



ACT Government Gazette

Gazetted Notices for the week beginning 19 July 2012

Executive Notices

Auditor-General's Office

Engagement

Bernard Sheville – Director, Financial Audits (E212) Section 72 of the Public Sector Management Act 1994

Chief Minister and Cabinet

Contract Cessation

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

Pamela Davoren – Deputy Chief Executive, Policy (E381) – 12 July 2012

Engagements

Andrew Kefford – Deputy Director-General, Workforce Capability and Governance (E684) Section 72 of the Public Sector Management Act 1994

Jeremy Lasek – Executive Director, Culture and Communications (E476) Section 72 of the Public Sector Management Act 1994

Economic Development

Engagement

Shane O'Leary – Executive Director, Tourism, Events and Sport (E666) Section 72 of the Public Sector Management Act 1994

Environment and Sustainable Development

Engagement

Alan Traves – Executive Director, Policy (E692) Section 72 of the Public Sector Management Act 1994

Justice and Community Services

Contract Cessation

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

Anne Glover – Registrar, ACT Supreme Court (E264) – 19 July 2012

Engagement

Don Taylor – Superintendent, Custodial Operations, Corrective Services (E677) Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services

Engagements

Gordon Elliott – Director, Finance, Corporate, Directorate Services (E416) Section 72 of the Public Sector Management Act 1994

Paul Peters – Executive Director, RPT Executive, Roads and Public Transport (E581) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

**Nursing and Midwifery
Clare Holland House
Registered Nurse
Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: Various)**

Gazetted: 20 July 2012

Closing Date: 3 August 2012

Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit, and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. It is located in beautiful parkland settings on the shores of Lake Burley Griffin, with views to the surrounding Brindabella Mountains.

Clare Holland House - Home Based Palliative Care is looking for a Registered Nurse leader to fill the position of Registered Nurse Level 2. Experience in Palliative Care Nursing is required. This is a part time permanent position.

Eligibility/Other Requirements: Selection Criteria

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

Allied Health

Occupational Therapy

Health Professional Level 3

Occupational Therapist \$72,543 - \$76,543, Canberra (PN: 7247)

Gazetted: 20 July 2012

Closing Date: 17 August 2012

This is an exciting opportunity to lead and develop a specialised service and accomplish great things within a supportive department. The position is part time (3 days per week) and it is hoped that the successful applicant will be available to start in early July to ensure an adequate clinical handover from the outgoing senior therapist. This role is responsible for the provision of high quality hand therapy across Calvary Hospital's public and private outpatient hand therapy services. The successful applicant will be able to work effectively in both a public and private practise setting as a sole practitioner to provide specialist Occupational Therapy input to all aspects of both services. The Occupational Therapy department is committed to evidence based practice and there is a focus on continual professional development and involvement in research projects. In addition to the above we offer a very competitive salary, free uniforms, salary packaging, free parking, fortnightly in-service learning program, many varied training opportunities to assist in the development of all staff, a staff supervision program including competency development, and successful interstate/overseas applicants may be reimbursed for relocation costs. If you are successful in your application, commencement dates are flexible. Applications close: For further enquires please contact Michael Malcomess on (02) 6201 6087 or Email:

michael.malcomess@calvary-act.com.au For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Maternity

Registered Midwives

Registered Midwives Level 1 \$55,567 - \$75,084, Canberra (PN: Various)

Gazetted: 19 July 2012

Closing Date: 16 August 2012

Calvary Health Care ACT has a part-time/fulltime/casual positions available for a highly motivated Registered Midwives to work within our Maternity Unit. Calvary is a Baby Friendly Health Accredited Maternity Unit. With 1500 births per year the Maternity Unit is well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, medical and allied health staff.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kathy Coonan (02) 6201 6565 kathy.coonan@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Physiotherapist

Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: Various)

Gazetted: 20 July 2012

Closing Date: 17 August 2012

This is an exciting opportunity to join a friendly department with high staff morale and a focus on providing exemplary services. The Physiotherapy department at Calvary Health Care ACT seeks staff who foster evidence-based practice as well as values-based practice are self-motivated and demonstrate resilience in a contemporary healthcare setting practice self-reflection with a desire to continually learn are committed to risk management, continuous quality improvement and/or research can work independently and collaboratively as part of a multidisciplinary team. There is one permanent full-time position available in the Physiotherapy department and possible temporary/casual positions. Successful applicants will be involved in a rotational program through work areas such as Outpatients, Orthopaedics, Respiratory/ICU/Cardiac Rehabilitation, Medical/Acute Neurology, Aged Care and Rehabilitation, Women's Health, Lymphoedema and the Emergency Department. New & upcoming graduates are welcome to apply. Contact Officers: Claire Edwards, Deputy Director of Physiotherapy (Mon - Wed) or Jennifer Azurin, Director of Physiotherapy (Thur - Fri) Phone (02) 6201 6190 Applications can be sent to: claire.edwards@calvary-act.com.au Selection may be based on application only. This recruitment round may be used to fill future HP1/2 position vacancies within a subsequent 12 month period.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Claire Edwards (02) 6201 6190 claire.edwards@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Canberra Institute of Technology

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

Centres

Human Resources Centre

Professional and Organisational Development

HR Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 55548)

Gazetted: 19 July 2012

Closing Date: 2 August 2012

Details: Work within a team to undertake a range of projects associated with the Institute's HR functions, designed to build organisational capability, particularly in its professional and organisational development area as outlined in the Centre's business plan, as well as assisting across other teams in the Human Resources Centre.

Eligibility/Other Requirements: Relevant qualifications to the Human Resource environment are desirable.

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

Centres

Human Resources Centre

Administrative Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 54079)

Gazetted: 23 July 2012

Closing Date: 6 August 2012

Details: Under general direction and in consultation with the Director, work within the Centre to undertake a range of projects associated with the Institute's HR functions designed to build organisational capability, as outlined in the Centre's business plan including providing administrative support to the Centre Director, the tracking of Centre budget, ordering of stores and other administrative functions as well as performing a supporting role in developing and implementing online HR resources.

Eligibility/Other Requirements: Relevant qualifications to the Human Resource environment are desirable.

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

Community Services

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

Housing and Community Services

Asset Management

Contract Management Team

Administration Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 20048)

Gazetted: 20 July 2012

Closing Date: 7 August 2012

Details: The successful applicant will be responsible for providing assistance to the managers of the Contract Management Team with the coordination and management of the delivery of maintenance services to the portfolio, in accordance with policies and procedures. This will include a range of activities such as managing contracts, managing consultancies, undertaking projects and preparing briefs and reports. Applicants are to provide a resume and a two page response to the selection criteria.

Eligibility/Other Requirements: Experience in contract management is desirable, experience in operating a range of computer programs including databases, Excel, and other reporting systems highly desirable.

Notes: Applicants are to provide a resume, a two page response to the selection criteria and contact details of at least two referees.

Contact Officer: Jacquie Daniel (02) 6207 0932 jacquie.daniel@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 for Children Youth and Family Support/Disability ACT

Business Support/Learning and Community Education

Administrative Officer

Administrative Services Officer Class 1 \$40,974 - \$45,283, Canberra (PN: 19747 and 03707)

Gazetted: 24 July 2012

Closing Date: 7 August 2012

Details: The Community Services Directorate provides a wide range of human services functions in the ACT. Currently we have positions available for people with a disability. The successful applicants will work under close supervision to provide administrative and clerical support to the Directorate.

