Imaging Department is a fully integrated facility including Nuclear Medicine, MRI, CT, Ultrasound and Interventional Radiology with a complex and interesting workload. A new Breast Service has been recently established including Digital Mammography, Ultrasound, Breast MRI and separate radiographic prone Biopsy unit. Duties include provision of on-call clinical services and undergraduate and postgraduate teachings, advising the service management team leader on policy and planning matter pertaining to the Breast service. A commitment to teaching, research, clinical review and quality assurance is required. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 500-bed hospital providing most major medical and surgical sub-specialty services. Canberra is a beautiful city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to numerous national icons and monuments. The coast and ski fields are an easy day trip, is within a 3 hour drive from Sydney and there are regular air links to all major cities in Australia.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of FRANZCR or an equivalent higher specialist qualification. Possession of a higher medical qualification as provided for in the ACT Public Sector Medical Practitioners Union Collective Agreement 2008-2011.

Note: An attractive remuneration package is available to the successful applicant. The preferred applicant may be offered either conjoint appointment or clinical academic title (as a member of the Canberra Clinical School, ANU) at an academic level commensur

Contact Officer: Professor Graham Buirski, Director of Medical Imaging/Head of Academic Unit of Medical Imaging ANU Director, Medical Imaging (02) 6244 2528 graham.buirski@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, Canberra ACT 2601

Population Health

Epidemiology

Population Health Research

Manager, Surveillance, Monitoring and Evaluation

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 29625)

Gazetted: 28 October 2010

Closing Date: 11 November 2010

The Epidemiology Branch contributes to the improvement of the health of the ACT population by providing timely and accurate epidemiological information on the health of the ACT population that can be used to inform public health policy and programs in the ACT. The Epidemiology Branch maintains a knowledge base of ACT population health status by: conducting and commissioning surveys; maintaining registers of health specific population groups such as the ACT Cancer Registry and the ACT Maternal and Perinatal Data Collection; statutory responsibility for the production of the biennial Chief Health Officer's Report and participating in research activities. This position will be responsible for the management of the surveillance, monitoring and evaluation section of the Epidemiology Branch.

Eligibility/Other Requirements: Tertiary qualifications and postgraduate experience in epidemiology, or public health are highly desirable.

Note: This position is a full-time permanent vacancy.

Contact Officer: Linda Halliday (02) 6207 4036

Capital Region Cancer Service

Hospital Based Cancer Service

Child Studies

Nurse Care Coordinator

Registered Nurse Level 3.1 \$81,816-\$85,182, Canberra (PN: 03645)

Gazetted: 28 October 2010

Closing Date: 4 November 2010

Capital Region Cancer Service (CRCS) are seeking a dynamic registered nurse who has highly developed interpersonal skills and demonstrated Oncology/Radiation Oncology knowledge and practice to undertake the role of Care Coordinator for lung and mesothelioma cancers within CRCS. Applicants will be required to demonstrate experience in oncology nursing including the ability to assist patients and their families understand their diagnosis and treatment plan, and to provide tailored support to patients throughout their journey.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Applicant holds or is working towards relevant tertiary qualifications highly desirable.

Note: This is a full-time position, Monday to Friday.

Contact Officer: Denise Breust 0427 005 762

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

Cardiology Sonographer

Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 21983)

Gazetted: 28 October 2010

Closing Date: 9 November 2010

The Cardiology Department at The Canberra Hospital is seeking a qualified and accredited Cardiac Sonographer to join their team. The Canberra Hospital is a tertiary institution that performs approximately 2500 ECHO procedures per year on both inpatients and outpatients.

Eligibility/Other Requirements: Bachelor of Science, Applied Science or equivalent. Graduate Diploma in Medical Sonography (Cardiac). Hold registration with the Australasian Sonographer Accreditation Registry.

Note: This is a temporary position available for a period of 12 months with the high possibility of continuing as a part-time position after that.

Contact Officer: Linda Cox (02) 6244 3765 or (02) 6244 2692

**Aged Care and Rehabilitation
Aged Care and Rehabilitation Community Based
Physiotherapy**

Physiotherapy Educator

Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 04367)

Gazetted: 28 October 2010

Closing Date: 11 November 2010

Are you interested in working in a challenging and rewarding position in a supportive, multidisciplinary team environment? An exciting opportunity has arisen for a suitably qualified physiotherapist to join the Aged Care and Rehabilitation Service (ACRS). The primary role of this position is the provision of student supervision for physiotherapy students in ACRS. The position will also contribute to the coordination of physiotherapy student and physiotherapy assistant placements within ACRS as well as the facilitation and development of supervision skills of other physiotherapists. The role encompasses leadership in the development and enhancement of service delivery models across ACRS physiotherapy as well as clinical and professional development of physiotherapy staff. This position is primarily based in the acute rehabilitation unit at The Canberra Hospital. There are 16 Physiotherapists based in ACRS. Excellent professional development opportunities and supervision exist within the team.

Eligibility/Other Requirements: Degree or Diploma in physiotherapy. Registered with the Physiotherapy Board of Australia. Current drivers licence. Extensive experience in providing a high standard of physiotherapy services for rehabilitation and aged clients, supervising students undertaking clinical placements and excellent clinical reasoning and ability to implement and evaluate best practice.

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

Contact Officer: Linda Kohlhagen (02) 6244 2852 linda.kohlhagen@act.gov.au

**The Canberra Hospital
Surgical SMT
Surgical Wards**

Registered Nurse

Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 27007, several)

Gazetted: 28 October 2010

Closing Date: 4 November 2010

This is a permanent vacancy in the Gastroenterology Medical/Surgical Ward. This is currently a 32 bed unit. Applicants should demonstrate a high level of management, coordination and delivery of clinical care and effective communication skills. We require a commitment to continuous quality improvement, clinical teaching and research in the relevant health care setting.

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

Contact Officer: Leanne Oakman (02) 6174 5091

**Capital Region Cancer Service
Hospital Based Cancer Service
Haematology
Bone Marrow Transplant Coordinator**

Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 34581)

Gazetted: 28 October 2010

Closing Date: 11 November 2010

We are seeking a highly motivated nurse to work as the Bone Marrow Transplant (BMT) Coordinator. The successful applicant will have strong leadership skills and will be responsible for working with Haematology Consultants and the multidisciplinary team to coordinate peripheral blood stem cell collections and transplants, chemotherapy and therapeutic plasma exchange. This position involves development and implementation of policies and protocols, training programmes, and competency assessment within NPAAC and NATA requirements.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. The suitable applicant will demonstrate excellent interpersonal communication skills and the ability to work effectively within a team. It is essential for this position to have a minimum of two years Haematology and Chemotherapy administration experience, and be experienced and competent in Apheresis procedures and peripheral blood stem cell transplants. Completion or working towards post graduate certificate in Apheresis/Haematology would be an advantage.

Contact Officer: Juliane Samara (02) 6244 2302

**The Canberra Hospital
Ambulatory and Medical Services
Medical Services
Registered Nurse**

Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 16205)

Gazetted: 28 October 2010

Closing Date: 4 November 2010

The Renal Ward is looking for a motivated Registered Nurse with sound clinical and leadership skills to fulfil the role of a Registered Nurse Level 2.

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

Note: This position is being readvertised. Previous applicants need not reapply. This position involves a rotating roster seven days a week. Part-time and full-time applicants welcome.

Contact Officer: Pat Tozer (02) 6244 2949

**Community Health
Continuing Care
Allied Health
Physiotherapist**

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 21028)

Gazetted: 28 October 2010

Closing Date: 11 November 2010

The Continuing Care Program is seeking an enthusiastic and suitably qualified physiotherapist to provide a range of complex physiotherapy services, primarily for people with musculoskeletal conditions, in community settings. This is an exciting opportunity to work with a great team in a progressive and rewarding Community Health Program.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy, or recognised equivalent qualifications and be eligible for ACT Registration. Current driver's licence essential.

