



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 20 September 2012**

## **VACANCIES**

### **Calvary Health Care ACT (Public)**

#### **Nursing and Midwifery Services**

##### **Nursing**

##### **Infection Control**

##### **Registered Nurse Level 2**

##### **Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 8200)**

Gazetted: 26 September 2012

Closing Date: 10 October 2012

The Infection Control & Staff Health Department is looking for a dynamic Registered Nurse with broad nursing experience who is interested in the area of staff health, prevention of vaccine preventable diseases and the management of occupational exposure incidents in health care settings. This is a permanent part time position. The expectations of this permanent part-time position are outlined in the Position Description and reflected in the selection criteria below: Highly developed skills in communication (verbal, written and IT), problem solving, conflict resolution and negotiation. Ability to demonstrate leadership skills and work as part of the team to deliver high standards of evidence based care while exhibiting the values of Calvary. An ability to perform effectively under pressure and prioritize workloads. Demonstrated knowledge of infectious agent health screening and immunisation of healthcare workers. Demonstrated knowledge on the management of occupational exposure management in health care settings. Demonstrated knowledge on the basic principles of infection prevention and outbreak investigation and management. For selection documentation and further information about Calvary Health Care ACT visit our website at [www.calvary-act.com.au](http://www.calvary-act.com.au) All applications must address the selection criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Sandra Roodt (02) 6201 6174 [sandra.roodt@calvary-act.com.au](mailto:sandra.roodt@calvary-act.com.au) Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

#### **Nursing and Midwifery Services**

##### **Nursing**

##### **Infection Control**

##### **Registered Nurse Level 2**

##### **Registered Nurse Level 2 \$78,157 - \$82, 990, Canberra (PN: 7852)**

Gazetted: 26 September 2012

Closing Date: 10 October 2012

The Infection Control & Staff Health Department is looking for a dynamic Registered Nurse with broad nursing experience who is interested in the area of Infection Prevention and Control. The expectations of this permanent part-time position are outlined in the Position Description and reflected in the selection criteria below: Highly developed skills in communication (verbal, written and IT), problem solving, conflict resolution and negotiation. Ability to demonstrate leadership skills and work as part of the team to deliver high standards of evidence based care while exhibiting the values of Calvary. Demonstrated knowledge of the 5 Moments of Hand Hygiene and the National Hand Hygiene Initiative (NHHI) and specifically the link between Hand Hygiene and Hospital Acquired Infections. An ability to perform effectively under pressure and prioritize workloads. For selection documentation and further information about Calvary Health Care ACT visit our website at [www.calvary-act.com.au](http://www.calvary-act.com.au)

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Sandra Roodt (02) 6201 6174 [sandra.roodt@calvary-act.com.au](mailto:sandra.roodt@calvary-act.com.au) Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

#### **Allied Health**

##### **Social Work and Psychology**

##### **Social Worker**

##### **Health Professional Level 3 \$77, 710 - \$86,165, Canberra (PN: Various)**

Gazetted: 26 September 2012

Closing Date: 10 October 2012

This is an exciting opportunity to be part of a pool of Casual Social Workers who provide service in the hospital during weekends (within business hours). Applications from practitioners with high level communication skills, crisis intervention and discharge planning experience will be prioritised. Social Worker works in close consultation with discharge liaison and multi-disciplinary teams and other external agencies. Duties include provision of a broad range of services, including psycho-social assessment, crisis and brief therapeutic interventions, family meetings, community referrals/liason, and clinical management. The focus of this position is on assisting weekend discharges and attending to referrals of crisis nature. Practitioners are expected to work under limited supervision. ACT Public Service Health Professionals Enterprise Agreement 2011-2013 specifies the conditions of service.

Eligibility/other requirements: An appropriate degree in Social Work and eligibility for membership of the Australian Association of Social Workers (AASW).

Contact Officer: Tuula Peltola, Director of Social Work & Psychology (02) 6201 6314 or email [tuula.peltola@calvary-act.com.au](mailto:tuula.peltola@calvary-act.com.au)

Eligibility/Other Requirements: Selection Criteria An appropriate degree in Social Work and eligibility for membership of the Australian Association of Social Workers (AASW).

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

**Allied Health**

**Social Work and Psychology**

**Social Worker**

**Health Professional Level 3 \$77, 710 - \$86, 165, Canberra (PN: Various)**

Gazetted: 26 September 2012

Closing Date: 10 October 2012

This is an exciting opportunity to undertake social work in emergency, intensive and cardiac care areas. You will provide, under supervision and direction, a broad range of services, including psycho-social assessment and education, group work, brief therapeutic interventions, family meetings, community referrals/liaison, and clinical management. The successful applicant will have prior experience in social work service provision in emergency and intensive care areas and interest in evidence informed practice development. Social Worker works in close consultation with multi-disciplinary teams as well as clinicians from the community and other external agencies. The candidate will also contribute to the work of the Social Work and Psychology Department within Calvary Healthcare ACT. Conditions of service include generous personal leave provisions and salary packaging options with substantial tax benefits.

Eligibility/other requirements: An appropriate degree in Social Work and eligibility for membership of the Australian Association of Social Workers (AASW).

Contact Officer: Tuula Peltola, Director of Social Work & Psychology (02) 6201 6314 or email [tuula.peltola@calvary-act.com.au](mailto:tuula.peltola@calvary-act.com.au)

Eligibility/Other Requirements: Selection Criteria An appropriate degree in Social Work and eligibility for membership of the Australian Association of Social Workers (AASW).

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

**Allied Health**

**Social Work and Psychology**

**Social Worker**

**Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: 7031)**

Gazetted: 26 September 2012

Closing Date: 10 October 2012

This is an exciting opportunity to undertake social work in an acute health care setting. You will provide, under supervision and direction, a broad range of services, including psycho-social assessment, brief therapeutic interventions, family meetings, community referrals and liaison, and clinical management. You will have an opportunity to provide social work services within several clinical areas. Previous experience relating to maternity and antenatal social work is preferred.

The successful applicant will work in close consultation with multi-disciplinary teams as well as clinicians from the community and other external agencies. They will also contribute to the work of the Social Work and Psychology Department within Calvary Healthcare ACT. Conditions of service include generous personal leave provisions and salary packaging options with substantial tax benefits.

Eligibility/Other Requirements: Selection Criteria An appropriate degree in Social Work and eligibility for membership of the Australian Association of Social Workers (AASW).