Eligibility/Other Requirements: Must be a person with a disability. Completion of Certificate II in Business is highly desirable.

Note: These positions are part-time at 18 hours per week.

Contact Officer: Lan Banchit (02) 6207 1382 lan.banchit@act.gov.au

Cultural Facilities Corporation

**ACT Museums and Galleries
Canberra Museum and Gallery
Exhibitions Assistant and Building Services Coordinator
Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 43545)**

Gazetted: 20 July 2012

Closing Date: 27 July 2012

ACT Museums and Galleries is seeking Expressions of Interest for an Exhibition Assistant and Building Services Coordinator. As the Exhibitions Assistant and Building Services Coordinator you will have experience in working in a museum or gallery with knowledge and awareness of current industry standards of safety, installation, security and art handling. You will also need to have experience in building maintenance. You will be able to build and maintain effective relationships for all areas of the organisation, deliver high quality services and have good communication skills. If working for a dynamic, commercially focussed cultural organisation appeals to you, you are encouraged to apply. Eligibility/Other Requirements: First Aid Certificate or willingness to undertake training. After hours work will be required on occasions as will being "on call" in case of building issues arising out of hours. Current forklift licence or willingness to undertake training. Current driver's licence. Note: How to Apply: Expressions of Interest should include a supporting statement of no more than one page outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Contact Officer: Shane Breynard 6207 2694 shane.breynard@act.gov.au Applications can be forwarded to: trudy.collins@act.gov.au

Economic Development

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

Land Development Strategy and Finance

Deputy Director-General

Executive Level 3.7 \$287,440 to \$304,166 depending on current superannuation arrangements, Canberra (PN: E664)

Gazetted: 25 July 2012

Closing Date: 10 August 2012

Details: The Deputy Director General, Land Development, Strategy and Finance will lead the Land Development, Strategy and Finance Division in addressing the land demand for the affordable and sustainable development of the ACT; overseeing the redevelopment of the transit corridor between Civic and Gungahlin; providing direction in financial and project management; facilitating strategic projects; and improving the use and management of government owned and leased properties.

Note: The successful applicant will be engaged under an executive contract for a period of up to five years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contact Officer: David Dawes (02) 6207 3331 david.dawes@act.gov.au

Tourism, Events and Sport

Australian Capital Tourism

Office of the Director

Deputy Director

Senior Officer Grade A \$123,208, Canberra (PN: 28753)

Gazetted: 19 July 2012

Closing Date: 10 August 2012

Details: The Economic Development Directorate works with the business community in relation to economic development and business support programs as well as designing and delivering the Government's land release program. The Directorate leads the ACT and capital region tourism industry in creating and implementing a variety of marketing and development programs. The Directorate also facilitates access to a range of sporting and recreation activities by managing sporting programs, venues, sportsgrounds and community events. The role of the Deputy Director within Australian Capital Tourism is to guide the direction of the Branch, in partnership with the Director, managing and leading staff to undertake a variety of operational, management, advocacy, program delivery and policy development tasks. This position requires a person with proven leadership ability in managing financial and human resources in a government environment whilst interfacing with senior leaders in the private sector. Exceptional communication skills and ability to develop strategic argument and timely advice to the executive management and the Minister is necessary.

Eligibility/Other Requirements: Tertiary qualifications in business management or a related discipline. Current driver's licence. Ability to work flexible hours and knowledge of the tourism industry sector.

Contact Officer: Ian Hill (02) 6205 0012 ian.hill@act.gov.au

Land Strategy and Finance

Office of the Coordinator General

Senior Project Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 18988, several)

Gazetted: 19 July 2012

Closing Date: 2 August 2012

Details: The Director General of the Economic Development Directorate performs the role of Coordinator General to coordinate and facilitate Government outcomes and priorities across Directorates. The Office of the Coordinator General is seeking a highly motivated and committed professional officer who can lead and manage projects and outcomes. Eligibility/Other Requirements: Tertiary qualifications in Economics, Public Policy, Environmental Management, Urban and Regional Planning or any other related field is highly desirable.
Contact Officer: Jim Corrigan (02) 6207 3520 jim.corrigan@act.gov.au

Land Development

Urban Renewal

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 55174)

Gazetted: 24 July 2012

Closing Date: 7 August 2012

Details: The Land Development Division is looking for an organised, self-motivated person to undertake the role of Executive Assistant. The position is responsible for providing high level executive support to the Director; overall office management; a range of administrative, finance and general HR related tasks for the Branch; as well as tracking and managing ministerial correspondence and briefs and general correspondence received or generated in the Branch.

Contact Officer: Helen Horsburgh (02) 6207 5470 helen.horsburgh@act.gov.au

Education and Training

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

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

Finance and Corporate Support

Human Resources

HR School Resourcing and Support

Manager

Senior Officer Grade A \$123,208, Canberra (PN: 30761)

Gazetted: 19 July 2012

Closing Date: 26 July 2012

Details: Education and Training Directorate is seeking applications from an enthusiastic, innovative and committed leader for our Manager School Resourcing and Support Team. The primary responsibility of the position is to lead and manage the team which is responsible for the maintenance and ongoing development of school resource allocation models and support services. These services include: the provision of financial and budget management services and support to schools; the support services for local staff selection and management. This section is in the establishment phase and current focus is in developing new processes and procedures in conjunction with Empowering ACT Schools, partner schools and senior executives.

Notes: This is a temporary position available until 31 December 2012 with the possibility of an extension.

Contact Officer: Coralie Mcalister (02) 6205 9202 coralie.mcalister@act.gov.au

Strategy and Coordination

Information, Communication and Governance

Risk management and Audit

Audit and Insurance Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 28747)

Gazetted: 25 July 2012

Closing Date: 8 August 2012

Details: The Risk Management and Audit Section responsibilities include: Development of the Directorate's risk management framework and policies; Internal audit function and implementation of the annual audit program; and student accident and injury reporting.

The successful applicant will be working as part of a small, high profile team and duties will include providing advice to schools and central office, assisting with school / internal audits and delivery of programs to improve compliance. The position will also provide development opportunities in the area of risk management and insurance. A sound understanding of, or experience with school administration, financial and risk management is desirable but not essential.

Note: This is a temporary position available from 01 August 2012 to 31 October 2012 with the possibility of an extension.

Contact Officer: Dougal Wilson (02) 6207 1974 dougal.wilson@act.gov.au

Corporate Services

Schools Capital Works

Repairs and Maintenance

Project Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 32255, several)

Gazetted: 19 July 2012

Closing Date: 20 August 2012

Details: The Schools Capital Works Branch is seeking applications from enthusiastic, innovative and committed Project Officers. The successful applicants will be part of a team that manages property management projects and services related to school and preschool facilities. This position includes the commissioning of reports, analysing and responding to reports and maintenance of registers and data bases.

Eligibility/Other Requirements: In possession of a "white card" or willingness to obtain. Also have the willingness to undertake relevant training for school and construction sites.