Note: This is a full-time, temporary position, available for six months with the possibility of extension.

Part-time applicants will be considered for job sharing opportunities.

Contact Officer: Annegret Ludwig (02) 6205 3808 annegret.ludwig@act.gov.au

**The Canberra Hospital
Acute Support
Physiotherapy
Physiotherapist**

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 20241, several)

Gazetted: 28 October 2010

Closing Date: 4 November 2010

An exciting opportunity exists to join the Acute Support Physiotherapy team at The Canberra Hospital. As a women's health Physiotherapist you will be required to provide direct patient care to obstetrics and gynaecology individuals and groups and coordinate a comprehensive inpatient and outpatient physiotherapy service in Women's Health.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy or recognised equivalent qualifications. Eligible for registration as a Physiotherapist in the ACT.

Note: There are 2 positions. One is a full-time permanent position and the other is a part-time temporary expected vacancy (with a possibility of permanency). These positions may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Lisa Gilmore (02) 6244 2154 lisa.gilmore@act.gov.au

**Aged Care and Rehabilitation
Aged Care and Rehabilitation Community Based
Rehabilitation
Occupational Therapist/Physiotherapist**

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 20622)

Gazetted: 28 October 2010

Closing Date: 4 November 2010

An opportunity exists for a suitably qualified and experienced occupational therapist or physiotherapist to fulfil the role of therapist in the Specialised Wheelchair and Posture Seating Service (SWAPS). SWAPS provides a specialised clinical service for clients who have complex wheelchair and/or seating needs, including client assessment, advice, prescription and review in relation to wheelchairs and/or seating needs. SWAPS assists the primary treating therapist to provide/arrange fabrication, modification and customisation, and coordination of trials of wheelchairs and/or seating products for clients.

Eligibility/Other Requirements: Degree in Occupational Therapy or Physiotherapy.

Occupational Therapy: Eligible for membership of OT Australia.

Physiotherapy: Eligible for registration as a physiotherapist in the ACT. Current driver's licence.

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

Contact Officer: Raelene McNaughton (02) 6244 3815 raelene.mcnaughton@act.gov.au

Information Management and Information Technology

ISB Data Management

Data Manager

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 28398)

Gazetted: 28 October 2010

Closing Date: 11 November 2010

Information Management Section (IMS) operates in a challenging and dynamic environment providing a range of information services to ACT Health clients and national government agencies. IMS is implementing enterprise-wide information and reporting services and planning for the delivery of business intelligence across ACT Health. An opportunity exists for a person with a high level of technical expertise, enthusiasm and drive to address business requirements and to assist delivery of reporting services in this environment.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Note: Several positions may be filled from this recruitment process.

Contact Officer: Julie Searle (02) 6205 5249 julie.searle@act.gov.au

Human Resource Management

Organisation Development

Project Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 19497)

Gazetted: 28 October 2010

Closing Date: 4 November 2010

ACT Health is seeking an individual with the ability to rapidly create and establish relationships with a wide range of clients and stakeholders; who can think analytically conceptually and systemically about individual and organisational issues, and drive implementation of these initiatives within the business to achieve real and measurable outcomes.

Contact Officer: Richard Hopkins (02) 6207 7410 or 0412 335 860

The Canberra Hospital

Surgical SMT

Surgical Administration

Executive Assistant

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 23668)

Gazetted: 28 October 2010

Closing Date: 4 November 2010

An opportunity exists for a dynamic, motivated Executive Assistant working to the Executive Director, Surgical and Critical Care Services. The position will provide high-level administrative support to the Executive Director and Executive Team.

Applicants should have excellent communication skills, ability to prioritise workloads, provide secretariat support to a number of committees, organise travel, conferences and meetings and be a team player.

Contact Officer: Jennifer Cerato (02) 6244 4175

Office of the Chief Executive

Executive Coordination

Ministerial Liaison Officer

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 21848)

Gazetted Date: 28 October 2010

Closing Date: 4 November 2010

ACT Health is seeking a highly motivated, suitably experienced and enthusiastic Ministerial Liaison Officer to be part of a very busy team. The suitable applicant will coordinate ministerial correspondence and requests using TRIM and be responsible for monitoring the progress and timeliness of ministerials throughout ACT Health and providing accurate reports to executives on the status of ministerials. In addition, the position is responsible for providing secretariat services to the TRIM Users Group meeting. The suitable applicant will participate in training for all officers on style and format of ministerial correspondence, briefings and submissions as well as providing some TRIM training.

Eligibility/Other Requirements: Thorough knowledge of Trim essential. Knowledge of ACT Health an advantage.

Note: This position is permanent part-time at 22 hours per week.

Contact Officer: Vicki Bates (02) 6205 0850 vicki.bates@act.gov.au

Business and Infrastructure

Business Support

Administrative Assistant

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 13551, several)

Gazetted: 28 October 2010

Closing Date: 4 November 2010

The Business Support section is seeking experienced staff member to provide administration support across a service delivery area with a clinically focus. Business Support is responsible for service delivery in Biomedical Engineering, Medical Physics and Sterilising Services. The position would be suitable for an experienced administrative officer who can deal with confidential matters in a sensitive manner including correspondence, registration, licensing, HR matters and maintaining senior staff diaries. This position is located at The Canberra Hospital and also at Mitchell.

Eligibility/Other Requirements: Recognised qualifications in business administration and a high-level understanding of computer applications and keyboard skills desirable.

Contact Officer: Kyril Bellie (02) 6244 4496

The Canberra Hospital

Surgical SMT

Medical Staff

Personal Assistant

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 29515)

Gazetted: 28 October 2010

Closing Date: 11 November 2010

The Capital Region Retrieval Service (CRRS) is primarily an adult retrieval service providing an aeromedical and road retrieval coordinated system approach to the care of critically ill and injured patient's throughout regional NSW and the ACT. The CRRS is staffed by highly specialised medical flight crew who are skilled in retrieval. An exciting position exists for an enthusiastic team player to join the Capital Region Retrieval Service. The successful applicant will provide high level administrative support to the Director and Assistant Director of Nursing (ADON). Duties include, managing the office, rostering, receiving all incoming calls, provision of secretariat support for committees and meetings, diary management, data input, travel coordination and preparation of correspondence.

Eligibility/Other Requirements: High level of keyboard, secretarial and administrative skills desirable. Good communication and liaison skills also desirable.

Note: This position is being readvertised. Whilst not imperative, medical terminology would be an advantage.

Contact Officer: Jennifer Cerato (02) 6244 4175

The Canberra Hospital

Surgical SMT

Surgical Wards

Registered Nurse

Registered Nurse Level 1 \$50,607-\$68,382, Canberra (PN: 30346, several)

Gazetted: 28 October 2010

Closing Date: 4 November 2010

Do you want to work in a challenging and rewarding clinical environment and have an interest in cardiothoracics? If the answer is "yes", then an excellent opportunity is available for Level 1 Registered Nurses to work within Ward 6B. We are looking for Level 1 Registered Nurses with excellent communication and interpersonal skills for permanent full-time or part-time positions.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Previous critical care experience is desirable.

Contact Officer: Katie McKenzie (02) 6244 2364 katie.mckenzie@act.gov.au

The Canberra Hospital

Women's and Child's Health SMT

Maternity

Graduate Midwife Program

Registered Nurse Level 1 \$50,607-\$68,382, Canberra (PN: 12698, several)

Gazetted: 28 October 2010

Closing Date: 4 November 2010

WE ARE PLANNING FOR OUR FUTURE – YOU COULD BE PART OF IT.

GRADUATE MIDWIFE PROGRAM

A unique and exciting opportunity has arisen for midwifery graduates who wish to work within a dynamic and evolving environment. We are offering a structured development program for midwifery graduates who are enthusiastic and committed to providing evidence based women centred midwifery care.