Contact Officer: Tuula Peltola (02) 6201 6314 Tuula Peltola Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto: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](mailto:jobs@act.gov.au)**

**Centre**

**CIT Education Excellence**

**Education Manager**

**Teacher Band 2 \$104,449, Canberra (PN: 51615)**

Gazetted: 20 September 2012

Closing Date: 4 October 2012

Details: Efficiently and effectively manage, administer and coordinate the activities of the Curriculum and Accreditation Services team. Provide professional and educational leadership in curriculum design, development and review including: expert advice to faculty based program developers and the Curriculum Coordinators Network; development of curriculum guides and procedures; curriculum functionality of Banner; supervision, training and professional development of staff; policy development; program information in the CIT Handbook and on the CIT website; maintenance of professional currency in the field; teaching on the teacher education program.

Eligibility/Other Requirements: All Teacher Band 2 classification teachers must hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent) and; An Advanced Diploma in Adult Education (or equivalent). It is desirable that all Teacher Band 2 teachers hold a minimum of: A Bachelor degree in Education, Management or a relevant industry specialisation. All Teacher Band 2 teachers are required to have relevant industry experience.

Notes: This is a temporary position available from 5 November 2012 to 18 January 2013.

Contact Officer: Sue Maslen (02) 6207 4842 [sue.maslen@cit.edu.au](mailto:sue.maslen@cit.edu.au)

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

### **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](mailto:jobs@act.gov.au)**

### **Policy and Organisational Services**

#### **Executive**

#### **Executive Director Policy and Organisational Services**

**Executive Level 2.6 \$276,553 to \$292,676 depending on current superannuation arrangements, Canberra (PN: E406)**

Gazetted: 25 September 2012

Closing Date: 12 October 2012

Details: Temporary Vacancy Period: from 29 October 2012 to 25 January 2013.

An opportunity exists to further develop your executive and line management skills and experience managing in a high performing corporate policy and service delivery area.

Policy and Organisational services provide corporate support, strategic policy advice, a wide range of community development activities through the Office for Women, Office for Ageing, Office of Multicultural Affairs and Aboriginal and Torres Strait Islanders Affairs and is responsible for the delivery of a range of specialist services to children, youth and families through Therapy ACT. We are seeking an acting Executive Director for the above period to support our high performing teams to contribute to the whole of Directorate governance responsibilities through the Community Services Directorate Board of Management.

The successful candidate in line with ACT Government Executive capabilities will need to provide a current resume, a two page expression of interest demonstrating success in managing diverse teams, leading evolution of complex service redesign and managing organisation services during the first 100 days of an election cycle.

Contact Officer: Lois Ford (02) 6207 0931 [lois.ford@act.gov.au](mailto:lois.ford@act.gov.au)

### **Office for Children, Youth and Family Support**

#### **Policy, Data and Research**

#### **Youth Policy**

#### **Manager**

**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 18370)**

Gazetted: 26 September 2012

Closing Date: 10 October 2012

Details: Applications are invited for the above position, in Policy, Data and Research, Office for Children, Youth and Family Support (OCYFS). We are seeking a person who has demonstrated experience in providing high level policy and project advice to the OCYFS executive and management. The successful applicant will be required to lead and manage strategic activities and projects, in particular the implementation of the Blueprint for Youth Justice in the ACT. This position operates within a dynamic and customer oriented area, focused on delivering high level support and coordination of services. This is an exciting opportunity to work with an organisation that works directly with children, young people and their families.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field and experience in youth policy with a focus on youth justice, or the ability to quickly acquire this knowledge.

Contact Officer: Nathan Boyle (02) 6205 5326 [nathan.boyle@act.gov.au](mailto:nathan.boyle@act.gov.au)

### **Policy and Organisational Services**

#### **Governance Advocacy and Community Policy**

#### **Consumer Advocacy and Quality Service**

#### **Senior Research and Review Officer**

**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31199)**

Gazetted: 25 September 2012

Closing Date: 16 October 2012

Details: The Senior Research and Review Officer will undertake a key role to enable the ACT Children and Young People Death Review Committee to carry out its functions according to the *Children and Young People Act 2008*. Under the direction of the Senior Manager, Consumer Advocacy and Quality Service, and in consultation with the Committee, undertake research related to the deaths of children and young people included on the Committee's Register.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Allied Health or related discipline; At least two years experience working with children, youth and/or families in a social work/case management role; Proficiency with Microsoft programs and client database applications; and a current driver's licence.

Notes: This is a temporary position available until 30 June 2013.

Contact Officer: Jacinta Evans (02) 6205 8533 [jacinta.evans@act.gov.au](mailto:jacinta.evans@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](mailto:jobs@act.gov.au)

**Tourism, Events and Sport  
Sport and Recreation Services  
Executive**

**Executive Assistant**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00400)**

Gazetted: 26 September 2012

Closing Date: 3 October 2012

Details: Economic Development Directorate (EDD) is seeking a professional, highly organised and motivated individual to work as Executive Assistant to the Director, Sport and Recreation Services. The successful applicant will be required to provide executive, administrative and secretarial support to the Director in a very busy office environment, with a high level of attention to detail.

Eligibility/Other Requirements: Demonstrated executive support experience, effective communication and interpersonal skills and the proven ability to multi-task in a dynamic environment will be an advantage.

Contact Officer: Jenny Priest (02) 6207 2070 [jenny.priest@act.gov.au](mailto:jenny.priest@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](mailto:jobs@act.gov.au)**

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

**Assistant Manager, Home Education**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 02339)**

Gazetted: 25 September 2012

Closing Date: 2 October 2012

Details: The Liaison Unit is seeking an Assistant Manager who will be responsible for Home Education processes and the validation of Catholic school system registration renewal processes. Home education includes home visits, report writing, administration, data collection and responding to requests for information and advice from home educators and potential home educators. The Assistant Manager is also involved in the wider work of the Liaison Unit including responding to concerns and complaints relating to ACT public schools and the Directorate, and the provision of secretariat services to independent school renewal of registration panels.

Eligibility/Other Requirements: An ACT Government Authorised Person under the *Education Act 2004* or the ability to obtain. Desirable: Educational qualifications and/or recent professional development connected to the implementation of the Australian Curriculum.

Note: This is a temporary position available until 3 May 2013.