Contact Officer: Rosa Cota (02) 6205 9127 rosa.cotta@act.gov.au

Office for Schools

North/ Gungahlin Network

Bonner Primary School

Business Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30669)

Gazetted: 19 July 2012

Closing Date: 2 August 2012

Details: An exciting opportunity exists to join the collaborative educational team at the new Bonner Primary School. The successful applicant will be required to set up, manage and administer all the school's finance and student records, other budgetary and operational tasks and provide administrative support to the Principal and School Board. The position includes supervision of administrative staff, liaising with a diverse client group including students, parents, members of the public, teaching staff, contractors and central office directorate personnel ensuring a high quality customer service is delivered. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

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

Notes: Bonner Primary School is a new school in the Gungahlin area. The successful applicant will be required to work with the Principal to prepare the school during the establishment phase prior to its opening for students in February 2013.

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@ed.act.edu.au

Office for Schools

North/ Gungahlin Network

Franklin Early Childhood School

Business Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30670)

Gazetted: 19 July 2012

Closing Date: 2 August 2012

Details: An exciting opportunity exists to join the collaborative educational team at the new Franklin Early Childhood School. The successful applicant will be required to set up, manage and administer all the school's finance and student records, other budgetary and operational tasks and provide administrative support to the Principal and School Board. The position includes supervision of administrative staff, liaising with a diverse client group including students, parents, members of the public, teaching staff, contractors and central office directorate personnel ensuring a high quality customer service is delivered. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

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

Notes: Franklin Early Childhood School is a new school in the Gungahlin area. The successful applicant will be required to work with the Principal to prepare the school during the establishment phase prior to its opening for students in February 2013.

Contact Officer: Julie Cooper (02) 6142 1110 julie.cooper@ed.act.edu.au

Office for Schools

Belconnen Network

University of Canberra Senior Secondary College Lake Ginninderra (UCSSC)

Information Technology Officer

Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 02780)

Gazetted: 24 July 2012

Closing Date: 7 August 2012

Details: University of Canberra Senior Secondary College Lake Ginninderra is seeking an enthusiastic Information Technology Officer. The successful applicant will be required to liaise with the School IT Coordinator in relation to all aspects of the development, implementation and management of PC & MAC's systems on LAN and WAN across the school. Identify and rectify hardware problems, manage user accounts, maintain the school's IT asset database, provide technical support/assistance with IT security for the school and a journal of work completed.

Eligibility/Other Requirements: Completion or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (2 or more years).

Note: This is a temporary position available from 09 August 2012 until 20 November 2012 with the possibility of an extension.

Contact Officer: Colleen Wright (02) 6205 7099 colleen.wright@ed.act.edu.au

Environment and Sustainable Development

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

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

Office of the Commissioner for the Environment

Commissioner for Sustainability and the Environment

1.3 \$201,096 to \$212,405 depending on current superannuation arrangements, Canberra (PN: D00013)

Gazetted: 23 July 2012

Closing Date: 3 August 2012

Details: The Commissioner for the Environment is a statutory position created under the provisions of the Commissioner for Sustainability and the *Environment Act 1993*. The Commissioner: investigates complaints; conducts investigations; makes recommendations; and reports to the ACT Government across a comprehensive range of environmental and sustainability issues relevant to the Territory. The successful applicant will provide exceptional leadership and executive management skills, high level knowledge and understanding of environmental and sustainability issues, and sound judgement.

Notes: The successful applicant will be engaged under an executive contract for a period of up to five years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly. Applications should be forwarded to: apply@derwentexecutive.com.au (quoting ref 19266).

Contact Officer: Mr Bob Clark (02) 6198 3285

Corporate Communications

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 30829)

Gazetted: 19 July 2012

Closing Date: 24 July 2012

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking a motivated individual to fill the role of Senior Manager within the Communications team. The Senior Manager will; Manage ESDD's Communications team, and oversee a number of functions; Actively engage with the media and network across Government on communications issues and strategies, the development of new policies and communications practice. Coach, mentor and develop staff in the communications team; Co-ordinate whole-of-Government emergency communications in conjunction with relevant Agencies; Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A tertiary qualification in public relations, communications or journalism; or equivalent senior level experience would be desirable.

Notes: This process may be based on application only.

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

Regulation and Services

Construction Services

Utilities, Land and Lease Regulation Services

Utilities Technical Inspector

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 20257)

Gazetted: 20 July 2012

Closing Date: 27 July 2012

Details: Environment and Sustainable Development Directorate (ESDD) is seeking the services of an experienced technical specialist to assist it in its role as the technical regulator of utilities in the ACT. The Directorate is seeking a person with suitable experience, on a full-time basis, to provide high level technical input to the Technical Regulator in assessing the effectiveness of the operation, management and performance of utilities licensed to operate in the Territory. The successful applicant will provide specialist advice in relation to the regulation of the following utility service sector: water supply/sewerage services and/or dams. The role will include field audit work and investigation of safety related incidents.

Eligibility/Other Requirements: Applicants will have engineering, management background or equivalent experience in or associated with a utility sector (electricity, gas or water).

Notes: Selection may be based on applications and referee reports only.

Contact Officer: Robert Walker (02) 6207 0362 robert.walker@act.gov.au

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>

Canberra Hospital and Health Services

Critical Care and Imaging

Critical Care and Diagnostic

Assistant Director of Nursing Intensive Care Unit

Registered Nurse Level 4.3 \$115,948, Canberra (PN: 14143)

Gazetted: 26 July 2012

Closing Date: 9 August 2012

Details: Big city opportunities with an attractive location and lifestyle. Excellent remuneration and secure public service conditions. Free parking and easy commuting. Relocation support and liaison available. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of over half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National University (ANU) Medical School. The Intensive Care Unit (ICU) is a part of the Division of Critical Care Services within the Canberra Hospital and Health Services. The ICU is an 18 bed unit with a strong focus on the provision of quality and safe and effective care. The unit provides care to residents across the Southern area of NSW as well as the Canberra community. The Assistant Director of Nursing (ADoN) – ICU is responsible for providing the day-to-day operational management of the nursing services within ICU and initiating and developing workforce and clinical practice standards that align with the strategic goals of the ICU, Critical

Care and Diagnostic Services and the Health Directorate. The ADoN reports to the Director of Nursing (DON) Critical Care for the day-to-day management of the ICU at Canberra Hospital and Health Services. As a member of the Division of Critical Care, the ADoN will develop cooperative partnerships with the Clinical Director of ICU, DON of Critical care and Diagnostic Services and other stakeholders to meet the strategic and operational objectives of the Division of Critical Care, the Canberra Hospital and Health Services and the ACT Health Directorate.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Narelle Boyd (02) 6244 3037

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Community Care Nursing**

Nurse Manager Belconnen

Registered Nurse Level 4.1 \$101,556, Canberra (PN: 28537)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: Applications are sought from suitably qualified and experienced Registered Nurses to fill the dynamic and rewarding role of Nurse Manager of one of the community nursing teams in the Community Care Program. The successful applicant will provide effective leadership, operational and clinical management for a complex and diverse nursing service delivering high quality health outcomes to the residents of Canberra, in their homes and in Health Centre clinics.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. A current driver's licence. Relevant post-graduate qualifications or equivalent experience are desirable.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Elizabeth Crowhurst (02) 6207 1212

**Canberra Hospital and Health Services
Medicine**

Renal

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22156)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: Applications are invited from innovative and committed Registered Nurses interested in making a difference through strong leadership and the professional development of nursing staff within the Canberra Community Dialysis Centre (CCDC). The successful applicant will be responsible for the coordination and day to day operational management of a safe and efficient service for patients needing haemodialysis. The CCDC is a busy unit providing a service to patients across morning and evening shifts, six days a week.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Hold or progressing towards a postgraduate qualification relevant to the area would be an advantage.