As these positions are developmental and you will be supported to consolidate your clinical practice through a rotation to the birthing areas, antenatal services, postnatal and be offered an optional placement to the Centre for Newborn Care. Throughout your progression you will be offered clinical supervision, educational support as well as support for your personal development plan. Following completion of a one year program graduates will be eligible to apply for a six month placement to The Canberra Midwifery Program (CMP). The CMP offers women a continuity of care model through either caseload or small team midwifery.

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

Note: Please send a letter expressing your interest in this program along with your CV and two references. This program offers flexible commencement times in February and March 2011. Full-time or part-time hours available, subject to a part-time employee working a minimum of 24 hours per week.

Contact Officer: Raelene Garrett-Rumba (02) 6244 3147, (02) 6244 2222 page 50241 raelene.garret@act.gov.au or Susan Feltrin (02) 6244 3128 susan.feltrin@act.gov.au

**The Canberra Hospital
Acute Support
Physiotherapy
Physiotherapist
Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 20315)**

Gazetted: 28 October 2010

Closing Date: 4 November 2010

The successful applicant will provide direct patient care to inpatients and outpatients in a range of locations including The Canberra Hospital and community health centres. Excellent supervision and professional development opportunities exist. This rotational position will gain experience in a wide variety of clinical conditions.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Registered or eligible for registration as a Physiotherapist in the ACT. A Current driver's licence is mandatory.

Note: The successful applicant may be required to participate in an evening and weekend roster. Applicants with more than 12 months experience need only apply. This is a temporary position available from February 2011 until June 2011 with the possibility of extension.

Contact Officer: Lisa Gilmore (02) 6244 2670

**Mental Health ACT
Access and Acute Mental Health Services
Crisis Assessment and Treatment Team
Office Manager
Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 19405)**

Gazetted: 28 October 2010

Closing Date: 4 November 2010

Mental Health ACT (MHACT) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected that in this position you will provide administrative support to the clinical staff of the Mental Health Assessment Unit within The Canberra Hospital Emergency Department, with a focus on providing quality customer service to the consumers of MHACT.

Eligibility/Other Requirements: Medical Terminology would be an advantage. An understanding in dealing with persons affected with Mental Illness. Previous experience working in an acute mental health service is preferable. Current driver's licence.

Contact Officer: Bruno Aloisi (02) 6205 1979

**The Canberra Hospital
Acute Support
Nutrition
Nutrition Technician
Technical Officer Level 1 \$43,672-\$45,879, Canberra (PN: 29766)**

Gazetted: 28 October 2010

Closing Date: 4 November 2010

The Nutrition Department at the Canberra Hospital is seeking someone who has a good eye for detail and an interest in food and nutrition to work as a Nutrition Technician. This role supports the dietitians in provision of Nutrition Support to patients within the hospital. Duties include supporting the operation of the special diet meal services, preparation and distribution of adult and infant formulas according to departmental guidelines, computer data entry; patient visits with documentation, reception and other administrative duties. Applicants must be able to work a variable shift work roster between 6:30am – 6:30pm over seven days of the week.

Eligibility/Other Requirements: Higher schools certificate or equivalent highly desirable. Commitment to further nutrition education desirable.

Note: This is a permanent part-time position at 28 hours per week; however additional casual and temporary positions may also be recruited from this selection process.

Contact Officer: Kim Crawley (02) 6244 2211 kim.crawley@act.gov.au

ACT Planning and Land Authority

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

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

**Client Services
Strategic Finance
Chief Finance Officer
Senior Officer Grade A \$112,211, Canberra (PN: 15175)**

Gazetted: 25 October 2010

Closing Date: 1 November 2010

The Chief Finance Officer is responsible for financial and budget management within ACTPLA, including monthly and yearly financial statements, budget development, management and reporting, management of accounts payable and

receivable functions and financial systems. The occupant partners with ACTPLA's Executive and is supported by a small team.

Eligibility/Other Requirements: Qualifications in Accounting or Commerce as well as membership of a professional body, such as CPA Australia, or the Institute of Chartered Accountants is considered highly desirable.

Contact Officer: Adrian Walsh (02) 6207 1914 adrian.walsh@act.gov.au

Planning Services

Infrastructure Policy

Senior Engineer

Senior Professional Officer Grade C \$81,772-\$88,168, Canberra (PN: 19943)

Gazetted: 26 October 2010

Closing Date: 9 November 2010

The Infrastructure Policy Section is looking for a suitable person to undertake engineering infrastructure projects in support of land development under the Government's land release program. The key components of this role are to: Review, assess and/or develop specific development conditions relating to engineering and other works on individual sites and manage them during the development phase; Prepare consultant briefs, undertake procurement and manage consultants undertaking infrastructure planning for land development related projects; Review planning and/or infrastructure studies and investigations.

Eligibility/Other Requirements: Qualifications and/or experience in land development, engineering or environmental planning are essential. Demonstrated skills in project and contract management relating to land development or infrastructure would be highly regarded.

Contact Officer: Jack Chu (02) 6207 1675 jack.chu@act.gov.au

Construction Services

Construction Occupations

Electrical Inspector

General Service Officer Level 10 \$64,583-\$74,188, Canberra (PN: 20540, several)

Gazetted: 25 October 2010

Closing Date: 1 November 2010

The Construction Services Branch is seeking an electrical inspector who has supervisory experience and a sound knowledge of electrical legislation including knowledge of the National Wiring Rules. As an inspector of the Authority, you will be required to conduct inspections for compliance within the 'ACT Electricity Safety Act 1971' and Australian/New Zealand Standard AS/NZS 3000 *Electrical Installations*.

Eligibility/Other Requirements: Unrestricted Electrical Licence or equivalent.

Contact Officer: Dennis Harvey (02) 6207 7161 dennis.harvey@act.gov.au

Planning Services

Development Policy

Project Officer

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 20362)

Gazetted: 21 October 2010

Closing Date: 2 November 2010

The Territory Plan section is seeking a highly motivated person with superior organisational, interpersonal, computing and research skills to assist with the administration of the Territory Plan. The successful applicant will be responsible for developing operating guidelines and procedures, maintaining document management systems, coordinating agency consultation processes and assisting with the assessment of submissions on proposed changes to the Territory Plan.

Contact Officer: Justin McEvoy (02) 6205 9468 justin.mcevoy@act.gov.au

Calvary Health Care ACT (Public)

Allied Health

Medical Imaging Department

Radiographer (CT)

Health Professional Level 3 \$70,774 - \$74,676, Canberra (PN: 8908)

Gazetted: 22 October 2010

Closing Date: 4 November 2010

Under the broad direction of the Deputy Director, Medical Imaging: Be responsible for CT and Projection Radiography examinations conducted in the Medical Imaging Department, including the supervision of subordinate staff. Provide clinical leadership and a mentoring role for Subordinate Radiographers and Radiography Students. Be familiar with, and adhere to the AIR Code of Conduct. Communicate effectively with all stakeholders to optimise work practices within the Medical Imaging Department. Assist with the ongoing evaluation of clinical processes to ensure effective, evidence-based patient care, including the development of CT and Projection Radiography protocols and be responsible for initiating and planning research projects within the service. Be responsible for appropriate ongoing professional education and participate in continuous quality improvement of Medical Imaging Services. Ensure that equipment is used and maintained in a safe manner, and report faults to the Deputy Director, Medical Imaging. Adhere to the provisions of CHCACT's Radiation Safety Policy and Radiation Safety Management Plan. Be familiar with both departmental and corporate policies and procedures.