Contact Officer: Lynda Tooth (02) 6205 9301 [lynda.tooth@act.gov.au](mailto:lynda.tooth@act.gov.au)

**Corporate Services**

**Finance and Corporate Support**

**Financial Services**

**Senior Finance Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 17490)**

Gazetted: 20 September 2012

Closing Date: 4 October 2012

Details: The Schools Finance Unit is looking for a motivated, enthusiastic person with a strong client focus and commitment to customer service. The successful applicant will be part of a small team offering financial support and assistance to schools.

Eligibility/Other Requirements: High level knowledge of the practices and processes of the MAZE finance system, School Management Manual and GST would be desirable.

Contact Officer: Sheila Cassie (02) 6205 9109 [sheila.cassie@act.gov.au](mailto:sheila.cassie@act.gov.au)

**Office for schools**

**North and Gungahlin Network**

**Amaroo School**

**Primary Teacher**

**Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 23747)**

Gazetted: 24 September 2012

Closing Date: 8 October 2012

Details: Amaroo School is a P-10 school with an enrolment in 2012 of more than 1550 students. Learning is the main purpose of Amaroo School for both students and teachers. The school exists to educate students to prepare them for a successful life beyond school within the wider community. The school is held in high regard for its strong commitment to the social, emotional and academic needs of its students. Staff work in close partnerships to ensure that they provide a high quality learning community in a happy and safe learning environment. There are strong expectations on all staff at Amaroo. The teaching team are vibrant, innovative, hard working and committed and set high expectations of themselves. In the Early Primary sector of Amaroo School (K-2), play and project based learning investigations, along with explicit

instruction, are the main pedagogical tools for teaching and learning. Program philosophy and design are based on the Walker Learning Approach. Applicants need to be prepared to follow this approach and engage in Professional Learning. We are looking for a teacher who has excellent knowledge of content and teaching strategies in literacy and numeracy. They will be working in a large team in a collaborative environment to plan for successful learning outcomes and have the ability to use data to plan learning programs that meet the needs of all students in their class.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: This is a temporary position available from 27 January 2013 until 26 January 2014.

Contact Officer: Rebecca Turner (02) 6205 2808 rebecca.turner@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.

**Office for Schools  
North/Gungahlin Network  
Dickson College  
Classroom Teacher**

**Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 05197)**

Gazetted: 20 September 2012

Closing Date: 27 September 2012

Details: Dickson College is a vibrant college with a committed and passionate staff, students and community. We aim to provide a supportive, innovative and educationally enriched learning environment. Together we work to develop informed, caring, creative and confident global citizens. Dickson College is an ACT Senior Secondary College and teachers should demonstrate the capacity to meet the requirements of the Board of Senior Secondary Studies. At Dickson we believe that outstanding teaching is essential to allow all students to achieve excellence, access opportunity and contribute to community.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Desirable requirements for this specialist position include: Teaching in Years 11 and 12 to deliver Certificate I and Certificate II in Hospitality. A Certificate IV in Training and Assessment (or equivalent). Qualifications in at least Certificate II Hospitality (SIT20707) or higher. Current experience in the hospitality industry and willingness to undertake ongoing professional learning in hospitality best practice. Willingness to work with students in specialist programs including Connect 10 (working with Years 9 and 10 students), Foundations (working with special needs students) and the Refugee Bridging Program (working with students with a refugee background). Ability to organise and run the Majura Café to provide authentic VET assessment opportunities for students. Ability to teach a second subject discipline. For more information please visit our website - [www.dicksonc.act.edu.au](http://www.dicksonc.act.edu.au)

Contact Officer: Rob Emanuel (02) 6205 6455 rob.emmanuel@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.

**Office for Schools  
South Weston Network  
Canberra College  
Teacher Librarian  
Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 05308)**

Gazetted: 21 September 2012

Closing Date: 17 October 2012

Details: Teacher Librarian.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: Position commences 27 January 2013.

Contact Officer: Kevin Howard (02) 6205 6789 kevin.howard@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.

**Office for Schools  
North and Gungahlin Network  
Ngunnawal Primary School  
Classroom Teacher  
Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 05207)**

Gazetted: 20 September 2012

Closing Date: 4 October 2012

Details: Preschool teacher required for release role across our Preschool. This position involves programming and delivering an outdoor education program. Knowledge of the Early Years Learning framework desirable.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: This is a temporary position available from the 27 January 2013 until 26 January 2014.

Contact Officer: Linda Heath (02) 6205 8182 linda.heath@ed.act.edu.au

**Office for Schools  
North and Gungahlin Network  
Gungahlin College  
Classroom Teacher  
Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 19697)**

Gazetted: 24 September 2012

Closing Date: 8 October 2012

Details: Full-time Teacher required to teach Mathematics to year 11 and year 12 students. Gungahlin College is a Year 10, 11 and 12 Senior Secondary College. The college offers a selective Year 10 SMART program in addition to the usual Year 11 and 12 curriculums. We provide an innovative approach to education that encompasses best practice collaborative teaching and learning, with extensive use of ICT. All teachers take a pastoral care role for their Connect class.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: This is a temporary position available from 27 January 2013 until 26 January 2014.

Contact Officer: Gai Beecher (02) 6142 1000 gai.beecher@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.

**Office for Schools  
North and Gungahlin Network  
Gungahlin College  
Classroom Teacher  
Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 25253)**

Gazetted: 24 September 2012

Closing Date: 8 October 2012

Details: Full-time Teacher required to teach Physics, Flight and Mathematics to year 11 and year 12 students. Gungahlin College is a Year 10, 11 and 12 Senior Secondary College. The college offers a selective Year 10 SMART program in addition to the usual Year 11 and 12 curriculums. We provide an innovative approach to education that encompasses best practice collaborative teaching and learning, with extensive use of ICT. All teachers take a pastoral care role for their Connect class.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: This is a temporary position available from 27 January 2013 until 26 January 2014.

Contact Officer: Gai Beecher (02) 6142 1000 gai.beecher@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.

**Office for schools  
North/Gungahlin  
Amaroo School  
Japanese Teacher  
Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 06806)**

Gazetted: 20 September 2012

Closing Date: 4 October 2012

Details: Amaroo School is a P - 10 school with an enrolment in 2012 of more than 1550 students. Learning is the main purpose of Amaroo School for both students and teachers. The school exists to educate students to prepare them for a successful life beyond school within the wider community. The school is held in high regard for its strong commitment to the social, emotional and academic needs of its students. Staff work in close partnerships to ensure that they provide a high quality learning community in a happy and safe learning environment. There are strong expectations on all staff at Amaroo. The teaching team are vibrant, innovative, hard working and committed and set high expectations of themselves. Amaroo is seeking a part-time Japanese teacher to work across the Primary school. Applicants should have a sound level of Japanese and be willing to collaborate with a team of language teachers and demonstrate confidence in a classroom environment, working across a range of age and skill levels. Amaroo is committed to quality language teaching and is seeking a teacher of Japanese who is willing to take an active role in organising language activities across the school including overseas excursions.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: This is a temporary part-time position available from 27 January 2013 until 26 January 2014 at 22:05 hours per week.

