



ACT Government Gazette

**Gazetted Notices for the week beginning 18 November
2010**

EXECUTIVE CONTRACTS

ACT Health

Cessations

Megan Cahill - Executive Director, Government Relations, Planning and Development (E548) - 12.11.10

Alice Jones - Director, Patient Care and Quality Unit (E453) - 12.11.10

Department of Territory and Municipal Services

Cessation

Russell Watkinson - Executive Director, Parks, Conservation and Lands (E513) - 12.11.10

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>

Information Management and Information Technology

ISB Data Management

Information Management

Manager, Business Support

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 09396)

Gazetted: 25 November 2010

Closing Date: 9 December 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 exciting opportunity exists for a person with strong leadership, management and communication skills to support business areas transitioning to delivery of reporting services in this environment.

Contact Officer: Julie Searle (02) 6205 5249

Information Management and Information Technology

E-Health

IFSMS Change Manager

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 19530)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

ACT Health is seeking an experienced Change Manager to lead and facilitate Change Management initiatives across The Canberra Hospital to enable the successful implementation of the new Integrated Food Services Management System (IFSMS). The new IFSMS is expected (with supporting business processes) to improve the quality and efficiency of ordering and delivering meals and therefore enhance patient care and safety. ACT Health plans to introduce an extended long life cook chill production kitchen that delivers to the Canberra Hospital, National Capital Private Hospital and ACT Community groups. The successful applicant will have demonstrated extensive and comprehensive understanding of Food Service processes that manages a Central Production Unit, plating service and retail component occurring within a large and complex hospital setting. They will have excellent communication and problem solving skills, with the ability to liaise with a broad range of stakeholders.

Note: This is a temporary position available until September 2011 with the possibility of extension.

Contact Officer: Sandra Millett (02) 6205 1130

The Canberra Hospital

Women and Child's Health SMT

Paediatric Nursing

Registered Nurse

Registered Nurse Level 3.2 \$92,492, Canberra (PN: 22169)

Gazetted: 25 November 2010

Closing Date: 9 December 2010

The Canberra Hospital is seeking applications from suitably qualified and experienced Registered Nurse to provide operational and clinical leadership to the paediatric nursing team. The position is responsible for leading a team; ensuring

effective clinical and corporate governance frameworks exist; and, focusing on the principles of patient safety and continuous quality improvement. The Paediatric Program provides a comprehensive acute-care service including ambulatory care clinics and a broad spectrum of acute services to children from birth through to 18 years of age within a child-friendly, Family-Centred-Care framework, working closely with consumers, Medical and Allied Health service providers.

Eligibility/Other Requirements: Registered or eligible for registration with the Nursing and Midwifery Board of Australia as a Registered Nurse. Management experience at a senior level within an acute paediatric care context is essential. Post-graduate qualifications in Nursing/Health Management or tertiary studies leading toward the same.

Contact Officer: Stephen Simpson (02) 6174 5147

Community Health

Business Program

Client Services

Infection Prevention and Control Coordinator

Registered Nurse Level 3.1 \$81,816-\$85,182, Canberra (PN: 20037)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

Do you enjoy a challenge and have an eye for detail? Are you a strategic thinker?

An exciting opportunity exists for a highly motivated nurse to join our team and provide support and education on infection prevention and control. This position supports all community based services for ACT Health currently under Community Health and Mental Health ACT and also supports Disability ACT.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. You must have excellent communication and interpersonal skills, the ability to work both independently and part of a multidisciplinary team, and have sound computer and presentation skills. A good working knowledge of community based services and extensive knowledge of infection prevention and control principles is essential. Tertiary qualifications in Infection Prevention and Control (or working towards same) is highly desirable. Current driver's licence.

Note: This is an expected permanent vacancy available from 18th April 2011 however backfill in the position will be required from 04th January 2011 until permanency is confirmed. This position will be full time. Selection may be based on application and referee reports only. Applicants should as a minimum include claims against the selection criteria, recent CV and names and contact details of two (2) recent referees.

Contact Officer: Dinah Morrison (02) 6205 5141

Office of the Chief Executive

Allied Health

Allied Health Adviser

Clinical Educator for Social Work

Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 19255)

Gazetted: 25 November 2010

Closing Date: 9 December 2010

ACT Health would like to invite suitable candidates to apply for the Clinical Educator for Social Work position. This position is partially supported by the Australian Catholic University (ACU) and will work in collaboration with other Educational Institutions. This position requires someone who has excellent communication skills, sound clinical knowledge and education experience. The primary function of this position is to provide leadership in clinical education and supervision of social work students and newer graduates in consultation with senior management. The position will enhance the ACT Health partnership with ACU, building student placement capacity and facilitating collaboration in education including clinical teaching, curriculum development and research. Other functions will include the support of across Allied Health education and supervision programs.

Eligibility/Other Requirements: A degree or diploma in Social Work, eligible for membership of the Australian Association of Social Workers and a current driver's licence. Relevant postgraduate qualifications and/or currently working towards qualification in tertiary education are highly desirable.

Note: This position is a full-time permanent ACT Health portfolio wide position that will be based at The Canberra Hospital campus, Staff Development Unit.

Contact Officer: Karen Murphy (02) 6205 0893

Policy

Drug and Alcohol Policy

Senior Policy Officer

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 20665)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

This position is suitable for a person with a sound background in the provision of strategic policy advice. They also require strong management skills and an ability to work as an effective member of a small team required to operate in a dynamic environment.

Eligibility/Other Requirements: Relevant qualifications or experience in health and community services is desirable.

Contact Officer: Helene Delany (02) 6205 0909

Community Health

Child, Youth and Women's Health

Child, Youth and Women's Health Program

Child Protection Training Officer

Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 22643)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

The successful applicant will participate in the development, presentation and evaluation of education and training programs and strategies in the broad area of child protection for ACT Health, in collaboration and consultation with the child protection education and training team.

Eligibility/Other Requirements: Experience in the delivery of training programs. Registered or eligible for registration with the ACT Nursing and Midwifery Board. Current driver's licence.

Note: This position is part-time at 24 hours per week.

Contact Officer: Maureen Scott (02) 6205 1312

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

Renal Home Training Nurse

Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 22202)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

An opportunity exists for a dynamic, motivated professional to work within the Renal Home Therapy Unit of The Canberra Hospital. The successful applicant must have demonstrated abilities, knowledge and skills in Nephrology Nursing, in particular Haemodialysis and/or Peritoneal Dialysis. Applicants must be able to adopt adult learning and teaching principles to teach people how to perform their own therapy.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. A current driver's licence.

Note: This position is part-time at 24 hours per week.

Contact Officer: Tim Keun (02) 6244 4277

**Population Health
Health Protection Service
Communicable Disease Control
Public Health Nurse**

Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 23654)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

Duties include: Follow-up of notifications of vaccine preventable diseases and other notifiable diseases; maintain ACT data on adverse events following immunisation and coordinate the Special Immunisation Clinic bookings and database. Assist in investigations of acute outbreaks or clusters of disease and provide information to the public on matters relating to communicable diseases and immunisation.

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

Note: This is a temporary position available from 4 January 2011 until December 2011 with a possibility of extension.