Eligibility/Other Requirements: MANDATORY: A Qualification in Medical Diagnostic Radiography acceptable to the Australian Institute of Radiography. A Statement of Accreditation from the Australian Institute of Radiography. Eligible for

registration with the ACT Medical Radiation Scientists Board. Eligible for a Radiation Licence from the ACT Radiation Council HIGHLY DESIRABLE: Demonstrated skills in the delivery of contemporary CT and Projection Radiography within a health care environment, and a good understanding of the AIR Code of Conduct. Demonstrated ability to provide clinical leadership and a mentoring role for subordinate Radiographers and Medical Imaging students. Demonstrated ability to liaise and negotiate effectively with staff, patients and members of the community through highly developed oral and written communication skills. Demonstrated ability to evaluate clinical processes to ensure effective, evidence-based patient care. Demonstrated commitment to ongoing professional development and a demonstrated ability to initiate and plan research projects within a Medical Imaging service. Demonstrated commitment to risk management and to the principles of workplace equity, safety and injury prevention. Availability for out-of-hours clinical practice, including weekends, on-call roster, evening and night-shift work. ADVANTAGEOUS: Post-graduate qualifications in CT Technology.

Contact Officer: Hammam Hijazi (02) 6201 6141 Hammam.Hijazi@calvary-act.com.au Applications can be forwarded to: www.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

**Student Services Hub - Shopfront
Client Relationship Management**

Assistant Team Leader

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 18398, several)

Gazetted: 25 October 2010

Closing Date: 8 November 2010

Assist in managing the day-to-day client service operations of a campus Student Services Hub Shopfront, including: first-point-of-contact enquiries; all general counter services; enrolments and re-enrolments; specialist student services, including referrals to services and information sources; and use of student information systems.

Contact Officer: Michelle Buckman (02) 6205 8577 michelle.buckman@cit.edu.au

Chief Minister's Department

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

Governance

**Public Sector Management
Strategic Human Resources
Senior Manager**

Senior Officer Grade A \$112,211, Canberra (PN: 17359)

Gazetted: 26 October 2010

Closing Date: 9 November 2010

As a senior manager operating with a high degree of independence, provide leadership and policy expertise on strategic human resource and employment issues for the ACT Public Service.

Contact Officer: Luke McAlary (02) 6205 0296 luke.mcalary@act.gov.au

Australian Capital Tourism

Product and Industry Development

Product and Industry Development Manager

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 15189)

Gazetted: 25 October 2010

Closing Date: 9 November 2010

Australian Capital Tourism is seeking a suitably qualified candidate to manage its Product and Industry Development section. The successful candidate will lead the organisation's communication with industry stakeholders and facilitate the development of strong partnerships and engagement between the tourism industry and Government agencies.

Eligibility/Other Requirements: Tertiary qualifications in business related discipline are highly desirable, current Australian driver's licence and ability to work flexible hours.

Contact Officer: Chris Sanchez (02) 6205 0698 chris.sanchez@act.gov.au

Business and Industry Development

Innovation and Industry Development

Assistant Manager

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 00622)

Gazetted: 26 October 2010

Closing Date: 9 November 2010

The Department is seeking an officer at Senior Officer Grade C level to join the Innovation and Industry Development Section. A small and busy team, the section manages programs and activities that support the growth of the ACT's

innovation base in key sectors such as information and communications technology and the creative industries. Responsibilities of this position include: undertaking research and providing policy advice on innovation and industry development initiatives; developing, implementing and/or managing innovation and industry development programs and activities; preparing complex written material for clients, including the Department's executive and ministers; and developing and maintaining relationships with stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in economics or a business related discipline would be well regarded.

Contact Officer: David George (02) 6207 3291 david.george@act.gov.au

**Business and Industry Development
Innovation and Industry Development
Project Officer**

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 15007, expected vacancy)

Gazetted: 26 October 2010

Closing Date: 9 November 2010

The Department is seeking to appoint a Project Officer at the ASO 6 level to form part of a small implementation team. This particular position is expected to assist in the development and implementation of industry and innovation initiatives, as well as providing assistance in the management of key relationships with major players in the ACT's innovation system. In fulfilling these responsibilities you will be expected to assist in the implementation of new initiatives and support the policy priorities of Government; provide assistance in the management of effective partnerships/relationships that support implementation of the Government's innovation and industry development programs; assist in the provision of advice and preparation of briefings for the Department's Executive and Government on a range of activities, business and industry related issues; and contribute to strategic business policy development across Government.

Contact Officer: David George (02) 6207 3291 david.george@act.gov.au

**Policy Division
Economic, Regional and Planning
Policy Officer**

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 01649)

Gazetted: 25 October 2010

Closing Date: 8 November 2010

Expressions of interest are sought from suitably experienced and motivated individuals to fill the role of Policy Officer. The successful applicant will undertake research and analysis, support government policy development, and prepare a range of written work, with a particular focus on sustainability issues and government performance and accountability arrangements.

Eligibility/Other Requirements: Relevant tertiary qualifications desirable.

Note: This is a temporary position available for the period 6 December 2010 to 5 December 2011. Expressions of interest should include a supporting statement of no more than two pages addressing the selection criteria for the position, contact details of at least two referees and a current curriculum vitae. Selection of the successful applicant may be based on written applications and referee reports only.

Contact Officer: Brook Dixon (02) 6205 1878 brook.dixon@act.gov.au

Department of Disability, Housing and Community Services

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

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

**Office for Children, Youth and Family Support
Early Intervention and Prevention Unit
Children's Policy and Regulation Unit**

Senior Policy Officer

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 02849, several)

Gazetted: 25 October 2010

Closing Date: 1 November 2010

The Children's Policy and Regulation Unit is looking for motivated individuals to fill two key policy positions. The positions will develop and progress policy and sector development initiatives for ACT children, specifically in implementing the ACT Children's Plan and early childhood education and care.

Eligibility/Other Requirements: Extensive experience in services for children essential. Tertiary qualifications in education/human services highly desirable.

Note: These positions are temporary for a period until 30 June 2011, with the possibility of extension.

Contact Officer: Sue Burns (02) 6207 1105 sue.burns@act.gov.au

**Policy and Organisational Services
Finance and Budget
Internal Audit and Review**

Auditor

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 26033)

Gazetted: 25 October 2010

Closing Date: 9 November 2010

The Internal Audit and Review team supports the Department's senior executives, managers and staff in the management of risks, financial accountability, compliance with legislation and policy/procedures, insurance and better practice governance. It is responsible for developing, coordinating and monitoring the Department's internal audit strategic plan and annual audit program; insurance framework; and compliance and assurance programs. The Internal Audit and Review Team also provide secretariat support to the Department's Audit and Review Committee. The successful applicant will work in a small team assisting the team leader in the conduct of audits and reviews. Providing Secretariat support to the Audit and Review Committee is also a major component of the daily activities of this position. Initiative, teamwork, organisational and developed communication skills and attention to detail are essential.

Contact Officer: Harpreet Cheema (02) 6205 0147 InternalAuditandReview@act.gov.au

Disability ACT

Service Delivery

Scheduling Office

Scheduling Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 11270)

Gazetted: 25 October 2010

Closing Date: 9 November 2010

Disability ACT is looking for an enthusiastic and keen person to fill the position of scheduling officer. This position reports to the scheduling office coordinator and is responsible for assisting with the provision of rostering services across Disability ACT, including coordination of the relief disability staff. The position incumbent will be required to demonstrate a commitment to the Visions and Values of Disability ACT.

Eligibility/Other Requirements: Experience in operating word processing packages and maintaining databases desirable, and experience in the use of on-line rostering systems an advantage.