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

**Office for Schools  
North/Gungahlin  
Amaroo School**

**Primary Teacher**

**Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 26583)**

Gazetted: 21 September 2012

Closing Date: 4 October 2012

Details: Amaroo School is a P - 10 school with an enrolment in 2012 of more than 1550 students. Learning is the main purpose of Amaroo School for both students and teachers. The school exists to educate students to prepare them for a successful life beyond school within the wider community. The school is held in high regard for its strong commitment to the social, emotional and academic needs of its students. Staff work in close partnerships to ensure that they provide a high quality learning community in a happy and safe learning environment. There are strong expectations on all staff at Amaroo. The teaching team are vibrant, innovative, hard working and committed and set high expectations of themselves. We are looking for a Primary Teacher who has excellent knowledge of content and teaching strategies in literacy and numeracy. They will be working in a large team in a collaborative environment to plan for successful learning outcomes and have the ability to use data to plan learning programs that meet the needs of all students in their class.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: This is a temporary position available from 27 January 2013 until 26 January 2014.

Contact Officer: Rebecca Turner (02) 6205 2808 rebecca.turner@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.

**Office for schools**

**North/Gungahlin**

**Amaroo School**

**Technology Teacher Years 6-10**

**Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 08414)**

Gazetted: 21 September 2012

Closing Date: 4 October 2012

Details: Amaroo School is a P - 10 school with an enrolment in 2012 of more than 1550 students. Learning is the main purpose of Amaroo School for both students and teachers. The school exists to educate students to prepare them for a successful life beyond school within the wider community. The school is held in high regard for its strong commitment to the social, emotional and academic needs of its students. Staff work in close partnerships to ensure that they provide a high quality learning community in a happy and safe learning environment. There are strong expectations on all staff at Amaroo. The teaching team are vibrant, innovative, hard working and committed and set high expectations of themselves. We are looking for a teacher who has excellent knowledge and skills to support students by working as part of a collaborative team to deliver quality learning experiences across our Middle and Senior Schools. They will be working with a variety of classes from across the sectors including students with Special Needs. It is expected that programs will include subject knowledge in Woodwork, Metalwork, Design, Graphics and CAD.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: This is a temporary position available from 27 January 2013 until 26 January 2014.

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

**Office for Schools**

**Tuggeranong Network**

**Namadgi School**

**English/SOSE/Drama teacher**

**Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 30757)**

Gazetted: 21 September 2012

Closing Date: 27 September 2012

Details: Full-time English/SOSE/Drama teacher to teach Middle and Senior years students for P-10 School. Team planning and focus on literacy and numeracy and innovative ICT practices. Understanding by Design, Choice Theory and Quality Teaching are also a focus for the school.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Contact Officer: Pam Rosser (02) 6142 0900 pam.rosser@ed.act.edu.au

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

**Office for Schools**

**Tuggeranong Network**

**Namadgi School**

**Hospitality/Food/Textiles Teacher**

**Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 31200)**

Gazetted: 21 September 2012

Closing Date: 27 September 2012



Details: Hospitality/Textiles Teacher to teach Middle and Senior years students for P-10 School. Team planning and focus on literacy and numeracy and innovative ICT practices. Understanding by Design, Choice Theory and Quality Teaching are also a focus for the school.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: This is a full-time position however applications for part-time at 29:24 hours per week will be considered.

Contact Officer: Pam Rosser (02) 6142 0900 pam.rosser@ed.act.edu.au

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

**Office for Schools**

**Tuggeranong Network**

**Namadgi School**

**PE/Health Teacher**

**Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 20776)**

Gazetted: 21 September 2012

Closing Date: 27 September 2012

Details: PE/Health teacher to teach Middle and Senior years students for P-10 School. Team planning and focus on literacy and numeracy and innovative ICT practices. Understanding by Design, Choice Theory and Quality Teaching are also a focus for the school.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: Position available from 27 January 2013.

Contact Officer: Pam Rosser (02) 6142 0900 pam.rosser@ed.act.edu.au

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

**Office for Schools**

**Tuggeranong Network**

**Namadgi School**

**Middle School Teacher**

**Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 20741)**

Gazetted: 21 September 2012

Closing Date: 27 September 2012

Details: Middle School Teacher (Year 6) for P-10 School. Team planning and focus on literacy and numeracy and innovative ICT practices. Understanding by Design, Choice Theory and Quality Teaching are also a focus for the school.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: This position is available from 27 January 2013.

Contact Officer: Pam Rosser (02) 6142 0900 pam.rosser@ed.act.edu.au

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

**Office for schools**

**North/Gungahlin**

**Amaroo School**

**Primary Teacher**

**Classroom Teacher \$53,350 - \$84,350, Canberra (PN: 34735)**

Gazetted: 24 September 2012

Closing Date: 8 October 2012

Details: Amaroo School is a P - 10 school with an enrolment in 2012 of more than 1550 students. Learning is the main purpose of Amaroo School for both students and teachers. The school exists to educate students to prepare them for a successful life beyond school within the wider community. The school is held in high regard for its strong commitment to the social, emotional and academic needs of its students. Staff work in close partnerships to ensure that they provide a high quality learning community in a happy and safe learning environment. There are strong expectations on all staff at Amaroo. The teaching team are vibrant, innovative, hard working and committed and set high expectations of themselves. In the early primary sector of Amaroo School (K-2), play and project based learning investigations, along with explicit instruction, are the main pedagogical tools for teaching and learning. Program philosophy and design are based on the Walker Learning Approach. Applicants need to be prepared to follow this approach and engage in Professional Learning. We are looking for a teacher who has excellent knowledge of content and teaching strategies in literacy and numeracy. They will be working in a large team in a collaborative environment to plan for successful learning outcomes and have the ability to use data to plan learning programs that meet the needs of all students in their class.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: This is a temporary position available from 27 January 2013 until 26 January 2014.

Contact Officer: Rebecca Turner (02) 6205 2808 rebecca.turner@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.