Contact Officer: Rachael Crane (02) 6205 9488

**The Canberra Hospital
Ambulatory and Medical Service
Department of Medical
Senior Respiratory Scientist**

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 23650)

Gazetted: 25 November 2010

Closing Date: 9 December 2010

The Department of Respiratory and Sleep Medicine is seeking an experienced Respiratory Scientist to join a multidisciplinary team working in the Respiratory Function Laboratory. The position will oversee the day to day management of the laboratory with emphasis on ensuring high quality routine and complex tests are provided. The applicant will be involved in quality assurance programs in all aspects of respiratory physiology measurement and assist in the management and development of staff.

Eligibility/Other Requirements: Bachelor of Science or equivalent is essential (Physiology, Allied Health, Health Sciences).

Previous experience in a Respiratory Function Laboratory. Professional credential (Certified Respiratory Function Scientist) from the Australian New Zealand Society of Respiratory Science and experience working with paediatric patients desirable.

Contact Officer: Derek Figurski (02) 6244 2066

Information Management and Information Technology

E-Health

Nutrition Project Officer

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 20842)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

An opportunity exists for an experienced and motivated Dietitian to work as a Nutrition Project Officer on the Integrated Food Services Management System Project. The new Integrated Food Services Management System is expected (with

supporting business processes) to improve the quality and efficiency of ordering and delivering meals and therefore enhance patient care and safety. The successful applicant will have a good understanding of Nutrition Processes within an inpatient setting and able to identify improvements ready for the successful implementation of the new system. They will demonstrate good communication skills and ability to work within a team.
Eligibility/Other Requirements: Eligible to hold Dietitians Association of Australia Accredited Practising Dietitian Credential.
Note: This is a temporary vacancy until September 2011.
Contact Officer: Sandra Millett (02) 6205 1130

**Business and Infrastructure Support
Systems and Reporting
Records Management**

Assistant Manager Records and Mail

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 24297)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

An opportunity exists for a highly motivated individual to manage the day-to-day operations of the mail room and records office located at The Canberra Hospital. Reporting to the Records Manager, your role will have particular emphasis on effective management of staff, service delivery and client liaison. You will also be required to support the cultural change activities of the Business and Infrastructure Branch.

Eligibility/Other Requirements: Current driver's licence, Workplace Training and Assessment (Certificate IV or equivalent experience) or a willingness to acquire formal competency.

Note: This position may be filled based on Application and References.

Contact Officer: Sharleen Wyer (02) 6205 0695

Information Management and Information Technology

E-Health

IFSMS Food Service Project Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 20843)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

An opportunity exists for a motivated Project Officer to work on the Integrated Food Services Management System Project. The new Integrated Food Services Management System is expected (with supporting business processes) to improve the quality and efficiency of ordering and delivering meals and therefore enhance patient care and safety. The successful applicant will have a good understanding of Food Service Processes to assist in identifying improvements ready for the successful implementation of the new system. They will demonstrate good communication skills and ability to work within a team.

Note: This is a temporary position available until September 2011 with the possibility of extension.

Contact Officer: Sandra Millett (02) 6205 1130

The Canberra Hospital

Women's and Children's Health SMT

Women and Babies

Registered Nurse Level 1 - Neonatal

Registered Nurse Level 1 \$50,607-\$68,382, Canberra (PN: 26678, several)

Gazetted: 25 November 2010

The new Women's and Children's Hospital at The Canberra Hospital campus is under construction and is in the first stage of ACT Health's \$1 billion plus, redevelopment of our health infrastructure – called Your Health – our priority. The new Women's and Children's Hospital will co-locate maternity, gynaecology, neonatal, paediatric and adolescent services. New models of care are being developed to enhance continuity of care to meet the community needs and enhance the quality of care to be provided in the new public Women's and Children's Hospital. Our innovative models of care provide various employment options improving work life balance and leading to a high level of job satisfaction. ACT Health provides a highly competitive salary, relocation assistance, salary packaging, professional development and learning opportunities inclusive of scholarships, qualification allowance and career advancement opportunities. Education and research opportunities exist with our Research Centre for Nursing and Midwifery Practice and affiliation with the University of Canberra and Australian National University.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board/Australian Health Practitioner's Regulation Agency. Applications are invited from Registered Nurses with recent experience in either a Neonatal Intensive Care or Special Care/High Dependency Neonatal Nursery environment.

Note: Applicants will be required to work a rotating roster including morning, evening and night duty shifts.

Contact Officer: Jeni Williams (02) 6244 3461

Community Health

Continuing Care

CC - Nursing

Enrolled Nurse

Enrolled Nurse Level 1 \$45,683-\$48,967, Canberra (PN: 28337)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

The Link Team (After Hours Rapid Response for Community Nursing across Canberra) is seeking applications from enthusiastic, motivated Endorsed Enrolled Nurses to fill a part-time evening position as soon as possible.

This is an exciting opportunity to work in a motivated and supportive team, providing community nursing services to the residents of Canberra. Interested nurses are encouraged to speak with the contact officer to discuss further details. Eligibility/Other Requirements: Community nursing experience is preferred, but not essential. Orientation and training will be provided. Registered as a Health Professional (nurse) with the Australian Health Practitioner Regulation Agency and a current driver's licence.

Note: This is a part-time temporary position at 21 hours per week available for a period of six months with the possibility of extension and/or permanency from this process. Applicants should address the selection criteria and provide a current CV. Please arrange to have two referee contacts available (including one from a current supervisor).

Contact Officer: Leontine Muis (02) 6244 2900

**The Canberra Hospital
Women and Children's Health SMT
Neonatal**

Newborn Care Nurse

Enrolled Nurse Level 1 \$45,683-\$48,967, Canberra (PN: 30376)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

The Centre for Newborn Care (C.N.C.), Special Care Nursery, has an opportunity for a suitably qualified Enrolled Nurse. The position will involve commitment to a high level of both Clinical education and self-directed learning. Duties include provision of holistic family centred care to neonates with complex medical and surgical conditions and infants with chronic illnesses.

Eligibility/Other Requirements: Registered as an Enrolled Nurse with the Australian Health Practitioner's Regulation Agency. Recent post Registration Clinical experience and evidence of completion of Medication checking course are essential.

Note: The position is permanent part-time, 28 hrs per week and will commence late March, 2011. In the initial 2-4 week period the successful applicant will be rostered Monday-Thursday 7am-3.30pm to allow for comprehensive orientation into the C.N.C. This position involves shift work including weekends and night duty on a rotating roster. Applicants must address the selection criteria and submit two written referee reports at the time of lodging their application. Interview may not be required

Contact Officer: Jeni Williams (02) 6244 3461 or via TCH Switch: 62442222 @ Page: 50246

**Community Health
Business Program
Client Services
Client Service Officer**

Administrative Services Officer Class 2 \$42,233-\$46,832, Canberra (PN: 28318, several)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

Several exciting permanent opportunities exist for suitably skilled representatives to work within Clients Services across our Community Health Intake Unit (a call centre environment), Health Centre Administration (located at Tuggeranong, Phillip, City and Belconnen Health Centres), and the Clinical Records Unit.