Contact Officer: Norman Fraser (02) 6207 1618 norman.fraser@act.gov.au

Department of Education and Training

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

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

School Improvement

North/Gungahlin Network

Amaroo School

Deputy Principal

School Leader B \$96,628, Canberra (PN: 04151)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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

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

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

Contact Officer: Anne Huard (02) 6205 2808 anne.huard@ed.act.edu.au

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

School Improvement

North/Gungahlin Network

Fraser Primary School

Deputy Principal

School Leader B \$96,628, Canberra (PN: 04030)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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

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

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

Contact Officer: Sue Norton (02) 6205 7866 sue.norton@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

Lanyon High School

Deputy Principal

School Leader B \$96,628, Canberra (PN: 04061)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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

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

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

Contact Officer: Bill Thompson (02) 6205 7676 bill.thompson@ed.act.edu.au

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

School Improvement

North/Gungahlin Network

Amaroo School

Deputy Principal

School Leader B \$96,628, Canberra (PN: 04108)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

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

Contact Officer: Anne Huard (02) 6205 2808 anne.huard@ed.act.edu.au

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

School Improvement

North/Gungahlin Network

Gold Creek School

Deputy Principal, Primary

School Leader B \$96,628, Canberra (PN: 04037)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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 (4) years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

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

Contact Officer: Sue Jose (02) 6205 1814 sue.jose@ed.act.edu.au

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

School Improvement

Tuggeranong Network

Erindale College

Administration Academy Leader

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 19133)

Gazetted: 25 October 2010

Closing Date: 1 November 2010

Erindale College together with the Active Leisure Centre, Erindale Theatre and the Erindale Library, make up the Erindale Education and Recreation Complex (EERC). Administration of the College to ensure that teachers and school leaders dedicate their time and professional practice to improving student achievement. Supervise an extensive team with extensive responsibilities for business and facilities management in the EERC. Member of the senior executive team.

Note: This position is being readvertised as a permanent position. Previous applicants will be considered and need not reapply.

Contact Officer: Jennifer Blackall (02) 6205 8111 jennifer.blackall@ed.act.edu.au

School Improvement

Tuggeranong Network

P-10 School for Kambah

Executive Teacher

School Leader C \$90,412, Canberra (PN: 20330)

Gazetted: 21 October 2010

Closing Date: 4 November 2010

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: Lynn Petersen and Pam Rosser (02) 6142 0903 pam.rosser@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
P-10 School for Kambah**

Executive Teacher

School Leader C \$90,412, Canberra (PN: 20329)

Gazetted: 21 October 2010

Closing Date: 4 November 2010

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 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Lynn Petersen and Pam Rosser (02) 6142 0903 pam.rosser@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
P-10 School for Kambah**

Executive Teacher

School Leader C \$90,412, Canberra (PN: 20328)

Gazetted: 21 October 2010

Closing Date: 4 November 2010

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: Lynn Petersen and Pam Rosser (02) 6142 0903 pam.rosser@ed.act.edu.au

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

**School Improvement
Tuggeranong Network
Calwell High School**

Executive Teacher, SOSE

School Leader C \$90,412, Canberra (PN: 02685)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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

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

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

Contact Officer: Peter Sollis (02) 6205 6833 peter.sollis@ed.act.edu.au

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

**School Improvement
Tuggeranong Network
Calwell High School**

Executive Teacher, Science

School Leader C \$90,412, Canberra (PN: 32804)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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 (4) years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

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

Contact Officer: Peter Sollis (02) 6205 6833 peter.sollis@ed.act.edu.au

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

School Improvement

Tuggeranong Network

Calwell High School

Executive Teacher, Arts

School Leader C \$90,412, Canberra (PN: 01985)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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 (4) years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

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

Contact Officer: Peter Sollis (02) 6205 6833 peter.sollis@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

Miles Franklin Primary School

Executive Teacher

School Leader C \$90,412, Canberra (PN: 03579)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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 teaching qualification.

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

Contact Officer: Penny Flett (02) 6205 7533 penny.flett@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, Pastoral Care

School Leader C \$90,412, Canberra (PN: 13060)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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

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

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

Contact Officer: Sue Jose (02) 6205 1814 sue.jose@ed.act.edu.au

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

School Improvement

Tuggeranong Network

P-10 School for Kambah

Executive Teacher

School Leader C \$90,412, Canberra (PN: 20331)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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: Lynn Petersen or Pam Rosser (02) 6142 0903 pam.rosser@ed.act.edu.au

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

**School Improvement
North/Gungahlin Network**

**Amaroo School
Executive Teacher**

School Leader C \$90,412, Canberra (PN: 02985)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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

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

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

Contact Officer: Anne Huard (02) 6205 2808 anne.huard@ed.act.edu.au

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

**School Improvement
North/Gungahlin Network**

**Harrison School
Executive Teacher**

School Leader C \$90,412, Canberra (PN: 20499)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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

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

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

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

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

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

**Disability Education
Executive Officer**

School Leader C \$90,412, Canberra (PN: 03697)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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

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

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

Contact Officer: Lynette Abbott (02) 6207 2327 lynette.abbott@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
Aboriginal and Torres Strait Islander Education and Student Support**

**Disability Education
Executive Officer**

School Leader C \$90,412, Canberra (PN: 02016)

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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

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

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

Contact Officer: Lynette Abbott (02) 6207 2327 lynette.abbott@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
Lake Ginninderra College
Executive Teacher - English
School Leader C \$90,412, Canberra (PN: 20806)**

Gazetted: 26 October 2010

Closing Date: 8 November 2010

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

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

Note: This position is part-time at 29.40 hours per week. Only ACT Department of Education and Training permanent School Leader officers at the substantive level of this position with transfer eligibility as detailed in the Department's Enterprise Agreement provisions are eligible to apply.

Contact Officer: Martin Watson (02) 6205 7099 martin.watson@ed.act.edu.au

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

**School Improvement
North/Gungahlin Network
Harrison School
Executive Teacher
School Leader C \$90,412, Canberra (PN: 19157)**

Gazetted: 21 October 2010

Closing Date: 1 November 2010

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

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

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

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

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

**School Improvement
Tuggeranong Network
P-10 School for Kambah
Information Technology Officer
Information Technology Officer Class 2 \$64,583-\$74,188, Canberra (PN: 20657)**

Gazetted: 25 October 2010

Closing Date: 8 November 2010

Take a leadership role in the management, development and improvement of the administrative and student networks across a P-10 campus. Provide strategic planning advice and support and liaise with outside agencies.

Note: This position will commence beginning of 2011 school year.

Contact Officer: Lea Chapuis (02) 6142 0905 lea.chapuis@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
P-10 School for Kambah
Learning Support Assistant
School Assistant 2 \$35,912-\$39,824, Canberra (PN: 20636)**

Gazetted: 26 October 2010

Closing Date: 9 November 2010

Under general direction assist teachers in school activities and in the implementation of educational programs for students with special needs. Prepare program materials and teaching aids using a variety of technologies including computer programs, smart boards, intellitools and digital cameras. Implement programs provided by physiotherapists, speech pathologists and paramedical staff. Perform general administrative duties including general computing duties. Perform First Aid.

Eligibility/Other Requirements: First Aid Certificate or willingness to undertake training.

Contact Officer: Annette Lazarus (02) 6142 0901 annette.lazarus@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

P-10 School for Kambah

School Secretary

School Assistant 2 \$35,912-\$39,824, Canberra (PN: 20655)

Gazetted: 27 October 2010

Closing Date: 10 November 2010

Undertake telephone and reception duties including receive and attend to the requirements of school visitors, staff and students. Where directed, perform the duties of Receipting Officer and assist with the maintenance of school account records and student enrolments using MAZE. Perform first aid duties.

Eligibility/Other Requirements: First Aid Certificate or willingness to undertake training.

Note: This position will commence beginning of 2011 school year.