**Office for Schools**

**South/Weston Network**

**Alfred Deakin High School**

**Project Officer**

**School Leader B \$113,350, Canberra (PN: 04094)**

Gazetted: 21 September 2012

Closing Date: 19 October 2012

Details: Design, develop and implement an Inspirational Science and Maths specialised learning program for Gifted and Talented Students 7 - 10 for the South/Weston Network. Pilot the program at ADHS in 2013, and develop links with mentors at Tertiary institutions, link with primary schools and develop pathways into Colleges. As a member of ADHS Leadership Team assist in the School Improvement process throughout 2013.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: This is a temporary position available from 27 January 2013 to 26 January 2014.

Contact Officer: Belinda Bartlett (02) 6205 5566 belinda.bartlett@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.

**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](mailto:jobs@act.gov.au)**

**Regulation and Services**

**Sustainability Programs**

**Deputy Manager**

**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 30614)**

Gazetted: 26 September 2012

Closing Date: 10 October 2012

Details: The Sustainability Programs Section is responsible for the development and delivery of a range of program based activities undertaken under ACT Government environmental policies including the revised Weathering the Change Climate Change Strategy 2007-2025, the Sustainable Energy Policy, the Think Water Act Water Strategy and the Waste Management Strategy. The Deputy Manager assists the Senior Manager in day-to-day management of the Sustainability Programs Section, provides management of the Coordination unit responsible for financial management, reporting and evaluation activities for the Section and provides oversight of the Outreach Low Income Energy and Water Efficiency Program. The successful applicant will be required to provide policy and program advice across a broad range of energy, climate change, waste and water program development issues.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in environmental resource management or program management.

Contact Officer: Ann Lyons Wright (02) 6207 6357 ann.lyonswright@act.gov.au

**Policy, Corporate and Regulation**

**Policy**

**Water Policy**

**Technical Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 15431)**

Gazetted: 20 September 2012

Closing Date: 9 October 2012

Details: The Water Policy Section develops and implements government policies for water resource management; develops broad scale policy relating to integrated catchment management; and oversees the implementation of catchment management arrangements across government.

Eligibility/Other Requirements: Relevant tertiary qualifications (or the undertaking of study toward) in water, natural resource management or related fields are essential.

Contact Officer: Michael Ross (02) 6207 7638 michaelh.ross@act.gov.au

**Office of the Director-General**

**Executive Assistant**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31195)**

Gazetted: 20 September 2012

Closing Date: 4 October 2012

Details: The Environment and Sustainable Development Directorate is seeking a motivated individual to fill the role of Executive Assistant to the Director-General. The successful applicant will have high level oral and written communication skills and high level interpersonal skills, an ability to manage competing priorities and be able to contribute effectively in a multi-disciplinary team environment.

Contact Officer: Elizabeth Jolley (02) 6205 8791 [elizabeth.jolley@act.gov.au](mailto:elizabeth.jolley@act.gov.au)

**Office of the Director-General Planning**

**Executive Assistant**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31194)**

Gazetted: 20 September 2012

Closing Date: 4 October 2012

Details: The Environment and Sustainable Development Directorate is seeking a motivated individual to fill the role of Executive Assistant to the Deputy Director-General, Planning. The successful applicant will have high level oral and written communication skills and high level interpersonal skills, an ability to manage competing priorities and be able to contribute effectively in a multi-disciplinary team environment.

Contact Officer: Elizabeth Jolley (02) 6205 8791 [elizabeth.jolley@act.gov.au](mailto:elizabeth.jolley@act.gov.au)

**Office of the Director-General Policy, Corporate and Regulation**

**Executive Assistant**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 26945)**

Gazetted: 20 September 2012

Closing Date: 4 October 2012

Details: The Environment and Sustainable Development Directorate is seeking a motivated individual to fill the role of Executive Assistant to the Deputy Director-General, Policy, Corporate and Regulation. The successful applicant will have high level oral and written communication skills and high level interpersonal skills, an ability to manage competing priorities and be able to contribute effectively in a multi-disciplinary team environment.

Contact Officer: Elizabeth Jolley (02) 6205 8791 [elizabeth.jolley@act.gov.au](mailto:elizabeth.jolley@act.gov.au)

**Corporate and Regulation**

**Regulation and Services**

**Customer Services**

**Customer Service Officer**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 15366, expected vacancy)**

Gazetted: 21 September 2012

Closing Date: 5 October 2012

Details: The successful applicant will support the Team Leaders in coordinating and directing the work of staff responsible for providing high quality customer services at either the Mitchell or Dickson Customer Service Centres. Duties will include but are not limited to working on a public counter and answering a public telephone line, handling public money, various processes relating to the development and building approval processes, requests for information from DA and building files and Energy Efficiency Rating related processes. The successful applicant will require experience and skills in working in a customer service environment, well developed written and oral communication skills, a good knowledge of the services and legislation administered by the Environment and Sustainable Development Directorate through the Customer Service Centre to internal and external customers, a well developed knowledge and understanding of relevant computer based systems, including eServices and have the ability to meet deadlines and maintain accuracy and attention to detail under pressure.

Eligibility/Other Requirements: A willingness to wear a corporate uniform and to be part of a roster that may involve working outside the standard Customer Service Centre opening hours of 8:30am to 4:30pm is required.

Notes: Successful applicants must be willing to work at either the Dickson or Mitchell Customer Service Centre.

Contact Officer: Natalie Pooley (02) 6207 6267 [natalie.pooley@act.gov.au](mailto:natalie.pooley@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.

**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>**

**Population Health**

**Director, Health Improvement**

**Executive Level 1.2 \$186,074 to \$196,418 depending on current superannuation arrangements, Canberra (PN: E711)**

Closing Date: 12 October 2012

Details: The Director Health Improvement Branch is a critical leadership role in the ACT Government Health Directorate, and responsible for a systematic approach to Health Promotion and Epidemiological activities within the Population Health Division including providing strong leadership in areas of change management, budgets and performance measures. The new role, heading up a new Branch, offers an excellent opportunity to influence the health of the ACT population. The role requires capacity to build strong relationships, meet Government and Directorate requirements, deal with complex matters within tight deadlines, and have a strong commitment to providing high quality population health services and programs in accordance with the values of the Health Directorate. The position will report to the Chief Health Officer.

