



ACT Government Gazette

Gazetted Notices for the week beginning 21 June 2012

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery

Clare Holland House

Registered Nurse

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 8125)

Gazetted: 21 June 2012

Closing Date: 5 July 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 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

Nursing and Midwifery

Clare Holland House

Registered Nurse

Registered Nurse Level 1 \$53,688 - \$72,545, Canberra (PN: Various)

Gazetted: 21 June 2012

Closing Date: 5 July 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 is looking for a Registered Nurse leader to fill the position of Registered Nurse Level 1 within the hospice.

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

Nursing and Midwifery Services

Perioperative Suite

Surgical Bookings

Surgical Bookings Clerk

Administrative Services Officer Level 4 \$56,879 - \$61,756, Canberra (PN: 7737)

Gazetted: 21 June 2012

Closing Date: 5 July 2012

The Surgical bookings Team is looking for an individual to fill the position of Surgical Bookings Clerk.

The successful applicant will possess: Sound knowledge of surgical waiting list management or the ability to acquire this quickly. Sound computer skills in the Microsoft Office package. Knowledge and experience with hospital Patient Administration System (PAS) in particular waiting list and theatre bookings modules or the ability to acquire this quickly.

Excellent interpersonal skills, with the ability to liaise effectively with surgeons, nurses, patients and fellow staff Ability to prioritise workloads and meet timeframes. Ability to work as part of a multi disciplinary team. Sound knowledge of medical terminology or the ability to acquire this quickly. Attention to detail and accurate recording skills.

For further information regarding this role please contact Debbie Dickinson (02) 6201 6892 or visit our website

www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Debbie Dickinson (02) 6201 6892 debbie.dickinson@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Intensive Care Unit

Senior Staff Personal Assistant

Administrative Services Officer Level 4 \$56,879 - \$61,756, Canberra (PN: 8867)

Gazetted: 21 June 2012

Closing Date: 5 July 2012

Details: The Intensive Care Unit at Calvary Health Care ACT are seeking an individual to fill the position of Senior Staff Personal Assistant. The position will provide the following support: Secretarial assistance and diary management for the Director of Intensive Care, ICU Consultants and Registrars. Reception/phone duties; General correspondence in and out. Collect/input and analyse data relating to the Intensive Care Unit including Clinical Indicators, and ICU activities.

Organisation of meetings as directed including invitations, venues, agendas and documentation and dispersal of minutes. Maintain Consultants rosters including annual leave allocation and recruitment of locum doctors where necessary.

Provide reception and liaison services for health and business professionals, and staff seeking access to Medical Officers within the Intensive Care Unit.

For further information on this role contact Dr Paul Lamberth on 02 6201 6685 or paul.lamberth@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Paul Lamberth (02) 6201 6685 paul.lamberth@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery Services

Endoscopy

Ward Clerk

Administrative Services Officer Level 2 \$44,804 - \$55,076, Canberra (PN: 7480)

Gazetted: 21 June 2012

Closing Date: 5 July 2012

The Endoscopy Unit is looking for a suitable applicant to fill the position of Clerical Services Officer. The suitable applicant will have excellent customer service skills, high attention to detail and like flexible working arrangements. This permanent part time position is for 20 hours a fortnight.

For further enquires please contact Tonia Alexander (02) 6264 7100

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: Tonia Alexander (02) 6264 7100 tonia.alexander@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Corporate

Finance

Ward Services

Ward Clerk

Administrative Services Officer Level 2 -3 (Broad banded) \$44,804 - \$55,076, Canberra (PN: Various)

Gazetted: 21 June 2012

Closing Date: 5 July 2012

The Clinical Support Service Unit is looking for staff that are able to provide clerical support to clinical areas. We are seeking staff that enjoy providing excellent customer service, have a high attention to detail and like flexible working arrangements. The successful candidates will bring to this role: High level customer service skills. Competent level of computer literacy and working knowledge of Microsoft Office Suite. Highly developed interpersonal skills and communication skill, as well as professional and confidential approach to handling sensitive information. Ability to work as a member of a team. Availability to work flexible hours according to rosters.

For further enquires please contact Tonia Alexander (02) 6264 7100.