Successful applicants will be working in a team environment to provide excellent customer service through answering telephone calls, generating appointments (using our Patient Administration system), receptionist duties and maintaining both electronic and hard copy records in accordance with approved records management practices and relevant legislation. Well-developed organisational, communication and keyboard skills and the ability to actively participate in quality improvement activities will be required. Full training will be provided and training time will depend on the area the successful candidate is allocated to.

Eligibility/Other Requirements Current driver's licence is desirable.

Note: Selection may be based on applications and referee reports only. Successful applicants may be required to work in various Community Health locations within the ACT.

Contact Officer: Debra Reynolds (02) 6205 2339

**The Canberra Hospital
Nursing Services
Support Services
Wardsperson**

Health Service Officer Level 2/3 \$35,829-\$39,776, Canberra (PN: 23824, several)

Gazetted: 25 November 2010

Closing Date: 2 December 2010

Do you want to work in challenging and rewarding environments? Do you enjoy the excitement of working in a variety of areas that provide you with the opportunity to broaden your skills? If the answer is "yes", then an excellent opportunity is available as a Wardsperson to work within the Ward Services – Operational Support, The Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital. Ward Services offers:- Ongoing training and education through Staff Development Unit (SDU); Rotating Rosters; Permanent full-time or part-time positions. Ward Services is looking for an energetic, motivated, committed person with strong interpersonal and communication skills.

Eligibility/Other Requirements: Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes.

Note: Applications should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability in the areas, contact details of two referees and a current curriculum vitae. Ability to

work Monday to Friday or shift work as required (eight and eleven hour shifts). Applicants will be assessed in accordance with the current Collective Agreement provisions as set out in section 16. Recruitment of these positions will be based on applications that address the selection criteria and selection may be based on application and referee reports only without the need for interview. Previous applicants need not re-apply.
Contact Officer: David Hosie (02) 6244 2610

Office of the Chief Executive

Allied Health

Allied Health Adviser

Health Care Assistant Traineeships

Health Care Assistant 1 \$31,037, Canberra (PN: 21110, several)

Gazetted: 25 November 2010

Closing Date: 9 December 2010

The Office of the Allied Health Adviser supports a range of workforce initiatives across ACT Health and currently has a number of traineeship positions available for Health Care Assistants to support a range of allied health professionals. There are five traineeships available in a variety of service delivery locations across ACT Health including Mental Health ACT (Occupational Therapy Assistant), Aged Care and Rehabilitation Services (Occupational Therapy and Physiotherapy Assistants), Continuing Care (Nutrition and Dietetics Assistant) and The Canberra Hospital (Speech Pathology Assistant). Successful applicants will develop skills through on-the-job training while being supported to complete the Certificate IV in Allied Health Assistance at the Canberra Institute of Technology (CIT). Applicants should be able to demonstrate interest in learning new skills and tasks, a responsible and mature attitude, initiative and an ability to work both independently and in a team environment.

Eligibility/Other Requirements: Successful applicants must be eligible to enter a Training Contract with an Australian Apprenticeship Centre in the ACT; and be enrolled or eligible to enrol in Certificate IV Allied Health Assistance at the Canberra Institute of Technology; and possess a current driver's licence.

Note: These positions are temporary available for the term of the traineeship, approximately 12 months. Prior to applying for these positions, applicants are required to contact the Contact Officers listed below.

Contact Officer: Lorraine Lawrence (02) 6207 2081 or Sally Ranford (02) 6205 2494

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

Planning Services

Land Policy

Manger, Land Policy Section

Senior Officer Grade A \$115,016, Canberra (PN: 15412)

Gazetted: 24 November 2010

Closing Date: 1 December 2010

As manager of the Land Policy Section, the successful applicant will demonstrate exceptional experience and knowledge across the range of development and planning policy, as well as highly developed leadership and communication skills. The occupant of the position will oversee a number of functions including managing the activities of the Land Policy Section; providing leadership and management within a team environment; liaising effectively with Government agencies, community and industry groups; and representing ACTPLA before relevant Assembly Committees, community groups and other forums.

Eligibility/Other Requirements: Qualifications and experience in architecture, town planning, urban design, or environmental planning essential.

Contact Officer: Kelvin Walsh (02) 6207 1950 kelvin.walsh@act.gov.au

Calvary Health Care ACT (Public)

Administrative

Payroll

Payroll Officer

Administrative Services Officer Class 3 \$48,108-\$51,916, Canberra (PN: 7461)

Gazetted: 23 November 2010

Closing Date: 26 November 2010

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

Eligibility/Other Requirements: HIGHLY DESIRABLE: Knowledge and understanding of payroll processing requirements. Demonstrated ability to undertake a range of day to day payroll processing tasks with a high level of accuracy and efficiency. Personal accountability for accurate and timely completion of identified duties. Ability to consistently meet tight deadlines. Computer skills, particularly with respect to Payroll software and Microsoft Office applications. Commitment to being a team player. DESIRABLE: Familiarity with the Public Sector Management Act 1994 and associated legislation. Contact Officer: Mary-Ann O'Sullivan 02 6201 6019 Mary-Ann.O'Sullivan@Calvary-act.com.au

Canberra Institute of Technology

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

Centres

Centre for Health, Community and Wellbeing

Human Services

Aged Care/Nursing/Human Services Teacher

Teacher Band 1 \$58,254-\$78,380, Canberra (PN: 51685)

Gazetted: 24 November 2010

Closing Date: 14 December 2010

Human Services Program at CIT is seeking an experienced person with professional knowledge and practical skills, including online development and delivery appropriate to teaching a range of subjects offered in the Certificate III and IV in Aged Care and Diploma of Nursing. The ability to maximise students' learning opportunities through sound coordination skills is important to this position.

Eligibility/Other Requirements: Appropriate tertiary qualifications relevant to teaching in Human Services/Enrolled Nursing and Aged Care or other relevant discipline as appropriate to teaching to diploma level. Possess, or be eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five years of relevant vocational/industrial professional experience or possess such other qualifications and/or experience acceptable for the position. Registered or eligible for registration with the ACT Nursing and Midwifery Board and relevant Post Registration Qualification. There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Note: This is a part-time temporary position at 22:03 hours per week, available for a period of two years, starting late January 2011. Engagement resulting from this advertisement may lead to appointment under clause 21 of the Canberra Institute of Technology Teachers' Enterprise Agreement 2009 – 2011.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@cit.act.edu.au

Centres

Health Community and Wellbeing

Human Services

Nursing/Human Services Teacher

Teacher Band 1 \$58,254-\$78,380, Canberra (PN: 16083)

Gazetted: 23 November 2010

Closing Date: 7 December 2010

Human Services Program at CIT is seeking an experienced energetic person with professional knowledge, practical skills and online development and delivery skills appropriate to teaching in all nursing programs. Experience in industry placements, clinical supervision and using a simulated learning environment is also essential to this position.

Eligibility/Other Requirements: Mandatory: Appropriate tertiary qualifications relevant to teaching in Human Services/Enrolled Nursing and Aged Care programs. Possess, or be eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five years of relevant vocational/industrial professional experience or possess such other qualifications and/or experience acceptable for the position, registered as a General Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and relevant Post Registration Qualification.