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

a cash component of \$147,774. 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: Dr Paul Kelly (02) 6205 0883

**Strategy and Corporate  
People Strategy and Services  
Staff Development  
Educator**

**Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22371)**

Gazetted: 27 September 2012

Closing Date: 4 October 2012

Details: Applications are invited from experienced, innovative and committed Registered Nurses to undertake the exciting role of actively contributing to the professional development, learning and teaching of nurses and other health professionals within the Health Directorate, Staff Development Unit. The successful applicant will be required to implement and evaluate eLearning and face to face programs including but not limited to programs on medication, venepuncture and blood culture, intravenous cannulation, central venous access device, PICC Insertion, chemotherapy safe handling, infectious diseases modules and in addition coordinate the Health Work Experience Program for school age children liaising with the ACT Government Education and Training Directorate. Applicants will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing evidence based programs through the development, implementation, coordination and evaluation of learning programs and packages.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. It would be considered an advantage if applicants held an appropriate qualification in education and holds or is working towards qualifications at masters 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: Elizabeth Renton (02) 6244 3429

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

**Registered Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 31151, several)**

Gazetted: 27 September 2012

Closing Date: 4 October 2012

Details: The Division of Rehabilitation, Aged and Community Care, Community Nursing, is seeking applications from motivated and experienced Registered Nurses able to fulfil a unique and challenging position within a community setting. This position is ideally suited to a Registered Nurse with excellent clinical skills, an ability to provide clinical leadership and ability to lead and manage a team of care staff. The Acute Rehabilitation Unit is currently discharge planning for a ventilator dependent tetraplegic patient who will return to the community, to a purpose built home on the northside of Canberra. Prior to discharge the Registered Nurse and care staff will be provided with a five week, fully paid, training and education program. This will include both theoretical and 'hands-on' training. Following discharge ongoing support will be provided, as appropriate, by expert clinical staff including Rehabilitation Physician, Nurse Practitioner, Allied Health staff, Rehabilitation Care Coordinator and if necessary other discipline specific experts. Registered Nurse staff will be responsible for a variety of duties including, provision of care requiring nursing expertise and competence, rostering of care team staff, maintenance and ordering of consumable equipment, effective resource management, management/coordination of care team staff and outcome reports to Nurse Manager, Central Team, Community Care Program.

Qualifications/Eligibility Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Previous experience in the speciality of Rehabilitation and previous experience in high dependency acute care setting and/or nursing of patients with complex needs is desirable. Registered Nurse with minimum three years full-time equivalent post registration experience is also desirable.

Note: Registered Nurses interested in applying for permanent part-time or full-time rosters are encouraged to apply. 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: Debbie Hagen 04211 577 962 or Hazel Hurrell 0434 674 442

**Canberra Hospital and Health Services  
Operational Support  
Deputy Director General Canberra Hospital and Health Services  
Executive Assistant**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 17633)**

Gazetted: 27 September 2012

Closing Date: 18 October 2012

Details: Suitable applicants are encouraged to apply for this permanent, full-time position. The position is responsible for managing the daily activities of the office of the Executive Director of the Division of Rehabilitation, Aged and Community Care, and is responsible for co-coordinating and preparing a range of correspondence; providing secretariat support to committees; and initiating action to ensure the timely response to request for information. Applicants will be required to have well developed communication, organizational and coordination skills to manage the office, and be able to

demonstrate an ability to prioritize and show initiative where needed. He/she will also be expected to have the ability to liaise effectively with staff at all levels.

Eligibility/Other Requirements: Extensive experience in the use of Microsoft Office Suite, including high level keyboard skills are also required. Current driver's license required.

Note: Please submit your application addressing the selection criteria together with your Curriculum Vitae and the names of two referees.

Contact Officer: Linda Kohlhagen (02) 6244 43579 linda.kohlhagen@act.gov.au

**Director General Reports**

**Population Health**

**Health Protection Service**

**Public Health Officer**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29632)**

Gazetted: 27 September 2012

Closing Date: 11 October 2012

Details: Are you qualified to become an Environmental Health Officer and a person who appreciates a good quality of life that only Canberra can offer? If so the Health Protection Service has a position for you. Canberra is a dynamic environment with many opportunities. Further information about living in Canberra is available from <http://www.liveincanberra.com.au/>

We have a position in our team that will suit an entry level person into the Environmental Health Operations Section of the Health Protection Service. The Health Protection Service provides excellent career opportunities for applicants wishing to have an influence within public health management. If you have a Degree of Applied Science (Environmental Health) and willing to take the challenge, you are invited to apply. Recent graduates with less than 12 months experience are encouraged to apply. Recent graduates may be appointed as a Health Professional Officer Level 1 depending on experience post graduation.

Eligibility/Other Requirements: Degree of Applied Science (Environmental Health) or equivalent. Driver's licence.

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: Brian Jones (02) 6205 1700

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Community Care Nursing**

**Assistant in Nursing/Personal Care Worker**

**Assistant in Nursing \$42,160 - \$43,674, Canberra (PN: 31106, several)**

Gazetted: 27 September 2012

Closing Date: 4 October 2012

Details: The Division of Rehabilitation, Aged and Community Care, Community Nursing, is seeking applications from motivated Personal Care Workers or Assistants in Nursing who are able to fulfil a unique and challenging position within a community setting. These positions would be ideally suited to AINs/PCWs with some previous experience in the daily care of people with high level physical disabilities, a desire and ability to learn new skills and ability to provide care with direct and indirect supervision. The Acute Rehabilitation Unit is currently discharge planning for a ventilator dependent tetraplegic patient, who will return to the community to a purpose built home on the northside of Canberra. This person will require care staff 24 hours per day, 7 days per week. Prior to discharge all care staff will be provided with a 5 week, fully paid, training and education program. This will include both theoretical and 'hands-on' training. Following discharge ongoing support will be provided, as appropriate, by expert clinical staff including Rehabilitation Physician, Nurse Practitioner, Allied Health staff, Rehabilitation Care Co-coordinator and if necessary other discipline specific experts. All care staff will report directly to the Registered Nurse leading the care team.

Note: Assistants in Nursing/Personal Care Workers interested in applying for permanent part-time or full-time rosters are encouraged to apply. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Qualifications/Eligibility Requirements: Certificate III in Health Services Assistance or recognized equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing).