Note: Work hours are Monday to Friday with no shift work. Participation in the acute dialysis on-call roster may be required. To apply please address the attached selection criteria and provide a current curriculum vitae and the names and contact details of two professional referees.

Contact Officer: Katherine Wakefield (02) 6174 5164

**Canberra Hospital and Health Services
Mental, Justice Alcohol and Drugs**

Child and Adolescent Mental Health

STEPS and Headspace Nurse

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 29233)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: A temporary full time position exists within the Child and Adolescent Mental Health Service Northside for 12 months. CAMHS provide recovery focused clinical services to young people within the ACT region. This position provides assessment to young people who are at the Adolescent STEPS Program and Headspace.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence.

Note: This is a temporary position available for 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Megan Chiu (02) 6205 1050

**Canberra Hospital and Health Services
Medicine**

Chronic Disease

Clinical Care Coordinator

Registered Nurse Level 2/Health Professional Level 3 \$78,157 - \$82,990 / \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 10553)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: A dynamic Registered Nurse Level 2 or Health Professional Level 3 with excellent communication and multitasking skills is required to fill the position of Clinical Care Coordinator. The role of the Clinical Care Coordinator is to provide support to ACT residents who have had multiple presentations to hospital for Chronic Heart Failure, Chronic Obstructive Pulmonary Disease and/or Parkinson's Disease. The successful applicant will enhance communication among the Chronic Care Program partners involved in the client's care, encourage self-management at home or in community settings, provide education and support to the client, their carers and family, and assist with access to appropriate health and community services.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency or Registered or eligible for registration with the Australian Health Practitioner Regulation Agency Registered with a relevant Health Professional Board, or eligible for practicing membership of relevant professional association. Must have a current driver's licence.

Note. This position will be filled at either the Registered Nurse Level 2 or Health Professional Level 3, dependant on the skills and experience of the successful applicant. An order of merit will be created to fill future vacancies that may occur in the next 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jan Ironside (02) 6174 5289 jan.ironside@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Clinical Development Nurses

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 29989, several)

Gazetted: 26 July 2012

Closing Date: 9 August 2012

Details: The Centre for Newborn Care, Canberra Hospital is seeking applications from suitably qualified and experienced Registered Nurses/Midwives for two Clinical Development Nurses (CDN) positions. The full and/or part time positions will provide clinical support and education for all nurses in the Centre for Newborn Care. The Centre for Newborn Care provides a comprehensive acute-care service in a child-friendly, Family-Centered-Care framework, working closely with consumers, Medical and Allied Health service providers. The Centre for Newborn Care included the Newborn and Parent Support Service (NAPSS), the Growth and Development Clinic, and Newborn Hearing Screening.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. The applicant holds or is working towards relevant Paediatric qualifications either at a certificate or postgraduate level.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Kay Thomas (02) 6244 3117

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Child and Adolescent Mental Health

Registered Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 17461)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: A permanent vacancy exists within the Child and Adolescent Mental Health Service (CAMHS) Cottage for a Level 2 Registered Nurse. CAMHS provide recovery focused clinical services to young people within the ACT region. The Cottage is an Adolescent Day Program that provides specialist group and individual interventions to young people.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Eloise Barry (02) 6205 1128

Canberra Hospital and Health Services

Mental, Justice Alcohol and Drugs

Child and Adolescent Mental Health

Health Professional

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 30756)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: A temporary full time position exists within the Child and Adolescent Mental Health Service (CAMHS) Cottage for a Health Professional Level 3. The CAMHS Cottage within the Division of Mental Health, Justice Health, Alcohol and Drugs Service is an Adolescent Day Program that provides specialist group and individual interventions for young people within the ACT region.

Eligibility/Other Requirements: Registered or applied for registered with Australian Health Practitioner Regulation Authority.

Note: This is a temporary position for a period of 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Eloise Barry (02) 6205 1128

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Social Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 28331)

Gazetted: 26 July 2012

Closing Date: 9 August 2012

Details: The Capital Region Cancer Services currently has a vacancy for a Social Worker to work in our community based Cancer Counselling Service. Applications are invited from experienced social workers to provide high quality oncology client services for clinical assessments and interventions in the outpatient service area. The Capital Region Cancer Services has a multi-disciplinary social work and psychology teams and strives for high standards of current best practice. Eligibility/Other Requirements: An AASW accredited Bachelor of Social Work degree or Master of Social Work (qualifying) is required for entry into the profession of social work, and to meet the minimum eligibility requirements for AASW membership. Current driver's licence.

Note: This is a temporary part-time position at 22:03 hours per week, available for a period of 12 months, starting as soon as possible. This position may be required to participate in an overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application and the contact details of two referees.

Contact Officer: Robyn McCormack (02) 6174 5284 robyn.mccormack@act.gov.au

Canberra Hospital and Health Services

Operational Support

Acute Support

Dietitian

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 15056, expected vacancy)

Gazetted: 26 July 2012

Closing Date: 9 August 2012

Details: The Acute Support Nutrition team is seeking enthusiastic, Clinical Dietitian to join the team. The Acute Support Nutrition team provides high level clinical nutrition services to patients of the Canberra Hospital, and tertiary level outpatient services to people in the Canberra region. The successful applicant will have good clinical skills, be able to work as part of a team, and will have a commitment to teaching and training.

Eligibility/Other Requirements: Eligible to hold APD status with the Dietitians Association of Australia. Current driver's licence.

Note: A full-time permanent position is expected to come available shortly with further permanent and temporary positions likely to come available within the next 12 months. This position(s) may be required to participate in overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Narelle Luff (02) 6244 2211 narelle.luff@act.gov.au

Canberra Hospital and Health Services

Operational Support

Support Services

Hospital Assistant Operations Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 25976)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: Are you looking for an exciting and rewarding management opportunity to lead support staff in a health care setting? Ward Services is a diverse and multi-skilled group of dedicated staff comprising of Hospital Assistants, Ward Clerks and Wardspersons who deliver invaluable Operational Support services to clinical areas of the Canberra Hospital. An opportunity exists for a self-motivated person looking for a challenging and rewarding role to become our Hospital Assistant Operations Manager. The Hospital Assistant Operations Manager is responsible for the management of Hospital Assistant services throughout the hospital campus which includes service design and delivery, rostering and performance management.

Eligibility/ Other Requirements: Workplace Training and Assessment (Certificate IV or equivalent experience) highly desirable. A sound appreciation of the provision of Operational Support services in the Health Sector. Sound human resource management experience, preferably in healthcare setting.

Note: Selection may be based on application and referee reports only which should address the selection criteria.

Interviews may not be held. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Melanie Marshall (02) 6244 2980 or 0407 004 352

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Assistant Administration Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 26561)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: Applications are invited from suitably experienced people for the position of Assistant Administration Manager in the Medical Imaging Department at Canberra Hospital. The successful applicant will assist the Administration Manager to lead a team to achieve business outcomes including: developing and maintaining appropriate policies and procedures; staff supervision and leadership; setting priorities and conducting staff appraisals; and staff training. Provide accounting support to the Medical Imaging Department as directed, including the preparation of journals, transaction and costing analysis, maintenance of finance schedules. Manage internal billing processes on behalf of the Department. The successful applicant will also be required to assist the Radiology Information System Administrator maintain the Radiology Information System. Excellent people skills and the demonstrated ability to lead a team are essential as are good oral and written communication skills.