Note: There is a qualification barrier at the 6th incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point. This position is temporary available from January 2011 until January 2013. Engagement resulting from this advertisement may lead to appointment under clause 21 of the Canberra Institute of Technology Teachers' Enterprise Agreement 2009 - 2011.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@cit.edu.au

Centres

Centre for ICT

Information and Communication Technology Teacher

Teacher Band 1 \$58,254-\$78,380, Canberra (PN: 51508)

Gazetted: 18 November 2010

Closing Date: 7 December 2010

Teach as required by the Centre Director up to the number of hours and under the conditions prescribed in the relevant industrial award. Develop individually and as a member of a team curricula, including educational resource material, for new and existing programs of study and develop suitable student assessment procedures. Set and mark examinations and other assessment instruments. Maintain student records including complete and detailed records of relevant student assessments and performance. Organise and/or lead relevant fieldwork and student excursions as required or allowed by

the curriculum. Counsel and advise students on their programs of study and other issues relevant to their effective participation in courses offered by the Centre. Attend staff meetings within the Institute and Centre as required. Assist in promoting the Centre and in liaison with industry and the community. Perform the educational and administrative tasks and other incidental duties as directed by the Centre Director.

Eligibility/Other Requirements: Appropriate tertiary qualification relevant to the subject matter. Possess or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five years of relevant vocational/industry professional experience or possess such other qualifications and/or experience acceptable for the position.

Note: This is a temporary position available from 27 January 2011 for a period of two years with possible extension up to five years. Engagement resulting from this advertisement may lead to Appointment under clause 21 of the Canberra Institute of Technology Teachers' Enterprise Agreement 2009 - 2011. There is qualification barrier at the sixth increment point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Contact Officer: Jill Patton (02) 6207 3391 jill.patton@cit.acr.edu.au

Centres

Student Services Hub

Administrative Services Officer

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 54640)

Gazetted: 24 November 2010

Closing Date: 8 December 2010

The Student Services Hub are seeking an experienced administrative officer who will provide high level administration support to one of our education centres. The successful applicant will have experience in office administration and knowledge of the education sector. The person will have demonstrated ability to provide high level customer service and exercise good judgement. The successful applicant will also possess sound organisational, communication and computer skills and be willing to work in a team which is committed to ongoing business improvement.

Contact Officer: Diane Donohue (02) 6205 8658 diane.donohue@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

Strategic Finance

Director, Strategic Finance

Executive Level 1.3 \$190,992 to \$201,652 depending on current superannuation arrangements, Canberra (PN: E492)

Gazetted: 19 November 2010

Closing Date: 7 December 2010

The Chief Minister's Department (CMD) would like to appoint an outstanding executive to the position of Director, Strategic Finance. The position has responsibility for providing high-level support and advice to the Chief Executive across the areas of strategic financial management, audit, budget preparation and performance, and management reporting as well as advice on across government issues that arise from time to time. To support this, appropriate qualifications in accounting or a related discipline will be required as well as strategic and policy capacity.

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

Applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contact Officer: Sue Hall (02) 6207 5868 sue.hall@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

Policy and Organisational Services

Governance, Advocacy and Community Policy

Data and Research

Senior Data and Research Officer

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 15082)

Gazetted: 19 November 2010

Closing Date: 7 December 2010

This position requires a person who can provide high level support for the strategic data and research capacity in the Department. This person will be required to understand and analyse data and research concepts and models and apply them in a practical context. Working on a broad range of human services data and research activities, they will be required to assist with the development, collection, analysis and provision of data and research relating to the Department's areas of responsibility, to provide advice at a senior level and represent the Department at inter-agency and external forums in relation to these matters.

Eligibility/Other Requirements: Tertiary qualifications in statistics or a social science which incorporates a statistical component are essential. Statistical analytical skills and experience in working with human services data is a pre-requisite.

Contact Officer: Richard Beaton (02) 6207 5400 richard.beaton@act.gov.au

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Case Manager and Indigenous Liaison Officer

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 07829)

Gazetted: 24 November 2010

Closing Date: 14 December 2010

The successful applicant will be a member of the Bimberi Programs and Services Team providing culturally appropriate case management services and delivering rehabilitative, therapeutic and educative programs in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. On a day-to-day basis, as part of a multi-disciplinary team, this position provides the case management and program delivery for a number of young people on remand or committal. Provide specialist staff training, advice and assistance in matters related to Aboriginal and Torres Strait Islander peoples.

Eligibility/Other Requirements: A current driver's licence. Tertiary qualifications, or equivalent, in, psychology or social work. Eligibility for membership or registration with the appropriate professional body.

Contact Officer: Leanne Rourke (02) 6207 3384 leanne.rourke@act.gov.au

Office for Children, Youth and Family Support

Youth Directorate

Community Youth Justice

Case Manager

Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 11411, several)

Gazetted: 24 November 2010

Closing Date: 8 December 2010

Community Youth Justice is responsible for the supervision of young people who have been referred by the ACT Courts. Community Youth Justice places an emphasis on offering young people who have been before the Court an opportunity for rehabilitation and reintegration back into the community. Community Youth Justice has a commitment to: providing effective supervision of clients including support and monitoring of specific conditions ordered by the court; undertaking evidence-based assessments of clients and providing or referring them to evidence-based interventions likely to reduce the frequency and/or severity of re-offending;

supporting clients to achieve broader positive goals including integration into the community and social inclusion; and providing professional, prompt, and informed reports and advice to courts and, where appropriate, other stakeholders. Community Youth Justice Case Managers work in close partnership with a range of stakeholders to ensure clients are given the best opportunities to meet their legal obligations and make positive changes in their lives. Some of these significant stakeholders are Care and Protection Services, schools and other educational or vocational services, employment agencies and employers, the Turnaround Program, Youth Connection, community, youth and accommodation services, as well as family members and significant support persons. Community Youth Justice is committed to providing a service that respects the rights of each client and promotes their physical, social, emotional and educational/vocational wellbeing.

Eligibility/Other Requirements: Degree in Social Work, Social Science, Social Welfare, Psychology or related discipline or other tertiary qualifications with two years relevant work experience.

Note: There are several permanent and temporary positions available.

Contact Officer: Tina Brendas (02) 6207 0740 tina.brendas@act.gov.au

Office for Children, Youth and Family Support

Youth Directorate

Youth Connection

Case Manager

Health Professional Level 2 \$49,557-\$68,740, Canberra (PN: 12044)

Gazetted: 24 November 2010

Closing Date: 7 December 2010

Youth Connection is a strengths-based outreach case management program for students who are exhibiting school absenteeism. The program helps students stay at school by assisting them, and their families to develop a network of support to re-engage with the education system and reach identified goals. The position of Youth Connection Case Manager will be responsible for working with young people in the community, to engage with them and assist them to overcome the barriers that have caused them to disengage with education.

Eligibility/Other Requirements: Relevant qualifications in Youth Work, Social Sciences or related discipline, as well as experience in working with young people in a community/youth work setting.

Note: This is a temporary position available from 19 January 2011 to 19 November 2011 with the possibility of extension.