Contact Officer: Debbie Hagen 04211 577 962 or Hazel Hurrell 0434 674 442

**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](mailto:jobs@act.gov.au)**

**ACT Law Courts and Tribunal Administration**

**Executive**

**Information and Statistics Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31045)**

Gazetted: 26 September 2012

Closing Date: 9 October 2012

Details: The ACT Law Courts and Tribunal Administration is seeking an organised and self motivated person to contribute to initiatives that support the ACT Sentencing Database such as collecting, storing, analysing and reporting justice related data relevant to the ACT Law Courts and Tribunal and wider justice system. The successful person will also be required to

undertake benchmarking exercises reviewing the ACT Law Courts and Tribunal's performance, assist with the preparation of statistics for ABS, the Productivity Commission's Report on Government Services and assist with a series of research projects that contribute to policy analysis.

Eligibility/Other Requirements: Comprehensive knowledge of, or experience in, public administration. Tertiary qualifications relevant to the position would be an advantage. Previous experience with statistics and presenting data would be an advantage.

Contact Officer: Cath Fallon (02) 6205 0609 cath.fallon@act.gov.au

**Office of Regulatory Services  
Registrations and Fair Trading  
Compliance Unit**

**Assistant Team Leader/Investigator**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 14816, several)**

Gazetted: 26 September 2012

Closing Date: 16 October 2012

Details: Under limited direction of the Senior Investigator, perform the functions of an authorised person or Investigator under relevant legislation as appointed or delegated. Participate in compliance activities, conduct investigations and provide advice to clients and stakeholders in accordance with relevant legislation. Contribute to efficient work practices and sound corporate governance. Undertake responsibilities as a receiver of public monies in accordance with the *Financial Management Act 1996* and Director-General's Financial Instructions. Ability to undertake shiftwork as required or as directed. Assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved.

Prepare reports and correspondence related to applications for licences, registrations and permits administered by the office, including advice to clients where applications are refused, participating as a member of a team in more complex matters. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Wendy Harrison (02) 6205 0894 wendymaree.harrison@act.gov.au

**Corporate  
Governance**

**Executive Assistant/Administrator**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 08039)**

Gazetted: 21 September 2012

Closing Date: 28 September 2012

Details: The Justice and Community Safety Directorate (JACS) is seeking an enthusiastic and highly motivated person for the role of Executive Assistant/Administrator to the Executive Director Governance, Corporate. This position will provide high level administrative and secretariat support to the Executive Director including organising and prioritising workflow and maintaining an appointment diary. They will provide reception and telephone services, and record, prepare and distribute minutes of meetings, record and monitor Ministerial, Cabinet and correspondence, reports and submissions, prepare draft correspondence and arrange travel and accommodation when required. The role also requires the occupant to be able to take on a range of broader administrative responsibilities including: a) managing the JACS Directory; b) undertaking secretariat responsibilities for a range of committees chaired by the Executive Director; c) provide support to the broader governance team as required.

Notes: This is a temporary position available for a period of 6 months with a possibility of extension subject to business unit restructure and permanent recruitment.

Contact Officer: Danielle Krajina (02) 6207 4813 danielle.krajina@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](mailto:jobs@act.gov.au)**

**Parks and City Services**

**City Services**

**Place Management**

**Gardener/Cleaner**

**General Service Officer Level 3/4 \$40,973 - \$44,935, Canberra (PN: 45572, several)**

Gazetted: 20 September 2012

Closing Date: 9 October 2012

Details: City Services is responsible for the management and maintenance of public parks and open spaces, including lakes, neighbourhood and town and district parks, verges along arterial roads and shopping centres. This position is responsible for undertaking horticultural maintenance and cleaning services of these areas. Eligibility/Other Requirements: Current driver's licence; preferably light rigid class, ability to undertake the physical requirements of the tasks listed in the Duty Statement. Some positions may require shift work. Notes: There are several positions available including permanent and temporary. The successful applicants may be selected on the basis of applications and referee reports only. Contact Officer: Peter Sullivan (02) 6207 7138 peterj.sullivan@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](mailto:jobs@act.gov.au)**

**Investment and Economic Division**

**Economics**

**Microeconomic Policy Unit**

**Senior Policy Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 43381)**

Gazetted: 21 September 2012

Closing Date: 9 October 2012

Details: The successful applicant(s) will be required to possess a demonstrated strong understanding of economics, strong analytical and computer skills and the ability to work within a clear conceptual framework. Under limited supervision, be capable of writing relevant high quality policy papers. Provide high level advice and recommendations on economic and policy matters. Contribute to and lead small teams in the preparation of reports, briefings to Ministers, draft submissions to Cabinet, ministerial speeches, replies to parliamentary questions and other correspondence. Represent Treasury at meetings, inter-Directorate committees, conferences and other forums.

Eligibility/Other Requirements: Degree qualified in Economics, Commerce, Law or related field.

Contact Officer: Brett Wilesmith (02) 6207 3949 [brett.wilesmith@act.gov.au](mailto:brett.wilesmith@act.gov.au)

**Investment and Economic**

**Economics**

**Macroeconomic Analysis Unit**

**Senior Policy Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 04346)**

Gazetted: 20 September 2012

Closing Date: 9 October 2012

Details: The successful applicant will be required to possess a demonstrated strong understanding of macroeconomics, strong analytical and computer skills and the ability to work within a clear conceptual framework. Under limited supervision, undertake applied research and be capable of writing relevant high quality policy papers as well as shorter targeted research notes. Provide high level advice and recommendations on economic and policy matters. Contribute to and lead small teams in the preparation of reports, briefings to Ministers, draft submissions to Cabinet, ministerial speeches, replies to parliamentary questions and other correspondence. Represent Treasury at meetings, inter-Directorate committees, conferences and other forums.

Eligibility/Other Requirements: Degree qualified in Commerce, Economics or related field such as Econometrics.