Contact Officer: Annette Lazarus (02) 6142 0901 annette.lazarus@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

P-10 School for Kambah

Library Assistant

School Assistant 2 \$35,912-\$39,824, Canberra (PN: 20654)

Gazetted: 27 October 2010

Closing Date: 10 November 2010

Provide clerical support needed to maintain the efficient functioning of the School Library. Assist the teaching staff with library operations and the supervision of student groups. Process and circulate new books, Lend and return books, vertical file material, audiovisual hardware and software and other items. Enter data of library materials in the automated library system such as ALICE/OASIS. Automated library system enquiry, the CDROM network and the Internet. Locate resources. Assist with shelving/re-shelving, covering, binding and cataloguing of books and other materials. Maintain library materials, equipment and furniture in good working order.

Note: This position commences at the start of the 2011 school year.

Contact Officer: Annette Lazarus (02) 6142 0901 annette.lazarus@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

P-10 School for Kambah

School Secretary

School Assistant 2 \$35,912-\$39,824, Canberra (PN: 20787)

Gazetted: 25 October 2010

Closing Date: 8 November 2010

Undertake telephone and reception duties including receive and attend to the requirements of school visitors, staff and students. Where directed, perform the duties of Receipting Officer and assist with the maintenance of school account records and student enrolments using MAZE. Perform first aid duties.

Eligibility/Other Requirements: First Aid Certificate or willingness to undertake training.

Note: This position will commence at the beginning of the 2011 school year.

Contact Officer: Annette Lazarus (02) 6142 0901 annette.lazarus@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.

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

ACT Emergency Services Agency

Communications Centre

Senior Manager

Senior Officer Grade A \$112,211, Canberra (PN: 12878)

Gazetted: 26 October 2010

Closing Date: 9 November 2010

The ACT Emergency Services Agency (ESA) is seeking a dynamic Senior Manager to oversee the efficient and effective management of the ACT ESA Communications Centre. You will be responsible for leading and managing communications staff through the use of best practice people management policies and processes to achieve the vision and objectives of the ESA. You will have previous experience in developing, implementing and reviewing plans, policies and strategies to manage change and improve services to meet changing community and agency needs. You will be required to prepare budgets, financial and other reports and represent the ESA to industry, community and government groups to ensure a positive image of the Communications Centre. You will be skilled in developing and maintaining effective working relationships with key stakeholders and will have previously managed, planned and evaluated risk assessment activities. The successful applicant will be required to perform duties outside of normal business hours to support major incidents or during a declared state of alert/emergency.

Eligibility/Other Requirements: Tertiary qualifications in management or related discipline are highly desirable. Experience as a senior manager, in the general management and control of a key operational branch /section of an agency engaged in the delivery of emergency services to the community is highly desirable. Experience in the management of a communications centre engaged in delivery of emergency services to the community is highly desirable. The successful applicant will be required to undergo a security assessment.

Note: Applications should be in writing addressing the selection and accompanied by two written referee reports.

Contact Officer: Tony Graham (02) 6207 8400 tony.graham@act.gov.au

Legislation and Policy

Senior Policy Advisor

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 44045)

Gazetted: 27 October 2010

Closing Date: 10 November 2010

Legislation and Policy Branch is looking for a senior policy advisor to work on complex policy issues. If you have a passion for law and policy and want to make a difference to the community in which you live and want to work with a great team, here's the place to work. Cover a diverse range of legal and policy issues that impact on the civil law system in the ACT, including although not restricted to, preparation of briefs for the Attorney General, prepare related reports and correspondence, manage justice related projects, engage in consultation with the community, government and participate in national forums. Important functions of the position include developing and promoting positive relationships with key stakeholders, providing high level advice to the Government on questions of legal policy.

Eligibility/Other Requirements: Degree in Laws. Experience in a policy, civil law or legal environment.

Note: Claims against the selection criteria should be no more than two pages in length.

Contact Officer: Peter Quinton (02) 620 70546 peter.quinton@act.gov.au

Corporate

Capital Works and Infrastructure

Projects

Project Officer

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 44773)

Gazetted: 27 October 2010

Closing Date: 10 November 2010

An exciting opportunity exists to join the Capital Works and Infrastructure Unit of the Department of Justice and Community Support (JACS) Corporate. The unit is seeking applications for a Project Officer to deliver a diverse range of projects across the agency. Applicants should be motivated, committed to achieving outcomes, be able to actively and effectively contribute to the Projects Team and have demonstrated experience in a Capital Works and Infrastructure environment.

Eligibility/Other Requirements: Sound knowledge and skills in Project Management and relevant ACT Public Service legislation and policies including tender and procurement processes and/or relevant qualifications and a current driver's licence would be advantageous.

Contact Officer: Sean Egan (02) 6205 2547 sean.egan@act.gov.au

Corporate

Capital Works and Infrastructure

Projects

Project Officer

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 43631)

Gazetted: 27 October 2010

Closing Date: 10 November 2010

An exciting opportunity exists to join the Capital Works and Infrastructure Unit of JACS Corporate. The Unit is seeking applications for a Project Officer to deliver a diverse range of projects across the agency. Applicants should be motivated, committed to achieving outcomes, be able to actively and effectively contribute to the Projects Team and have demonstrated experience in a Capital Works and Infrastructure environment.

Eligibility/Other Requirements: Sound knowledge and skills in Project Management and relevant ACT Public Service legislation and policies including tender and procurement processes and / or relevant qualifications would be an advantage. Driver's licence would be an advantage.

Note: This is a temporary vacancy for the period asap to 30 June 2011.

Contact Officer: Sean Egan (02) 6205 2547 sean.egan@act.gov.au

**ACT Emergency Services Agency
Communications Centre**

Team Leader Communications Centre

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 12879)

Gazetted: 26 October 2010

Closing Date: 9 November 2010

The ACT Emergency Services Agency (ESA) is seeking a dynamic Team Leader to assist the Senior Manager with the efficient and effective management of the ACT ESA Communications Centre. As Team Leader you will be responsible for providing support to the Senior Manager through your leadership and management of communications staff to achieve the vision and objectives of the ESA. Experience in coordinating, conducting and reviewing scenario planning, simulation exercises and risk to evaluate response capability is essential. You will assist the Manager of ESA Training to facilitate training for Communications Centre staff and volunteers and assist the Senior Manager Communications Centre with the preparation of budgets, financial and other reports. You will be skilled in developing and maintaining effective working relationships with key stakeholders and will have previously managed, planned and evaluated risk assessment activities. The successful applicant will be required to perform duties outside of normal business hours to support major incidents or during a declared state of alert/emergency.

Eligibility/Other Requirements: Extensive knowledge and prior experience with the processes and procedures of an emergency services communication centre is essential. Cert IV in Workplace Training and Assessment highly desirable.

Note: Applications should be in writing addressing the selection and accompanied by two written referee reports.

Contact Officer: Tony Graham (02) 6207 8400 tony.graham@act.gov.au

ACT Law Courts and Tribunal Administration

Registry

Unit Manager

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 00538)

Gazetted: 25 October 2010

Closing Date: 9 November 2010

The ACT Law Courts and Tribunal Administration is seeking applications from managers who are able to demonstrate the skills required to manage and lead administrative teams within the combined Courts and Tribunal registry environment.

People with high motivation, well developed communication skills and the ability to adapt to challenging situations would be suited to this key role. If you possess these attributes coupled with a drive for striving to attain excellence in a team environment, we are interested in receiving your application.

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

Contact Officer: Judy Talevich (02) 6207 1319 judy.talevich@act.gov.au

Compliance

Office of Regulatory Services

Parking Review

Team Leader

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 02498)

Gazetted: 25 October 2010

Closing Date: 8 November 2010

Manage the Parking Review Unit, within Office of Regulatory Services (ORS), including the supervision of staff. Set and achieve priorities, monitor work flow, manage staffing resources to meet objectives. Identify training requirements of staff and assist or organise training for career development. Resolve the more complex problems of the unit, including [complaint resolution](#) and assist staff with work matters as required. Carry out delegated functions under the *Road Transport (General) Act 1999*.

Eligibility/Other Requirements: Current driver's licence.