Expressions of interest are sought from potential candidates and should include a supporting statement of approximately two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Rish Leftery (02) 6205 5211 rish.leftery@act.gov.au

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Youth Worker

Administrative Services Officer Class 3/4 \$48,103-\$58,213, Canberra (PN: 03299, several)

Gazetted: 24 November 2010

Closing Date: 10 December 2010

Bimberi signals a new era in Youth Justice. We are looking for people who have the ability to relate to people from different ethnic and cultural backgrounds; enjoy challenging and varied work with young people; will treat young people fairly, consistently and in a non-judgemental way and can be positive role models for young people in the youth justice system. Staff will receive an attractive remuneration package and the opportunity for professional development. Training will be provided.

Eligibility/Other Requirements: Completion or partial completion of the Youth Worker Level 3 or 4 Certificate or qualification in the behavioural sciences desirable. Applicants will be required to undergo psychometric testing as part of the recruitment process. Possession of a current driver's licence and Senior First Aid Certificate.

Contact Officer: Mark Stephens (02) 6207 3346 leanne.rourke@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

Corporate Services

Human Resources

Health and Wellbeing

Manager

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 00090)

Gazetted: 24 November 2010

Closing Date: 9 December 2010

Effectively lead and manage the Department's rehabilitation and return to work and health, safety and wellbeing practices.

Contact Officer: Anne Ellis (02) 6207 1589 anne.ellis@act.gov.au

School Improvement

South/Weston Network

Melrose High School

Executive Teacher English

School Leader C \$90,412, Canberra (PN: 03634)

Gazetted: 18 November 2010

Closing Date: 29 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: George Palavestra (02) 6205 7588 george.palavestra@ed.act.edu.au

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

Tertiary and International Education

International Education

Homestay Coordinator Position

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 16414)

Gazetted: 24 November 2010

Closing Date: 1 December 2010

Homestay coordinator for the International Education Unit (IEU) with the knowledge and/or ability to interpret and implement Department of Immigration and Citizenship (DIAC) regulations and Department of Education, Employment and Workplace Relations (DEEWR) legislation, in relation to the homestay and welfare arrangements for international students in ACT public schools.

Eligibility/Other Requirements: High level communication and conflict resolution skills, with a commitment to client service for students, parents and overseas agents/clients.

Note: A background in real estate is an advantage in this position. This position is temporary for a period of two years from 18 December 2010 to 18 December 2012, with possibility of extension.

Contact Officer: Heather Paterson (02) 6205 5293 heather.paterson@act.gov.au

Tertiary and International Education

International Education

Senior Project Officer - Finance

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 09447)

Gazetted: 24 November 2010

Closing Date: 1 December 2010

The Senior Project Officer position for the International Education Unit (IEU) requires the ability to interpret and implement Department of Immigration and Citizenship (DIAC) regulations and Department of Education, Employment and Workplace Relations (DEEWR) legislation. High level communication and conflict resolution skills along with a commitment to client service for students, parents and overseas agents/clients are critical in this position. Financial knowledge and skills to manage the accounting procedures for international students and data management for the Department is critical.

Eligibility/Other Requirements: Ability to speak Mandarin highly desirable.

Note: This is a temporary part-time position available from 17 January 2011 to 17 January 2012 at 29.4 hours per week.

This position manages the International Education Unit student payments, invoicing and receiving for the International Education Unit. The applicant will need to be familiar with business, financial and accounting procedures. A week's training is required.

Contact Officer: Heather Paterson (02) 6205 5293 heather.paterson@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.

Corporate Services

Finance and Corporate Services

Corporate Support

Executive Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 11982)

Gazetted: 24 November 2010

Closing Date: 8 December 2010

Under limited direction, develop departmental policies and procedures relating to property management functions. Provide advice on school cleaning matters, liaise with stakeholders and represent the department at meetings. Manage processes for calculating the use of school space, taking into consideration enrolments, excess space and tenancy arrangements.

Analyse space data and provide advice to senior management as required. Undertake contract and procurement processes as required. Prepare more complex submissions, briefs, reports and ministerial correspondence.

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

Contact Officer: Lee Blakers (02) 6205 9115 lee.blakersn@act.gov.au

Tertiary and International Education

International Education

Business and Stakeholder Engagement Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 16791)

Gazetted: 24 November 2010

Closing Date: 1 December 2010

The Business and Stakeholder Engagement Officer for the International Education Unit (IEU) will engage with overseas stakeholders and develop sustainable and self-funding international programs for the Department. The position requires liaison with international bodies, both on and offshore, strategic planning, development of financial proposals, management of project budgets and the development of promotional material. High level communication with a commitment to client service for overseas clients is critical to this position.

Eligibility/Other Requirements: Ability to be fluent in Chinese (Mandarin) and read and write Chinese is highly desirable.

The ability to travel overseas is also a requirement of this position.

Note: This is a temporary position available from 1 January 2011 to 1 January 2013 with the possibility of extension.

Contact Officer: Heather Paterson (02) 6205 5293 heather.paterson@act.gov.au

School Improvement

North/Gungahlin Network

Harrison School

Preschool Assistant

School Assistant 2 \$35,912-\$39,824, Canberra (PN: 21384)

Gazetted: 24 November 2010

Closing Date: 8 December 2010

Provide support to the teacher by assisting with the management and learning of children in a preschool.

Eligibility/Other Requirements: Certificate III in Children Services or willingness to undertake appropriate training is highly desirable. First Aid qualification or willingness to undertake appropriate training.

Contact Officer: Debbie Carne (02) 6205 9555 debbie.carne@ed.act.edu.au

School Improvement

Belconnen Network

Weetangera Primary

Library Assistant

School Assistant 2 \$35,912-\$39,824, Canberra (PN: 19770)

Gazetted: 23 November 2010

Closing Date: 30 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.

Eligibility/Other Requirements: First Aid qualification, or willingness to undertake appropriate training. Knowledge of libraries and automated library systems and practices is desirable.

Contact Officer: Kim McCormack (02) 6205 7488 kim.mccormack@ed.act.edu.au

Department of Justice and Community Safety

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

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

ACT Emergency Services

Fleet and Procurement

Resource Centre

Customer Service Operator

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 09255)

Gazetted: 23 November 2010

Closing Date: 14 December 2010

Perform a wide range of warehousing tasks including: ordering, receipt, storage, issue and distribution of stores. Provide high level customer service. Use computer applications to access and process information. Provide administrative support and courier services as required. Participate in an on-call roster for out-of-hours work.

Eligibility/Other Requirements: Able to operate vehicles and other mechanical equipment in a stores environment.

Possession of a current unrestricted driver's licence is essential. Forklift licence is desirable.

Contact Officer: Colin Dawes (02) 6207 8687 colin.dawes@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.