Eligibility/Other Requirements: Previous experience of a Radiology Information Systems(RIS). Ability to be on call. Ability to work outside normal working hours and be on call is a requirement.

Note: This is a temporary position available from 2 August 2012 to 13 February 2013. This position involves shiftwork. An order of merit will be formed from this selection process that may be utilised to fill any permanent, full-time or part-time, temporary or casual positions (at level), which may occur within the following 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee comments only and interviews may not be held.

Contact Officer: Jeannie Dumbrell (02) 6244 2159

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Supervisor

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 18528)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: Supervise and lead the reception and booking clerks in Medical Imaging. Prepare monthly, on-call and weekly rosters for administration staff. Develop and maintain appropriate policies and procedures; set priorities and conduct staff appraisals; and staff training. Liaise with clients, Departmental and other staff to resolve difficult enquiries and other problems in a tactful and discrete manner.

Eligibility/other requirements: Knowledge of Medical Terminology. Current driver's licence.

Note: This position involves shiftwork. An order of merit will be formed from this selection process that may be utilised to fill any full-time/part-time permanent, temporary or casual positions (at level), which may occur within the following 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee comments only and interviews may not be held.

Contact Officer: Jeannie Dumbrell (02) 6244 2159

Canberra Hospital and Health Services

Mental, Justice Alcohol and Drug Services

Child and Adolescent Mental Health

Health Professional

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 25966)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: A temporary vacancy exists within the Child and Adolescent Mental Health Service Northside for a Health Professional Level 2. The Child and Adolescent Mental Health Service (CAMHS) within the Division of Mental Health Justice Health Alcohol and other Drugs Service provide recovery focused clinical services to young people within the ACT region.

Eligibility/Other Requirements: Registered or applied for registered with Australian Health Practitioner Regulation Authority.

Note: This is a temporary full-time position for nine months with the possibility of extension. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Megan Chiu (02) 6205 1050

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Booking Clerk

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 29150)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: Under general direction provide reception and clerical services to patients attending the section. Schedule appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action. Retrieve files from our offsite storage.

Eligibility/Other Requirements: Knowledge of Medical Terminology highly desirable. Current driver's licence.

Note: This position involves shiftwork. An order of merit will be formed from this selection process that may be utilised to fill any full-time/part-time, temporary or casual positions (at level), which may occur within the following 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee comments only and interviews may not be held.
Contact Officer: Jean Dumbrell (02) 6244 2159

**Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program
Office Administrator
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 30674)**

Gazetted: 26 July 2012

Closing Date: 9 August 2012

Details: The ACT Women's Health Service (WHS) is an inter-professional service within ACT Government Health Directorate that provides a range of medical, nursing and counselling services to women of the ACT and region who experience significant barriers to accessing health services. An opportunity exists for a dynamic person to join the WHS team in a full-time permanent position. The person we are looking for will have excellent customer service and communication skills, experience in managing staff, and advanced computer skills including the use of the Microsoft Office suite of programs. Previous experience in medical reception would be an advantage.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Deborah Colliver (02) 6205 1078

**Canberra Hospital and Health Services
Pathology
Haematology
Clinical Typist
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 27054)**

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: This position is part of a team that provides secretarial and administrative support to specialist and registrars of the Haematology Department. A high level of keyboard skill and competence in and the use of computers and their various applications is essential.

Eligibility/Other Requirements: Holds or is working towards a medical terminology certificate is most desirable. A sound knowledge of medical terminology and experience with dictaphone equipment is essential. Current knowledge of ACTPAS, Concerto and CHARM systems would be an advantage.

Note: This is a temporary position available for approximately 12 months with the possibility of extension. Selection maybe based on written application and two referee reports, addressing the selection criteria only. Applicants are asked to supply current curriculum vitae. Shortlisted applicants will be required to attend a further assessment. This position also attracts a medical typing allowance. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Sharon Reid (02) 6244 2836

**Canberra Hospital and Health Services
Women, Youth and Children's Health
Women and Children's Health Operational
Team Leader
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 10765, several)**

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: An exciting opportunity exists for the position of Team Leader in the outpatient clinics for the Maternity and Gynaecology team. The successful applicant will be enthusiastic and have excellent interpersonal skills and previous experience in managing staff. A high level of knowledge in the use of hospital based IT systems and report management is required, being responsible for the processes that coordinate patients into the service through ACTPAS, screening incoming phone calls and correspondence. The role requires demonstrated ability to ensure high quality customer standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jason McNamara (02) 6244 3740

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Allied Health
Occupational Therapy Assistant
Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 27165)**

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: Applications are sought from a suitably qualified Health Care Assistant Level 3 to fill a permanent position in the Community Care Program. The successful applicant will work within a team at the Independent Living Centre and also

may have the opportunity to work within the Community Care Occupational Therapy home visiting team. Applicants are required to have good communication skills and are required to be able to work both independently and in a team. Eligibility/Other Requirements: Applicants must have a Certificate IV in Allied Health Assistance or recognised equivalent qualification. Applicants must have a current driver's licence.

Note: The position is full-time, however part-time hours will be considered. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Nicola Cooper (02) 6205 1224

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Clinical Records Officer

Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: 21647, several)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: The community-based Clinical Records Unit are seeking experienced and highly motivated clinical records administration officers to join our team. The successful applicant will have demonstrated ability to work with an electronic patient information system and a storage and retrieval system for clinical records, in addition to excellent communication skills, attention to detail, and the ability to work individually and as part of a team.

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

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Maria Manton (02) 6205 7369

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Front Reception Clerk

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 20601)

Gazetted: 26 July 2012

Closing Date: 2 August 2012

Details: Under general direction provide reception and clerical services to patients attending the section. As required, make appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action.

Eligibility/Other Requirements: Knowledge of medical terminology would be an advantage. Current driver's licence.

Note: This is a temporary position available until 30 January 2013. An order of merit will be formed from this selection process and may be utilised to fill any full-time/part-time, temporary or casual positions (at level), which may occur within the following 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must provide two written referee reports which address the Selection Criteria. Selection may be based on application and referee comments only and interviews may not be held.

Contact Officer: Jean Dumbrell (02) 6244 2159

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

Senior Executive, ICT Programs and Project Delivery

Executive Level 1.3 \$201,096 to \$212,405 depending on current superannuation arrangements, Canberra (PN: Ref No 318)

Gazetted: 19 July 2012

Closing Date: 26 July 2012

Details: The ACT Justice and Community Safety Directorate are seeking applications from suitably qualified and experienced people to fill the role of Senior Executive, ICT Programs and Project Delivery.

Selection documentation may be obtained by emailing admin@execintell.com.au, quoting Ref. No. 318.

Note: This position was advertised in The Canberra Times of Saturday 23 June 2012 and all applications will be considered.

Contact Officer: Tricia Searson or Karina Duffey (02) 6232 2200 admin@execintell.com.au

Office of Regulatory Services

Senior Director, Transport Regulation

Executive Level 1.2 \$186,074 to \$196,418 depending on current superannuation arrangements, Canberra (PN: E00346)

Gazetted: 25 July 2012

Closing Date: 10 August 2012

Details: The ACT Justice and Community Safety Directorate is seeking applications from suitably qualified and experienced people to fill the role of Senior Director, Client Services in the Office of Regulatory Services. The Senior Director, Transport Regulation, Office of Regulatory Services is a key position with the Department of Justice and Community Safety. The occupant has responsibility for the streamlined and effective delivery of a diverse suite of

regulatory services across the ACT. The Office of Regulatory Services incorporates the functions of: Office of Fair Trading; Registrar-General's Office; WorkSafe ACT; Hawker licences; Outdoor cafes; Tobacco licensing and smoke free areas; Road User Services, Public Transport Regulation, Transport Regulation; Parking Operations.