Note: This is a temporary vacancy from 30 November 2010 until 30 June 2011.

Contact Officer: Derise Cubin (02) 6205 3732 derise.cubin@act.gov.au

Office of Regulatory Services

Policy and Community Relations

Community Relations

Project Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 20648)

Gazetted: 25 October 2010

Closing Date: 8 November 2010

Under the limited direction of the Manager, Community Relations, assist in the provision of advice and assistance on a wide range of communications issues. Research, prepare and edit a range of communications material including briefs, publications, internal and external newsletters, media releases and material for the website. Assist in the management of events, and provide administrative support to the Manager and Executive Director. Represent the Office at meetings relating to the Unit's functions. Assist in the maintenance of the website and maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Julie Mitchell (02) 6205 3780 julie.mitchell@act.gov.au

ACT Law Courts and Tribunal Administration

Registry

Senior Support Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 44038)

Gazetted: 27 October 2010

Closing Date: 6 November 2010

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

Contact Officer: Lynette Ashlin (02) 6207 1320 lynette.ashlin@act.gov.au

ACT Law Courts and Tribunal Administration

ACT Civil and Administrative Tribunal

Registry

Administrative Assistant to the Presidential Members of the ACAT

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 00541)

Gazetted: 26 October 2010

Closing Date: 9 November 2010

The ACT Civil and Administrative Tribunal is seeking applications from highly motivated and organised people to fill the position of Administrative Assistant to the Presidential Members. Applicants must be able to demonstrate a professional attitude, have excellent communication skills and be able to work in a team environment.

Eligibility/Other Requirements: Experience in using Microsoft Office Suite is desirable.

Contact Officer: Stephen Foldi (02) 6207 1438 stephen.foldi@act.gov.au

Office of Regulatory Services

Registrations and Client Services

Assistant to the Senior Director and Minor Project Support

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 19612)

Gazetted: 25 October 2010

Closing Date: 8 November 2010

Provide administrative support to the Senior Director including: Provide first point support for the Senior Director and resolve or direct enquiries as appropriate; Provide records management support in relation to file and records management using the integrated document management system; Monitor and direct the flow of incoming correspondence and other documentation and allocate these for the attention of appropriate business unit managers. Operate in accordance with relevant legislation administered by the Office of Regulatory Services. Operate in accordance with relevant ACT Government legislation, including but not limited to the *Territory Records Act 2002*, the *Public Sector Management Act* and the *Work safety Act 2008*. Assist the Governance and Project Unit by providing support for: ICT Projects, Legislative Projects, Risk Management, Quality Assurance and Audit. Undertake minor projects or other duties as directed.

Contact Officer: Danielle Krajina (02) 6207 0490 danielle.krajina@act.gov.au

Department of Land and Property 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

Property and Strategic Projects

ACT Property Group

Business Support Services

Finance Officer

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 29536, expected vacancy)

Gazetted: 27 October 2010

Closing Date: 10 November 2010

The Business Support Services is seeking a suitably experienced person to fill the position of Finance Officer. As the Finance Officer, you will be required to process accounts payable and receivables and other data entry functions. You will also process other simple financial tasks to support the operation of the section.

Contact Officer: Paul Leyton (02) 6207 5807 paul.leyton@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

Transport and Infrastructure

Roads ACT

Road Maintenance Services

Workplace Health and Safety Officer

General Service Officer Level 10 \$64,583-\$74,188, Canberra (PN: 00826, expected vacancy)

Gazetted: 25 October 2010

Closing Date: 9 November 2010

Roads ACT is seeking a suitable candidate to liaise, coordinate and provide support to technical/professional staff across all sections of Roads ACT in relation to workplace health and safety and personnel matters.

Eligibility/Other Requirements: Current driver's licence (mandatory). Certificate IV in OHS is desirable.

Contact Officer: Ken Marshall (02) 6213 0762

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

Executive

Executive Assistant

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 09258)

Gazetted: 27 October 2010

Closing Date: 16 November 2010

With minimal direction provide high level confidential administrative and secretarial services to the Executive Director and the Division. This includes the ability to review and coordinate communication and documentation in and out of the office, prioritising, redirecting, researching background information as required, and responding as appropriate. Other duties include coordinating responses on a range of issues for the Division; managing the Executive Director's schedule, meetings and travel arrangements and, supporting Executive Director in a range of activities including preparation of agendas, papers, minutes for high-level meetings and committees. This position is also a liaison point between the Executive Director's office and other areas of the Department, the Minister's Office, other ACT Government agencies and the private sector. Represent the Department in general dealings with the public and other agencies.

Contact Officer: Samantha Black (02) 6207 2307 samantha.black@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

Licensing and Compliance

Public Use Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 17351)

Gazetted: 27 October 2010

Closing Date: 10 November 2010

The Public Use Officer position is currently based at Stromlo Depot and is the initial point of contact for public enquiries relating to the use of unleased Territory land on the Parks and Conservation (P&C) estate. The successful applicant will also be responsible for processing applications using an access database for events such as construction/community activities and private functions within the estate. The position will work within a small team and reports directly to the public use coordinator. This position is a fire designated position and the applicant must be prepared to participate in fire standby, fire suppression and fire training activities. P&C is a branch within the Land Management and Planning network and is responsible for planning and management of parks, reserves and the public domain, including lakes, street trees, public open spaces and city spaces. 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. Eligibility/Other Requirements: Manual ACT drivers licence (or equivalent) is essential. Willingness and ability to participate in fire standby, fire suppression and fire training activities.

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

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.

Transport and Infrastructure

Transport Regulation

Road Users Services

Traffic Camera Operator

Administrative Services Officer Class 2 \$42,233-\$46,832, Canberra (PN: 33449, several)

Gazetted: 21 October 2010

Closing Date: 2 November 2010

Temporary positions are available for traffic camera operators on both day and night shifts. Applicants for these positions must be reliable, capable of working with minimal supervision and be able to follow detailed procedures.

Eligibility/Other Requirements: A current, non-disqualified or restricted, driver licence is required. First Aid Certificate desirable. Ability to work shift work as directed.

Note: These positions are temporary for a period of up to 12 months with the possibility of permanent filling from this process. The functions of this position are performed in confined conditions, close to fast moving traffic and in all weather conditions. To operate traffic camera devices good eyesight is required.

Contact Officer: Daniel Laundess (02) 6207 5204 daniel.laundess@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 Resource Services

**HR Systems and Information
Information Officer**

Administrative Services Officer Class 2 \$42,233-\$46,832, Canberra (PN: 16876, several)

Gazetted: 26 October 2010

Closing Date: 5 November 2010

Maintain and assist with the management of physical personnel files and records, respond to requests from Human Resource (HR) Services staff to access information, sort and deliver incoming and outgoing soft and hard copy correspondence for HR Services, and interrogate and modify HR related data using a variety of HR Management systems and databases.

Contact Officer: Rebecca Butcher (02) 6205 9354 rebecca.butcher@act.gov.au

Department of the Environment, Climate Change, Energy and Water

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

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

**Office of the Chief Executive
Climate Change and Natural Environment
Sustainability Programs
Program Administration Officer**

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 20826)

Gazetted: 26 October 2010

Closing Date: 9 November 2010

Climate Change and Natural Environment are seeking an enthusiastic individual to fill the role of Program Administration Officer to provide administrative support to the Sustainability Programs Section. The successful applicant will undertake a range of administrative tasks including data entry, the preparation and reconciliation of accounts, assist with program promotion through various events and forums and provide high quality, accurate information on the programs in response to public enquiries.