Office Of Regulatory Services

Compliance

Parking Operations

Parking and Information Officer

Administrative Services Officer Class 2 \$42,233-\$46,832, Canberra (PN: 03326, several)

Gazetted: 24 November 2010

Closing Date: 8 December 2010

Under the general direction of the Team Leader, Parking Management Unit, as an authorised person in uniform, patrol designated areas within the ACT administered under the *Road Transport (General) Act 1999* and attend to parking matters as required. This will require working in difficult weather conditions and often patrolling up to 20 kilometres on foot per day. Provide information on matters effecting, or likely to affect parking enforcement control measures in the ACT and attend the ACT Magistrate's Court on prosecution matters arising from parking infringements. Assist in on-the-job training and assist senior members with other work in the Unit to ensure the objectives of Parking Operations are achieved.

Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Scott Horan (02) 6207 7069 scott.horan@act.gov.au

Office of Regulatory Services

Compliance

Parking Operations - Parking Devices Unit

Parking Devices Unit Technician

Administrative Services Officer Class 2 \$42,233-\$46,832, Canberra (PN: 11902, several)

Gazetted: 24 November 2010

Closing Date: 16 December 2010

Under the general direction of the Team Leader, Parking Devices Unit, the successful applicants will undertake a range of operational and administrative tasks including; servicing parking meters and ticket machines, assist in the control and upkeep of pay parking equipment spare parts and collect money from parking meters and ticket machines daily. Assist in the maintenance of individual and statistical records of all Territory pay parking equipment using manual and computer based systems, assist in the preparation of documentation and reports on all Territory pay parking equipment, missing or defaced road signs and markings, assist in the re-programming of all Territory pay parking equipment including updating of fee structures and daylight savings changes, assist in on-the-job training, assist senior members with other work in the unit to ensure the objectives of the Unit are achieved and maintain records in accordance with the *Territory Records Act 2002*. Oversight remedial work as required.

Eligibility/Other Requirements: Current drivers licence is essential.

Contact Officer: Scott Horan (02) 6207 7069 scott.horan@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 and Territory Services

Executive

Business Manager

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 55695, several)

Gazetted: 18 November 2010

Closing Date: 29 November 2010

Transport and Infrastructure Division and Territory Services Division are seeking two highly motivated and suitably experienced individuals to fill the roles of Business Manager for each division. These positions report directly to the Executive Director and have an overarching strategic coordination role across the Division. The successful applicants will need to demonstrate strategic business management skills, particularly in relation to financial management and reporting, business planning and human resource management. The Business Manager operates with a high degree of independence, providing professional, business and strategic management advice to the Executive Director and senior management of the Division. The successful applicants would be required to commence a.s.a.p.

Eligibility/Other Requirements: Appropriate tertiary qualifications in business administration are desirable.

Contact Officer: Tom Elliott - (02) 6205 2483 tom.elliott@act.gov.au or Phillip Perram (02) 6207 2333

phillip.perram@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

ACT Procurement Solutions

Infrastructure

Assistant Manager, Prequalification

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 21339)

Gazetted: 23 November 2010

Closing Date: 7 December 2010

The main duties of this position are to assist in the full implementation of the National Prequalification System. Review all the current Prequalification Schemes. Provide advice to the Manager on acceptance of prequalification applications, including the ability to interpret financial statements and make recommendations. Undertake a policy and advisory role in relation to Prequalification.

Eligibility/Other Requirements: Relevant degree and/or post graduate qualifications in a related area i.e. risk management, value management, procurement, financial qualifications. Experience with service provision in a fee for service environment or the ability to quickly develop this knowledge.

This is a temporary position available from 17 January 2011 until 16 January 2012. Selection maybe based on applications and referee reports only.

Contact Officer: Lee-Anne Aldwell 02 6207 5982 lee-anne.aldwell@act.gov.au

InTACT

Planning and Development

Business Systems Services

Senior Software Developer

Senior Information Technology Officer Grade C \$81,772-\$88,168, Canberra (PN: 05244)

Gazetted: 24 November 2010

Closing Date: 14 December 2010

Review, analyse and continuously improve Department of Education and Training (DET) business systems and applications used for supporting all aspects of the Department's business needs. Participate in, and provide technical leadership to, a small team providing customer support in relation to the use of DET business applications, websites, related software, training manuals, user and other documentation.

Eligibility/Other Requirements: Accredited PRINCE2 Foundation or above would be highly regarded.

Contact Officer: Dean Conway (02) 6205 2485 dean.conway@act.gov.au

Corporate Support

Governance

Security and Risk

Business Assurance Officer

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 12833)

Gazetted: 23 November 2010

Closing Date: 30 November 2010

The Department of Territory and Municipal Services is seeking a Business Assurance Officer who will take responsibility for Business Continuity, Security and Emergency Management activities, including developing, maintaining or promoting a range of policies, processes and procedures. The position includes the role of the Agency Security Officer, and requires the incumbent to represent the Department at a variety of whole of government forums.

Eligibility/Other Requirements: This is a Designated Security Assessed Position and as such requires the successful applicant to hold or gain a national security clearance at Secret level. Applicants may be selected for the role pending a security clearance, but failure to gain a clearance will result in the employment being terminated.

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

Contact Officer: John Brockelsby (02) 6205 0218 john.brockelsby@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

ACT Procurement Solutions

Infrastructure

Senior Prequalification Officer

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 03680)

Gazetted: 23 November 2010

Closing Date: 7 December 2010

The successful applicant in this position will be required to undertake the following duties; Assist in the full implementation of the National Prequalification System, assist in the review of all current Prequalification Schemes and provide advice to the Manager on acceptance of prequalification applications.

Eligibility/Other Requirements: Relevant degree and/or post graduate qualifications in a related area i.e. risk management, value management, procurement or financial qualifications, and experience with service provision in a fee for service environment, or the ability to quickly develop this knowledge.

Note: This is a temporary position for a period of 12 months, from the 17th January 2011 to the 16th January 2012.

Applicants may be selected on written application and referee reports only.

Contact Officer: Lee-Anne Aldwell (02) 6207 5982 lee-anne.aldwell@act.gov.au

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

**Land Management and Planning
Parks and Conservation Service
Community and Visitor Programs
Caring for Country Ranger**

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 03246)

Gazetted: 24 November 2010

Closing Date: 1 December 2010

Parks and Conservation Service in the Department of Territory and Municipal Services, are seeking applications from Aboriginal and Torres Strait Islander people to fill the role of Caring for Country Ranger, to develop interpretative and cultural awareness activities, mentor and supervise two trainees, and create opportunities for Aboriginal people to care for Country. Offered as a fixed term two-year professional development opportunity, the successful applicant will have some qualifications and demonstrated experience in land management, heritage and conservation, with further training offered to enhance their leadership, cultural heritage and natural resource management skills. Applicants need to demonstrate a strong connection and understanding of Ngunnawal Country, have excellent communication skills and the ability to inspire and supervise others, and proven land management and cultural interpretation experience. This is an Aboriginal and Torres Strait Islander identified position and it is a genuine occupational requirement that the position be filled by an Aboriginal or Torres Strait Islander person.

Eligibility/Other Requirements: Evidence of Aboriginality or Torres Strait Islander descent. Current driver's licence essential and current First Aid Certificate desirable. Preparedness to wear a uniform and work weekends or public holidays if required. Willingness to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Note: This is a temporary position available from 1 January 2011 to 31 December 2012.

Contact Officer: Deb Melaluca (02) 6207 2900 deb.melaluca@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.