Note: The successful applicant will be engaged under a performance based contract of up to five years with an attractive remuneration package ranging from \$186,074 to \$196,418 depending on current superannuation arrangements.

Contact Officer: Brett Phillips (02) 6205 5704 brett.phillips@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.

ACT Law Courts and Tribunal Administration

Supreme Court

Judge's Chambers

Personal Assistant

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 44050)

Gazetted: 23 July 2012

Closing Date: 7 August 2012

Details: The ACT Supreme Court is a superior court of record exercising criminal and civil jurisdiction. It is comprised of a Chief Justice, three resident judges and Master. A vacancy has arisen as Personal Assistant to the Honourable Justice Penfold. The position provides secretarial and administrative support. In particular the successful candidate will be responsible for organising accommodation and travel; preparing documents including judgments; and generally maintaining the proper functioning of Chambers. The applicant will possess high-level proofreading, spelling and word processing skills; be able to work under pressure to meet deadlines; exercise a high level of discretion; possess well-developed computer skills as well as experience in working in a legal environment.

Contact Officer: Trish Jones (02) 6207 1037 trish.jones@act.gov.au

Territory and Municipal Services

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

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

Parks and City Services

City Services

Urban Treescapes

Manager, Policy, Planning and Contracts

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17745)

Gazetted: 24 July 2012

Closing Date: 14 August 2012

Details: City Services is responsible for the planning and management of parks and reserves and the public domain, including lakes, street trees, public open spaces and city places. The Urban Treescapes section within City Services has a vacancy for a Policy, Planning and Contracts Manager based at Macarthur House. The primary responsibilities include: Developing policies relating to the management and maintenance of Canberra's urban trees. Developing and managing annual operational plans for the delivery of urban tree management activities. Managing the preparation and evaluation of tenders and managing contracts relating to urban tree management. Developing and implementing asset management and performance monitoring systems for staff and contractors. Managing the data and information systems and processes administered by Urban Treescapes.

Eligibility/Other Requirements: Essential: A degree in Forestry, Urban Forestry, Urban Park Management or equivalent in a related discipline and extensive experience in urban tree management; a current driver's licence.

Notes: This is a temporary vacancy available for two years from the date of commencement. The successful applicant may be chosen based on application and references alone.

Contact Officer: Michael Brice (02) 6205 5263 michael.brice@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.

Roads and Public Transport

ACTION

Corporate

Senior Customer Service Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: A20255)

Gazetted: 25 July 2012

Closing Date: 1 August 2012

Details: ACTION is seeking a senior officer with a strong customer focus to drive customer satisfaction, business improvement and meet legislative requirements. Leading a small team, you will manage all customer service policies and procedures, while representing ACTION with key stakeholders, including liaison across government and members of the public to deliver excellent customer service outcomes. You will also draft and prepare correspondence and assist with other duties as required.

Notes: This is a temporary position available from 15 August 2012 to 17 October 2012. The successful applicant may be determined by application and referee reports only.

Contact Officer: Jasmina Jonceski (02)620 71097 jasmina.jonceski@act.gov.au

Roads and Public Transport

ACTION Bus Services

Corporate

Policy, Governance and Compliance Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 19992)

Gazetted: 20 July 2012

Closing Date: 8 August 2012

Details: ACTION is seeking a senior officer with proven experience in organisational governance and business improvement to enhance the delivery of public transport services to the Canberra community. As a key officer in the Corporate Team, you will work with a high degree of independence to develop, implement and manage ACTION's governance/policy framework as well as develop policies and procedures underlying that framework with the aim of meeting legislative and compliance obligations. You will need highly developed research and analytical skills, with strong communication skills to liaise with a broad range of people from management, operational staff and members of the public. You will also be required to prepare high level briefings and correspondence, and other duties as required.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience desirable.

Note: The successful applicant may be determined by application and referee reports only.

Contact Officer: Jasmina Jonceski (02) 6207 1097 jasmina.jonceski@act.gov.au

Canberra Connect

Contact Centre

Customer Service Representative

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 03493, several)

Gazetted: 24 July 2012

Closing Date: 31 July 2012

Details: Canberra Connect provides the community with easy access to ACT Government information and payment services through the Canberra Connect Shopfronts, a large whole of government online presence and a whole of government Contact Centre. The Canberra Connect Contact Centre is a 60 seat operation and serves as the telephone entry point for the community and provides quality assistance in locating services, paying accounts and providing information. Contact Centre Customer Service Representatives are responsible for handling customer calls, emails and associated data entry activities. Our team is looking for people who are enthusiastic and dedicated to understanding our customers' needs.

Eligibility/Other Requirements: To be successful in this role, applicants will have proven excellent customer service delivery, a minimum of 12 months experience in contact centre operations, well developed keyboard skills and computer literacy. Contact Centre Customer Service Representatives are required to work a rotating roster covering operations from 7am to 8pm, Monday to Friday and reduced hours on weekends (flex time is not available).

Note: An Order of Merit will be created from this recruitment process and maybe used to fill other similar positions at level in the Contact Centre.

Contact Officer: Greg Holmes (02) 6205 3900 greg.holmes@act.gov.au

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

Parks and City Services

City Services

Place Management

Parks Presentation

General Service Officer Level 5/6 \$45,647 - \$50,446, Canberra (PN: 15543)

Gazetted: 19 July 2012

Closing Date: 7 August 2012

Details: City Services is a branch within Parks and City Services, responsible for planning and management of parks, reserves and the public domain, including lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs.

Eligibility/Other Requirements: Current driver's licence, preferably medium rigid class. Ability to undertake the physical requirements of the tasks listed in the Duty Statement. Certificate 3 in Horticulture is highly desirable.

Notes: This position is available for temporary filling commencing asap until 30 June 2013. The order of merit may be used for permanent recruitment, short term and fixed term (1-5 year) ACT Government contracts. Selection may be based on application and referee reports only.

Contact Officer: Wayne Napper (02) 6207 2512 wayne.napper@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.

Roads and Public Transport

ACTION

Heavy Vehicle Mechanic Apprenticeships

EAPY 1.1 - EAPY 4G \$23,279 - \$51,805, Canberra (PN: APP002, several)

Gazetted: 24 July 2012

Closing Date: 31 August 2012

Details: ACTION is seeking applicants for heavy vehicle mechanic apprenticeship positions at both North and South workshops. Prior knowledge or experience in vehicle or mechanical maintenance would be desirable but not essential. Tools for trade are provided to successful applicants. These positions are generic across the ACTION Network and applicants may be required to rotate within ACTION to any designated location.

Eligibility/Other Requirements: Minimum qualification for apprenticeships: Year 10 or equivalent with passes in English, Mathematics and Science. Successful applicants will need to have the ability to attend CIT and be prepared to undertake and complete study, on the job training and rotation for a period of four years.

Notes: These temporary employment opportunities are available for the duration of the apprenticeship, with the possibility of permanent employment, if funded positions are available upon successful completion of the apprenticeship.