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

Contact Officer: Pauline Wilson (02) 6205 2504 pauline.wilson@act.gov.au

APPOINTMENTS

ACT Health

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

Dionne Bond 827-24570, Section 68(1), 14 October 2010

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

Michelle Briggs 827-23121, Section 68(1), 25 October 2010

Senior Officer Grade C \$81,772-\$88,168

Kim Gillberg 827-25880, Section 68(1), 25 October 2010

Registered Nurse Level 1 \$50,607-\$68,382

Anna Prescott 825-48829, Section 68(1), 21 October 2010

Administrative Services Officer Class 3 \$48,103-\$51,916

Joy Reddey 827-25864, Section 68(1), 13 October 2010

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

Amy Suckling 827-24642, Section 68(1), 26 October 2010

Senior Specialist, \$185,984

Julia Lane: 829-55408, Section 68(1), 25 October 2010

ACT Planning and Land Authority

Administrative Services Officer Class 3 \$48,103-\$51,916

Jade Walters 821-18482, Section 68(1), 25 October 2010

Chief Minister's Department

Administrative Services Officer Class 4 \$53,616-\$58,213

Natasha Wise 827-24589, Section 68(1), 18 October 2010

Department of Disability, Housing and Community Services

Disability Support Officer Level 1 \$39,860-\$41,459
Phillip Call 827-24490, Section 68(1), 11 October 2010

Department of Justice and Community Safety

Administrative Services Officer Class 4 \$53,616-\$58,213
Eva Mary Therese Bernadette Armitage 827-25856, Section 68(1), 12 October 2010

Department of Land and Property Services

Administrative Services Officer Class 4 \$53,616-\$58,213
Mahbod Salahshor 821-18730, Section 68(1), 21 October 2010

Department of Territory and Municipal Services

Technical Officer Level 3 \$55,690-\$63,184
Camille Ann Bauer 827-26365, Section 68(1), 28 October 2010

Information Technology Officer Class 2 \$64,583-\$74,188
Pavithra Mitiyamulle 827-26138, Section 68(1), 27 October 2010

Ranger 2 \$48,103-\$51,914
Lee Pointon 817-39279, Section 68(1), 14 October 2010

Department of Treasury

Administrative Services Officer Class 4 \$53,616-\$58,213
Paul Guinane 827-26306, Section 68(1), 15 November 2010

Administrative Services Officer Class 5 \$59,800-\$63,409
Adam Paul Samuelson 821-19514, Section 68(1), 25 October 2010

Land Development Agency

Administrative Services Officer Class 6 \$64,583-\$74,188
Kate Ennis 827-25899, Section 68(1), 08 October 2010

TRANSFERS

ACT Health

Megan Hughes: 735-35356
From: Registered Nurse Level 2 \$71,180-\$75,582
ACT Health
To: Registered Nurse Level 2 \$71,180-\$75,582
ACT Health, Canberra (PN. 27024) (Gazetted 23 September 2010)

ACT Planning and Land Authority

Joyce Rajasekaram: 705-18008
From: Senior Officer Grade C \$81,772-\$88,168
ACT Planning and Land Authority
To: Senior Professional Officer Grade C \$81,772-\$88,168
ACT Planning and Land Authority, Canberra (PN. 10811) (Gazetted 15 July 2010)

Department of Education and Training

Jason Robert Holmes: 729-06872
From: School Leader B \$96,628
Department of Education and Training
To: School Leader B \$96,628
Department of Education and Training, Canberra (PN. 17579) (Gazetted 19 August 2010)

PROMOTIONS

ACT Health

The Canberra Hospital

Women's and Children's Health SMT

Paediatric Nursing

Donna Cleary: 258-66302

From: Registered Nurse Level 2 \$71,180-\$75,582

ACT Health

To: †Registered Nurse Level 3.2 \$92,492

ACT Health, Canberra (PN. 22175) (Gazetted 26 August 2010)

Mental Health ACT

Isabel Lopez: 827-09178

From: Technical Officer Level 2 \$47,429-\$54,589

ACT Health

To: Administrative Services Officer Class 4 \$53,616-\$58,213

ACT Health, Canberra (PN. 23619) (Gazetted 9 September 2010)

Capital Region Cancer Service

Community Based Cancer Service

Screening and Support

Tien Van Nguyen: 820-81966

From: Administrative Services Officer Class 4 \$53,616-\$58,213

ACT Health

To: Administrative Services Officer Class 5 \$59,800-\$63,409

ACT Health, Canberra (PN. 22617) (Gazetted 7 October 2010)

Business and Infrastructure

Client Services, Security and Emergency

Emergency and Transport

Bradley Stewart: 735-38549

From: Administrative Services Officer Class 5 \$59,800-\$63,409

ACT Health

To: Administrative Services Officer Class 6 \$64,583-\$74,188

ACT Health, Canberra (PN. 12187) (Gazetted 23 September 2010)

ACT Planning and Land Authority

Development Services Branch

Development Assessment

Owen Pankhurst: 767-83419

From: Administrative Services Officer Class 6 \$64,583-\$74,188

ACT Planning and Land Authority

To: †Senior Officer Grade C \$81,772-\$88,168

ACT Planning and Land Authority, Canberra (PN. 17696) (Gazetted 24 June 2010)

Department of Disability, Housing and Community Services

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Darren Cook: 817-32587

From: General Service Officer Level 3/4 \$37,315-\$40,924

Department of Territory and Municipal Services

To: General Service Officer Level 8 \$51,558-\$54,589

Department of Disability, Housing and Community Services, Canberra (PN. 19003) (Gazetted 2 September 2010)

Housing and Community Services

Business Development Unit

Conchita Fernandez: 609-35713

From: Administrative Services Officer Class 3 \$48,103-\$51,916

Department of Disability, Housing and Community Services

To: †Administrative Services Officer Class 5 \$59,800-\$63,409

Department of Disability, Housing and Community Services, Canberra (PN. 11230) (Gazetted 16 September 2010)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Department of Education and Training

School Improvement

Belconnen Network

Belconnen High School

Belinda Chaplin: 787-60616

From: Classroom Teacher \$50,422-\$77,672
Department of Education and Training
To: †School Leader C \$90,412
Department of Education and Training, Canberra (PN. 01974) (Gazetted 19 August 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.

**School Improvement
Tuggeranong Network
Erindale College**

Annette Hales: 544-81575
From: School Assistant 2 \$35,912-\$39,824
Department of Education and Training
To: Administrative Services Officer Class 4 \$53,616-\$58,213
Department of Education and Training, Canberra (PN. 19547) (Gazetted 7 September 2010)

Department of Justice and Community Safety

**ACT Corrective Services
Business, Policy and Coordination
Governance**

Anthony Thomas Malone: 820-85932
From: Administrative Services Officer Class 6 \$64,583-\$74,188
Department of Justice and Community Safety
To: †Senior Officer Grade C \$81,772-\$88,168
Department of Justice and Community Safety, Canberra (PN. 46235) (Gazetted 15 July 2010)

Department of Territory and Municipal Services

**InTACT
Education ICT
Business Applications**

Lee-Ann Smith: 729-17897
From: Administrative Services Officer Class 5 \$59,800-\$63,409
Department of Territory and Municipal Services
To: Administrative Services Officer Class 6 \$64,583-\$74,188
Department of Territory and Municipal Services, Canberra (PN. 05231) (Gazetted 19 August 2010)

Department of Treasury

**Policy Coordination and Development
Emma Margaret Kilkelly: 797-60984**

From: Administrative Services Officer Class 6 \$64,583-\$74,188
Department of Treasury
To: †Senior Officer Grade C \$81,772-\$88,168
Department of Treasury, Canberra (PN. 19311) (Gazetted 2 September 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.

**Hansard, Communications and Library
Joann McAlister: (817-51139)**

From: Administration Service Office Class 2 (\$42,233-\$46,832)
Department of Justice and Community Safety
To: Professional Officer Class 1, Part Time (\$45,803-\$63,184)
Hansard, Communications and Library, ACT Legislative Assembly Secretariat, (PN:HANS511)(Identical position advertised No 31, 5 August 2010)