**Corporate Support
Governance, Finance, Human Resources
Policy and Planning, Budgets, Workforce and Co-ordination
Executive Assistant**

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 11428, several)

Gazetted: 18 November 2010

Closing Date: 2 December 2010

Corporate Support Division is seeking three highly motivated people to join our team as the Executive Assistants to three of the Directors in our Division, and provide support to the managers. You will need to have excellent judgment, organisational and communications skills and will be expected to work to strict deadlines under limited supervision and direction. In addition to providing comprehensive administrative support and office management, including effective diary management and coordination of correspondence and information, you will often be the first point of contact for the Branch, and backup support to the Offices of the Chief Executive and the Deputy Chief Executive, as required. This will require you to develop strong relationships with a range of internal and external stakeholders. This is a very busy role with exposure to interesting and challenging work.

Eligibility/Other Requirements: Ability to use Microsoft Office applications and databases essential. Understanding of budgeting and general financial management in an office environment an advantage.

Contact Officer: Sue Pierce (02) 6207 5506 sue.pierce@act.gov.au

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

**InTACT
Operations
Service Support
Customer Support
Information Technology Officer Class 1 \$51,916-\$59,360, Canberra (PN: 21014, several)**

Gazetted: 18 November 2010

Closing Date: 7 December 2010

The successful applicants will be required to provide technical support and assistance to InTACT customers through the maintenance and diagnosis of hardware and software problems, either on-site or remotely on the Service Desk. Receive and accurately record IT incidents and problems reported by customers.

Eligibility/Other Requirements: A current driver's licence or willingness to acquire a driver's licence, highly desirable.

Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous.

Note: Incumbents may also be required to participate in an on-call arrangement that operates 24 x 7 days. Incumbents may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles if required.

Contact Officer: Andrew Kondakis (02) 6205 5413 andrew.kondakis@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
Climate Change
Manager**

Senior Officer Grade B \$99,033-\$111,485, Canberra (PN: 21300)

Gazetted: 18 November 2010

Closing Date: 7 December 2010

The Department of the Environment, Climate Change, Energy and Water (DECCEW) has responsibility for developing and implementing climate change, environment protection, and water and energy policies. Working with the Department will give the successful applicant an opportunity to work with environmental experts in a range of fields, from technical officers working on water quality, and air, noise and soil pollution; to program and policy managers in the areas of natural resource management, biodiversity, wildlife protection, greenhouse gas abatement, energy and water security. The Climate Change team has responsibility for developing and implementing the ACT Government's Climate Change policy by helping to build the capacity of the ACT to respond to climate change impacts and reducing greenhouse gas emissions.

Eligibility/Other Requirements: Relevant tertiary qualifications desirable.

Note: Applicants who are found suitable for appointment may be considered for future vacancies in the Department. This position is temporary available until 30 June 2011.

Contact Officer: Nandhini Nagaratnam (02) 6207 5045 nandhini.nagaratnam@act.gov.au

**Office of the Chief Executive
Climate Change and Natural Environment
Natural Environment and Resource Management
Senior Policy Officer**

Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 33211)

Gazetted: 23 November 2010

Closing Date: 7 December 2010

The Natural Environment and Resource Management Section is seeking an enthusiastic person to join the team to lead the development of a wide range of dynamic and interesting policy issues relating to the natural environment.

Eligibility/Other Requirements: Tertiary qualifications in environmental science, natural resource management or public policy would be an advantage.

Contact Officer: Kathryn Tracy (02) 6207 5717 kathryn.tracy@act.gov.au

**Office of the Chief Executive
Climate Change and Natural Environment
Natural Environment and Resource Management
Investment Manager**

Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 10980)

Gazetted: 23 November 2010

Closing Date: 7 December 2010

The Natural Environment and Resource Management Section is seeking an enthusiastic person to join the Natural Resource Management team to lead and manage a range of government programs and investments aimed at improving the natural resources of the ACT.

Eligibility/Other Requirements: Tertiary qualifications in natural resource management or environmental science or related disciplines would be an advantage.

Note: This is a temporary position available asap until June 2013.

Contact Officer: Kathryn Tracy (02) 6207 5717 kathryn.tracy@act.gov.au

**Office of Chief Executive
Environment Protection and Water Regulation
Water Resources
Environment Protection Officer
Professional Officer Class 2 \$66,198-\$76,043, Canberra (PN: 10901)**

Gazetted: 23 November 2010

Closing Date: 7 December 2010

The Water Resources Unit of Environment Protection and Water Regulation requires an experienced Aquatic Ecologist to provide scientific input to the Waterwatch Program and other activities of the unit and produce reports on water resources and quality as required.

Eligibility/Other Requirements: A degree in a relevant environmental or ecological science is mandatory.

Note: Applicants may be assessed on applications and referee reports only. This position is permanent part-time at 14:42 hours per week.

Contact Officer: Peter Donnelly (02) 6207 2144 peter.donnelly@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.

**Office of the Chief Executive
Climate Change and Natural Environment
Climate Change
Policy Officer**

Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 04359)

Gazetted: 18 November 2010

Closing Date: 7 December 2010

The Department of the Environment, Climate Change, Energy and Water (DECCEW) has responsibility for developing and implementing climate change, environment protection, water and energy policies. Working with the Department will give you an opportunity to work with environmental experts in a range of fields, from technical officers working on water quality, and air, noise and soil pollution; to program and policy managers in the areas of natural resource management, biodiversity, wildlife protection, greenhouse gas abatement, energy and water security. The Climate Change team has responsibility for developing and implementing the ACT Government's Climate Change policy by helping to build the capacity of the ACT to respond to climate change impacts and reducing greenhouse gas emissions.

Eligibility/Other Requirements: Relevant tertiary qualifications desirable.

Note: An order of merit will be established from this process and may be used to fill future positions at level within the Department over the next 12 months.

Contact Officer: Nandhini Nagarathnam (02) 6207 5045 nandhini.nagarathnam@act.gov.au

**Office of the Chief Executive
Climate Change and Natural Environment
Climate Change
Data Officer**

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 21299)

Gazetted: 18 November 2010

Closing Date: 7 December 2010

The Department of the Environment, Climate Change, Energy and Water (DECCEW) has responsibility for developing and implementing climate change, environment protection, water and energy policies. Working with the Department will give you an opportunity to work with environmental experts in a range of fields, from technical officers working on water quality, and air, noise and soil pollution; to program and policy managers in the areas of natural resource management, biodiversity, wildlife protection, greenhouse gas abatement, energy and water security. The Climate Change team has responsibility for developing and implementing the ACT Government's Climate Change policy by helping to build the capacity of the ACT to respond to climate change impacts and reducing greenhouse gas emissions.

Eligibility/Other Requirements: Awareness of national and ACT climate change issues.

Note: This position is temporary for the period asap to 30 June 2011. Applicants who are found suitable for appointment may be considered for future vacancies in the Department.