Contact Officer: Rebecca Davis (02) 6205 6190 rebecca.davis@act.gov.au

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

Parks and City Services

City Services

Horticulture Apprenticeships

Apprentices \$18,115 - \$41,887, Canberra (PN: 40919, several)

Gazetted: 24 July 2012

Closing Date: 31 August 2012

Details: Parks and City Services are seeking applicants interested in undertaking horticulture apprenticeships. Successful applicants will need to demonstrate an ongoing interest and aptitude in horticulture, and be prepared to undertake and complete study and training as required.

Eligibility/Other Requirements: Minimum qualification for apprenticeships: Year 10 or equivalent with passes in English, Mathematics and Science. Successful applicants will need to have the ability to attend CIT and be prepared to undertake and complete study, on the job training and rotation for a period of four years.

Notes: These temporary employment opportunities are available for the duration of the apprenticeship, with the possibility of permanent employment, if funded positions are available upon successful completion of the apprenticeship.

Contact Officer: Rebecca Davis (02) 6205 6190 rebecca.davis@act.gov.au

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

Treasury

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

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

Shared Services

Business Services

Executive

Fleet Services Manager

Senior Officer Grade A \$123,208, Canberra (PN: 17662)

Gazetted: 23 July 2012

Closing Date: 30 July 2012

Details: The Shared Services Fleet Services Manager is required to work under limited direction, providing advice to executive management on a range of business activities relating to Whole of Government fleet management strategies. The successful applicant will also be required to lead and monitor change programs in relation to Whole of Government fleet management and oversee and contribute to the development, management and administration of related corporate policies and procedures.

Eligibility/Other Requirements: Formal qualifications and/or training in relevant areas including change management, fleet management, or business analysis would be highly regarded.

Note: This is a temporary position available asap for 6 months.

Contact Officer: Jill Divorty (02) 6207 5757 jill.divorty@act.gov.au

Shared Services

Human Resources

Information and Data

Senior Advisor, Record Services

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 43052)

Gazetted: 19 July 2012

Closing Date: 26 July 2012

Details: The Record Services team provides consistent and high quality records management services, including file creations, file storage and mailroom services to a broad range of ACT Government directorates. The successful applicant will have the skills and abilities to manage the following responsibilities: Provide day to day leadership of the Record Services team; collaboratively work with stakeholders to improve relationships and records management functions; and manage specific internal functions including the business units governance program and reporting functions.

Eligibility/Other Requirements: A Negative Vet 1 (Secret) clearance or the ability to obtain one within a reasonable period is mandatory.

Note: This is a temporary position available ASAP to 31 January 2013

Contact Officer: Jeremy Smith (02) 6205 4547 jeremy.smith@act.gov.au

Shared Services

Human Resources

Injury Management and Safety

Project Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 25787)

Gazetted: 24 July 2012

Closing Date: 9 August 2012

Details: Shared Services Injury Management Team are seeking a motivated, energetic and customer focused rehabilitation and return to work specialist to lead a 12 month project. Project responsibilities include implementation of a targeted early intervention, case management and health and well-being program within ACTION buses. The project will work with case managers to build supervisor/manager capability and aims to facilitate improved rehabilitation and return to work outcomes.

Eligibility/Other Requirements: Comcare approved training or a certificate/qualification in Occupational Health and Safety are desirable.

Note: This is a temporary position available until July 2013.

Contact Officer: Lynne Kenney (02) 6205 3817 lynne.kenney@act.gov.au

Shared Services

Shared Services ICT

Business Development

Web Administrator

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 05205)

Gazetted: 23 July 2012

Closing Date: 30 July 2012

Details: Publish and maintain online content and provide quality assurance to Education and Training directorate's website.

Eligibility/Other Requirements: Experience in using Hotmail and an understanding of WCAG2 Standards an advantage.

Note: This is a temporary position available from 01 August 2012 to 30 October 2012

Contact Officer: Janette Luke (02) 6205 4484 janette.luke@act.gov.au

Shared Services

Shared Services ICT

Service Integrity and Compliance

ICT Purchasing Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 14478)

Gazetted: 19 July 2012

Closing Date: 2 August 2012

Details: Assist in the purchasing and management of the purchase of ICT Goods and Services on behalf of the ACT Government including processing of quotes and good receipting processes.

Contact Officer: Nicola Berry (02) 6207 7807 nicola.berry@act.gov.au

APPOINTMENTS

Community Services

Disability Support Officer Level 1 \$43,767 - \$45,521

Georgia Browning 835-83028, Section 68(1), 30 July 2012

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Yolanda Melgarejo 827-07965, Section 68(1), 26 July 2012

Disability Support Officer Level 1 \$43,767 - \$45,521

Tony Phillips 835-83204, Section 68(1), 30 July 2012

Indigenous Trainee \$40,974 - \$45,283

Alicia Robinson 827-60758, Section 68(1), 26 July 2012

Disability Support Officer Level 1 \$43,767 - \$45,521

Diana Simoes 835-83212, Section 68(1), 30 July 2012

Administrative Services Officer Class 6 \$70,913 - \$81,460

Darren Solomons 827-37857, Section 68(1), 12 July 2012

Disability Support Officer Level 1 \$43,767 - \$45,521

Kris Wang 835-83140, Section 68(1), 30 July 2012

Economic Development

Indigenous Trainee \$40,974 - \$45,283

Jack Morrow Lowman 835-83490, Section 68(1), 26 July 2012

Administrative Services Officer Class 5 \$65,660 - \$69,623

Petra Vest 835-83001, Section 68(1), 19 July 2012

Indigenous Trainee \$40,974 - \$45,283

Joshua Zamora-Pullin 835-83482, Section 68(1), 26 July 2012

Education and Training

Indigenous Trainee \$40,974 - \$45,283

Malcom Congoo 835-83562, Section 68(1), 26 July 2012

Administrative Services Officer Class 6 \$70,913 - \$81,460

Fiona Anne D'Ambrosio 835-82770, Section 68(1), 30 July 2012

School Assistant 3 \$44,913 - \$48,474

Carolyn Margaret O'Brien 820-75937, Section 68(1), 17 July 2012

Indigenous Trainee \$40,974 - \$45,283

Corrine Sharman 835-83837, Section 68(1), 26 July 2012

School Assistant 4 \$54,064 - \$58,700

Monique Sutherland 824-50557, Section 68(1), 25 July 2012

School Assistant 2 \$39,431 - \$43,728

Tracy Louise Waterson 827-31003, Section 68(1), 18 July 2012

School Assistant 2 \$39,431 - \$43,728

Keren Williams 816-84941, Section 68(1), 18 July 2012

Health

Health Service Officer Level 3 \$42,160 - \$43,599

Sunil Beesoo 821-24188, Section 68(1), 19 July 2012

Technical Officer Level 1 \$47,953 - \$50,376

Rachel Broad 834-5253, Section 68(1), 17 July 2012

Administrative Services Officer Class 4 \$58,870 - \$63,917

Kate Butler 817-45361, Section 68(1), 1 August 2012

Administrative Services Officer Class 2 \$46,372 - \$51,422

Kim Cartwright 835-83415, Section 68(1), 17 July 2012

Registered Nurse Level 1 \$55,567 - \$75,084

Rita Dayal 835-71385, Section 68(1), 18 July 2012

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Eva Iagnetik 831-23195, Section 68(1), 18 July 2012