Contact Officer: Abrie Swanepoel (02) 620 78953 [abrie.swanepoel@act.gov.au](mailto:abrie.swanepoel@act.gov.au)

**APPOINTMENTS**

**Community Services**

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

Joanne Patrice Twomey 835-85242, Section 68(1), 18 September 2012

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

Moda Sai Baba Veyyidalala 827-55748, Section 68(1), 21 September 2012

**Environment and Sustainable Development**

**Graduate Administrative Assistant \$58,870 - \$60,739**

Jessica Lintern 835-87424, Section 68(1), 6 February 2013

**Health**

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

Jobi Joy 821-58599, Section 68(1), 18 September 2012

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

Melissa Maher 836-56063, Section 68(1),

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

Felicity O'Neil 835-53477, Section 68(1), 27 September 2012

**Administrative Services Officer Class 3 \$52,818 - \$57,004**

Reagan Taylor 835-86472, Section 68(1), 24 September 2012

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

Rangarirai Zhou 824-31831, Section 68(1), 18 September 2012

**Justice and Community Safety**

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

Kerri-Anne Duval-Stewart 835-87520, Section 68(1), 21 September 2012

**Territory and Municipal Services**

**General Service Officer Level 5/6 \$45,647 - \$50,446**

Matthew James Handley 827-56441, Section 68(1), 21 September 2012

**Treasury**

**Administrative Services Officer Class 3 \$52,818 - \$57,004**

Belinda Myles 827-33450, Section 68(1), 20 September 2012

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

Leanne Robbins 827-32298, Section 68(1), 13 September 2012

**TRANSFERS**

**Chief Minister and Cabinet**

**Michelle Ashworth: 780-37014**

From: \$53,350 - \$84,350

Education and Training

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

Chief Minister and Cabinet, Canberra (PN. 43051) (Gazetted 1 May 2012)

**Javier Balanzategui: 821-18909**

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

Education and Training

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

Chief Minister and Cabinet, Canberra (PN. 18206) (Gazetted 2 May 2012)

**Health**

**Jennifer Bourke: 749-67863**

From: Registered Nurse Level 2 \$78,157 - \$82,990

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 29989) (Gazetted 26 July 2012)

**Janine McEwan: 258-66775**

From: Registered Nurse Level 2 \$78,157 - \$82,990

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 29943) (Gazetted 26 July 2012)

**PROMOTIONS**

**Community Services**

**Policy and Organisational Services**

**Finance and Budgets**

**Contracts and Grants Unit**

**Yanping Xiong: 820-81923**

From: Administrative Services Officer Class 3 \$52,818 - \$57,004

Community Services



To: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Community Services, Canberra (PN. 24898) (Gazetted 10 July 2012)

**Director of Public Prosecutions**

**Joel Hiscox: 795-56879**

From: Prosecutor Grade 3 \$105,878 - \$117,079  
Director of Public Prosecutions  
To: †Prosecutor Grade 4 \$121,881 - \$130,669  
Director of Public Prosecutions, Canberra (PN. 04268) (Gazetted 6 August 2012)

**Sian Jowitt: 771-11884**

From: Prosecutor Grade 3 \$105,878 - \$117,079  
Director of Public Prosecutions  
To: †Prosecutor Grade 4 \$121,881 - \$130,669  
Director of Public Prosecutions, Canberra (PN. 17837) (Gazetted 6 August 2012)

**Melanie Ann Moss: 791-31715**

From: Prosecutor Grade 2 \$82,962 - \$101,399  
Director of Public Prosecutions  
To: †Prosecutor Grade 3 \$105,878 - \$117,079  
Director of Public Prosecutions, Canberra (PN. 17498) (Gazetted 6 August 2012)

**Anthony Williamson: 791-32005**

From: Prosecutor Grade 2 \$82,962 - \$101,399  
Director of Public Prosecutions  
To: †Prosecutor Grade 3 \$105,878 - \$117,079  
Director of Public Prosecutions, Canberra (PN. 04208) (Gazetted 6 August 2012)

**Economic Development**

**Land Strategy and Finance  
Sales, Marketing and Estate Management  
Estate Management**

**Adam George Nugent: 791-35927**

From: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Economic Development  
To: †Senior Officer Grade C \$89,786 - \$96,809  
Economic Development, Canberra (PN. 43430)

**Education and Training**

**Executive Director Corporate Services**

**Andrew Trevaskis: 827-26891**

From: Graduate Administrative Assistant \$58,870 - \$60,739  
Education and Training  
To: †Administrative Services Officer Class 5 \$65,660 - \$69,623  
Education and Training, Canberra (PN. 00350)  
This promotion is to a non-advertised vacancy.

**Environment and Sustainable Development**

**Planning Delivery**

**Development Assessment**

**Johanna Clare Duck: 793-3800**

From: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Environment and Sustainable Development  
To: †Senior Officer Grade C \$89,786 - \$96,809  
Environment and Sustainable Development, Canberra (PN. 15477) (Gazetted 17 April 2012)

**Regulation and Services**

**Construction Services**

**Construction Occupations**

**Vanessa Margules: 780-02540**

From: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Environment and Sustainable Development  
To: †Senior Officer Grade C \$89,786 - \$96,809  
Environment and Sustainable Development, Canberra (PN. 15372) (Gazetted 8 August 2012)

**Health**

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

**Ingrid Lederer: 820-85879**

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. 28443) (Gazetted 28 June 2012)

**Canberra Hospital and Health Services**

**Tegan Murray: 831-24649**

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. 23845) (Gazetted 16 August 2012)

**Canberra Hospital and Health Services**

**Medicine**

**Medical Services**

**Patricia Paraswati: 813-18773**

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

To: Registered Nurse Level 2 \$78,157 - \$82,990  
Health, Canberra (PN. 16943) (Gazetted 5 July 2012)

**Canberra Hospital and Health Services**

**Medicine**

**Medical Services**

**Loida Silva: 786-53669**

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

To: Registered Nurse Level 2 \$78,157 - \$82,990  
Health, Canberra (PN. 16998) (Gazetted 5 July 2012)

**Canberra Hospital and Health Services**

**Medicine**

**Medical Services**

**Rebecca Russell: 820-73042**

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

To: Registered Nurse Level 2 \$78,157 - \$82,990  
Health, Canberra (PN: 12289) (Gazetted 5 July 2012)

**Justice and Community Safety**

**ACT Government Solicitor**

**Executive**

**Katrina Andric: 827-50525**

From: Administrative Services Officer Class 2 \$46,372 - \$51,422  
Justice and Community Safety

To: Administrative Services Officer Class 3 \$52,818 - \$57,004  
Justice and Community Safety, Canberra (PN. 42631) (Gazetted 15 March 2012)

**Office of Regulatory Services**

**Registrations and Fair Trading**

**Compliance**

**Katrina Fleck: 820-70941**

From: Administrative Services Officer Class 5 \$65,660 - \$69,623  
Justice and Community Safety

To: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Justice and Community Safety, Canberra (PN. 30754) (Gazetted 4 July 2012)

**CORRIGENDA**

**Health**

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

Alexi Clairvaux Naulty 835-88099, Section 68(1), 8 September 2012

Incorrect AGS number originally published in the gazette of the 13 September 2012