Contact Officer: Nandhini Nagarathnam (02) 6207 5045 nandhini.nagarathnam@act.gov.au

Department of Treasury

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

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

Various Divisions

Policy Officer/Analyst

Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 11312, several)

Gazetted: 18 November 2010

Closing Date: 2 December 2010

A number of positions at the Administrative Services Officer Level 5 exist within the Department of Treasury across all divisions. Duties of the positions involve provision of advice and recommendations on matters for which the Unit is responsible; contribute to the preparation of reports, briefings to Ministers, draft submissions to Cabinet, ministerial speeches, replies to parliamentary questions and other correspondence; contribute to the corporate activities of Treasury and the ACT Public Service as required; attend meetings, interdepartmental committees, conferences and other forums.

Eligibility/Other Requirements: Relevant academic qualifications desirable.

Contact Officer: Kim Salisbury (02) 6207 0337 kim.salisbury@act.gov.au

APPOINTMENTS

ACT Health

Facilities Service Officer Level 5 \$41,913-\$44,091

Mervyn Thomas Back 827-26963, Section 68(1), 29 November 2010

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

Dianne Bradshaw 825-47543, Section 68(1), 22 November 2010

Health Service Officer Level 5 \$41,913-\$44,091

Salvatore Caruso 827-82084, Section 68(1), 11 November 2010

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

Emma Fox 825-47121, Section 68(1), 22 November 2010

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

Natalie Gray 827-83263, Section 68(1), 17 January 2011

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

Tara Kuleas 827-81436, Section 68(1), 11 November 2010

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

Naazaneen Slikker 827-81903, Section 68(1), 16 December 2010

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

Michael Thwaites 829-68719, Section 68(1), 22 November 2010

ACT Planning and Land Authority

Technical Officer Level 4 \$64,583-\$74,188

Daniel Goodwin 827-08431, Section 68(1), 22 November 2010

Health Professional Level 3 \$70,774 - \$74,676

Natalie Campbell, 68, 25 November 2010

Canberra Institute of Technology

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

Rachael Lee Clarke 820-79487, Section 68(1), 22 November 2010

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

Michelle Anne Hood 821-03491, Section 68(1), 22 November 2010

Department of Disability, Housing and Community Services

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

Sarah Conway 827-27114, Section 68(1), 22 November 2010

Department of Education and Training

School Assistant 2 \$35,912-\$39,824

Kate Maree Dobney 787-42207, Section 68(1), 18 November 2010

School Assistant 2 \$35,912-\$39,824

Silvia Mueck 820-96295, Section 68(1), 18 November 2010

School Assistant 2 \$35,912-\$39,824

Pauline Newham 816-79122, Section 68(1), 18 November 2010

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

David Paul Simmons 827 - 12588, Section 68(1), 15 November 2010

School Assistant 2 \$35,912-\$39,824

Tracey Thomas 820-95954, Section 68(1), 16 November 2010

Department of Justice and Community Safety

Ambulance Paramedic \$47,429-\$54,589

John Berry 827-26648, Section 68(1), 22 November 2010

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

Andrew Bray 820-86812, Section 68(1), 16 November 2010

Ambulance Paramedic \$47,429-\$54,589

Ben Grellman 827-26656, Section 68(1), 22 November 2010

Paralegal Grade 2 \$55,317-\$58,213

Eleanor Mae Hoskins 827-08490, Section 68(1), 17 November 2010

Ambulance Paramedic \$47,429-\$54,589

Anthony Simon 827-26621, Section 68(1), 22 November 2010

Ambulance Paramedic \$47,429-\$54,589

Randall Smith 827-26605, Section 68(1), 22 November 2010

Department of Territory and Municipal Services

Technical Officer Level 4 \$64,583-\$74,188

Adam Leavesley 827-26410, Section 68(1), 18 November 2010

Department of Treasury

Economics and Finance Graduates \$53,616

Arunima Lal 827-28168, Section 68(1), 24 January 2011

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

Kylee Michelle Martin 820-88244, Section 68(1), 22 November 2010

Land Development Agency

Senior Officer Grade A \$107,895

Robert Thomas Pelhan-Thorman 820-91427, Section 68(1), 4 April 2009

TRANSFERS

Department of Justice and Community Safety

Phillip Martin Roy Owen: 795-62857

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

ACT Health

To: Intensive Care Paramedic 1 \$66,447-\$73,830 plus penalties

Department of Justice and Community Safety, Canberra (PN. 18381) (Gazetted 20 May 2010)

PROMOTIONS

ACT Health

Mental Health ACT

Adult Community and Older Persons

City Mental Health Team

Stephen Bagshaw: 827-28416

From: Enrolled Nurse Level 1 \$45,683-\$48,967

Calvary Health Care

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

ACT Health, Canberra (PN. 21295) (Gazetted 9 September 2010)

The Canberra Hospital

Medical Imaging

Radiology

Anita Davenport: 799-93796

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

ACT Health

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

ACT Health, Canberra (PN. 16793) (Gazetted 21 October 2010)

The Canberra Hospital

Ambulatory and Medical Services

Medical Services

Kendra Kemister: 817-39236

From: Registered Nurse Level 1 \$50,607-\$68,382
ACT Health
To: †Registered Nurse Level 3.2 \$92,492
ACT Health, Canberra (PN. 22409) (Gazetted 14 October 2010)

The Canberra Hospital

Ambulatory and Medical Service

Medical Services

Julie O'Rourke: 786-45028

From: Registered Nurse Level 2 \$71,180-\$75,582
ACT Health
To: †Registered Nurse Level 3.2 \$92,492
ACT Health, Canberra (PN. 22413) (Gazetted 14 October 2010)

Aged Care and Rehabilitation

Aged Care and Rehabilitation Administration

ACRS Administration

Monique Roseworn: 748-79804

From: Administrative Services Officer Class 3 \$48,103-\$51,916
ACT Health
To: Administrative Services Officer Class 4 \$53,616-\$58,213
ACT Health, Canberra (PN. 11483) (Gazetted 21 October 2010)

The Canberra Hospital

Ambulatory and Medical Services

ACT Diabetes Services

Kathryn Storer: 821-05606

From: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)
ACT Health
To: †Health Professional Level 4 \$81,772-\$88,168
ACT Health, Canberra (PN. 04894) (Gazetted 7 October 2010)

ACT Planning and Land Authority

Client Services

Strategic Finance

Rohan Haslam: 788-61214

From: Senior Officer Grade C \$81,772-\$88,168
Cultural Facilities Corporation
To: †Senior Officer Grade A \$115,016
ACT Planning and Land Authority, Canberra (PN. 15175) (Gazetted 28 October 2010)

Department of Disability, Housing and Community Services

Executive

Chief Executive's Office

Heather Joy Lakey: 786-89039

From: Administrative Services Officer Class 5 \$59,800-\$63,409
Department of Disability, Housing and Community Services
To: Administrative Services Officer Class 6 \$64,583-\$74,188
Department of Disability, Housing and Community Services, Canberra (PN. 19415) (Gazetted 8 September 2010)

Department of Justice and Community Safety

Director of Public Prosecutions

Corporate

Damian Smeaton: 799-90165

From: Paralegal Grade 1 (lower) \$42,233-\$46,832
Department of Justice and Community Safety
To: †Paralegal Grade 1 (upper) \$49,354-\$53,616
Department of Justice and Community Safety, Canberra (PN. 04167) (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.