Technical Officer Level 1 \$47,953 - \$50,376

Tariq Marazi 830-80682, Section 68(1), 18 July 2012

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Verena Matuska 835-82981, Section 68(1), 6 August 2012

Radiation Therapist Grade 2 \$56,797 - \$79,302

Glen Ian McPherson 833-45310, Section 68(1), 23 July 2012

Registered Nurse Level 3.2 \$101,556

Anne Morgan 835-83466, Section 68(1), 30 July 2012

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Jennifer Ruthenburg 834-53602, Section 68(1), 18 July 2012

Technical Officer Level 1 \$47,953 - \$50,376

Maria Sanchez 829-68129, Section 68(1), 17 July 2012

Registered Nurse Level 3.1 \$89,834 - \$93,531

Sarah Smith 833-47009, Section 68(1), 24 July 2012

Technical Officer Level 1 \$47,953 - \$50,376

Preeti Vaidya 834-51949, Section 68(1), 17 July 2012

Technical Officer Level 1 \$47,953 - \$50,376

Debbie Williams 831-22846, Section 68(1), 17 July 2012

Dentist Level 1/2, \$64,864 - \$119,426

Prapti Luintel-Timilsina: 822-93205, Section 68(1), 20 July 2012

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Catherine Patterson: 835-83087, Section 68 (1), 17 July 2012

Justice and Community Safety

Indigenous Trainee \$40,974 - \$45,283

Matthew Durcau 835-83474, Section 68(1), 26 July 2012

Indigenous Trainee \$40,974 - \$45,283

Anna Fraser 835-83300, Section 68(1), 19 July 2012

Indigenous Trainee \$40,974 - \$45,283

Alana Nixon 835-83298, Section 68(1), 20 July 2012

Legal 1 \$52,575 - \$107,797

Caroline Rugero 835-80820, Section 68(1), 23 July 2012

Territory and Municipal Services

Indigenous Trainee \$40,974 - \$45,283

Dale Ella 835-83503, Section 68(1), 26 July 2012

Indigenous Trainee \$40,974 - \$45,283

Veronica Jordan 835-82973, Section 68(1), 26 July 2012

Administrative Services Officer Class 4 \$58,870 - \$63,917

Danielle Sarah Sykes 827-41864, Section 68(1), 3 August 2012

TRANSFERS

Health

Yolanta Lenar: 816-78058

From: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Health, Canberra (PN. 14434) (Gazetted 19 April 2012)

PROMOTIONS

Community Services

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Shona Chapman: 779-07559

From: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services

To: †Health Professional Level 5/Senior Officer Grade B \$106,086
Community Services, Canberra (PN. 21535) (Gazetted 20 April 2012)

Policy and Organisational Services

artsACT

Mia-Lee Ching: 817-45345

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Community Services

To: †Senior Officer Grade C \$89,786 - \$96,809
Community Services, Canberra (PN. 10535) (Gazetted 23 April 2012)

Policy and Organisational Services

artsACT

Robert Piani: 544- 82367

From: Senior Officer Grade C \$89,786 - \$96,809
Community Services
To: †Senior Officer Grade B \$106,086
Community Services, Canberra (PN. 43586) (Gazetted 27 April 2012)

Policy and Organisational Services

artsACT

Anne Robinson: 789-99336

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Community Services
To: †Senior Officer Grade C \$89,786 - \$96,809
Community Services, Canberra (PN. 21712) (Gazetted 30 April 2012)

Education and Training

Office for Schools

South/Weston Network

Narrabundah College

Karen Evelyn Fraser: 701-08105

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Education and Training
To: †Senior Officer Grade C \$89,786 - \$96,809
Education and Training, Canberra (PN. 32749) (Gazetted 31 May 2012)

Office for Schools

South/Weston Network

Duffy Primary School

Stacey Ann Low: 785-50926

From: Classroom Teacher \$53,350 - \$84,350
Education and Training
To: †School Leader C \$97,350
Education and Training, Canberra (PN. 27167) (Gazetted 6 June 2012)
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

North and Gungahlin Network

Black Mountain School

Abby Elizabeth Rees: 824-42872

From: Classroom Teacher \$53,350 - \$84,350
Education and Training
To: †School Leader C \$97,350
Education and Training, Canberra (PN. 30517) (Gazetted 8 June 2012)
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.

Office for Schools

North/Gungahlin Network

Gold Creek School

Melissa Schmidt: 829-69260

From: Administrative Services Officer Class 2/3 \$46,372 - \$57,004
Health
To: Administrative Services Officer Class 4 \$58,870
Education and Training, Canberra (PN. 30540) (Gazetted 9 May 2012)

Health

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug

The Cottage

Elloise Jane Barry: 796-73821

From: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Health
To: †Health Professional Level 4 \$89,786
Health, Canberra (PN. 25988) (Gazetted 28 June 2012)

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug

Mental Health Director of Clinical Services

Mia Cotan: 825-47965

From: Health Professional Level 2 \$54,414 - \$75,477

Health

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Health, Canberra (PN. 22804) (Gazetted 14 June 2012)

**Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program
Donna Watt: 608-08052**

From: Enrolled Nurse Level 1 \$50,160 - \$53,766

Health

To: Enrolled Nurse Level 2 \$54,667

Health, Canberra (PN. 16280) (Gazetted 10 May 2012)

Justice and Community Safety

**ACT Corrective Services
Community Based Corrections
Probation and Parole**

Michael Barry Pearce: 820-93254

From: Professional Officer Class 1 \$49,452 - \$69,377

Justice and Community Safety

To: Administrative Services Officer Class 6 \$70,913 - \$81,460

Justice and Community Safety, Canberra (PN. 11557) (Gazetted 21 May 2012)

Territory and Municipal Services

**Roads and Public Transport
Public Transport Systems
Melanie Louise Butler: 748-53428**

From: Administrative Services Officer Class 5 \$65,660 - \$69,623

Territory and Municipal Services

To: †Administrative Services Officer Class 6 \$70,913 - \$81,460

Territory and Municipal Services, Canberra (PN. 20400) (Gazetted 26 June 2012)

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.

**Parks and City Services
Libraries ACT**

Rachel Davis: 820-82985

From: Professional Officer Class 1 \$46,164 - \$64,764

Territory and Municipal Services

To: †Senior Officer Grade C \$89,786 - \$96,809

Territory and Municipal Services, Canberra (PN. 20112) (Gazetted 23 March 2012)

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.

Roads and Public Transport

ACTION

Finance

Charmaine Murfet: 791-1912

From: Senior Professional Officer Grade B \$106,086 - \$119,426

Treasury

To: †Senior Officer Grade A \$123,208

Territory and Municipal Services, Canberra (PN. 19957) (Gazetted 18 June 2012)

Treasury

**Shared Services
Shared Services ICT
Operations/Networks and Facilities
Shane Andrew Eccleston: 820-78417**

From: Information Technology Officer Class 2 \$70,913 - \$81,460

Treasury

To: †Senior Information Technology Officer Grade C \$89,786

Treasury, Canberra (PN. 30564) (Gazetted 18 May 2012)

Retirements and Dismissals

Community Services

Section 221 Public Sector Management Act 1994 – Jane Hart AGS: 820-99429

Treasury

Section 221 Public Sector Management Act 1994 – Taylor Huddleston AGS: 827-40140