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: Tonia Alexander (02) 6264 7100 tonia.alexander@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

Centre for Education Excellence

Policy and Research Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 54455)

Gazetted: 22 June 2012

Closing Date: 29 June 2012

Details: Undertake a range of research and policy-related duties including leading Institute wide consultations and undertake reviews and updates of Centre policies. Supporting through consultation, resource development and staff professional development, the implementation of Institute wide changes in processes and procedures as a result of policy changes, including Board of Review. Maintaining the Institute's Educational Delegations Manual. Support planning, preparation and analysis of Institute wide research projects including the annual Learner Engagement and Employer Satisfaction Surveys as well as the Student and Teacher eLearn Evaluations. Providing secretariat support for the Higher Education Network.

Note: This is a temporary position available from 09 July 2012 to 31 December 2012

Contact Officer: Anita Wesney (02) 6207 3593 anita.wesney@cit.edu.au

Centres

Fyshwick Trade Skills Centre

Earthmoving Teacher

Teacher Band 1 \$60,293 - \$81,123, Canberra (PN: 51265)

Gazetted: 21 June 2012

Closing Date: 10 July 2012

Details: The Fyshwick Trade Skills Centre is seeking a teacher with professional knowledge and practical skills in Earthmoving Operations. Under general direction from the Education Manager the successful applicant will teach and develop valid assessment tools and learning resources and maintain and update student progress. Represent/market the Centre to schools, industry and the community.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment and appropriate industry competencies demonstrated by the following qualifications: OHS Certification Australia or equivalent in the following categories: LB (backhoe loader), LE (excavator), LL (wheeled front end loader), LS (skid steer loader).

Demonstrated 5 years' experience in the earthmoving industry. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Note: This position is for temporary filling for a period of up to five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under CITs Enterprise Agreement 2011-2013.

Contact Officer: Adrian Clarke (02) 6205 2280 adrian.clarke@cit.edu.au

Chief Minister and Cabinet

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

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

Corporate Management

Strategic HR Manager

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 55762)

Gazetted: 26 June 2012

Closing Date: 13 July 2012

Details: Chief Minister and Cabinet Directorate is seeking a self motivated and dynamic officer with strong team, communication and policy development skills and the ability to work effectively in a busy diverse team managing multiple projects. The Strategic Human Resources Manager is primarily responsible for leading the development and implementation of best practice human resource policies and strategies. The role also involves research and analysis to interpret and apply legislation and provide guidance and support to staff, managers and executives on a range of human resource management policies and practices.

Note: This is a temporary vacancy for 12 months with the possibility of extension. Selection of the successful applicant may be based upon application and referee reports only.

Contact Officer: Natalie Wise (02) 6207 5563 natalie.wise@act.gov.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

Housing ACT

Gateway Services

Senior Manager Gateway Services

Senior Officer Grade A \$119,042, Canberra (PN: 12132)

Gazetted: 22 June 2012

Closing Date: 10 July 2012

Details: The Senior Manager Gateway Services is responsible for providing leadership and direction to staff, clients and stakeholders accessing services from Housing ACT. The position occupant will manage the strategic direction of a busy frontline operational area that is responsible for providing housing assistance in a human services environment and supporting clients applying for social housing. The successful applicant will have strong management and leadership skills, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential. Significant experience working in a Human Services field is essential.

Contact Officer: Richard Baumgart (02) 6207 5026 richard.baumgart@act.gov.au

Policy and Organisational Services

Office of Multicultural, Aboriginal and Torres Strait Islander Affairs

Office of Aboriginal and Torres Strait Islander Affairs

Assistant Manager - Aboriginal and Torres Strait Islander Elected Body (ATSIEB)

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 12387)

Gazetted: 26 June 2012

Closing Date: 17 July 2012

Details: The Office of Multicultural, Aboriginal and Torres Strait Islander Affairs is seeking an Assistant Manager (SOGC) to support the Aboriginal and Torres Strait Islander Elected Body. The position provides high level support to the

Aboriginal and Torres Strait Islander Elected Body, ensuring that they are able to meet the requirements under the *Aboriginal and Torres Strait Islander Elected Body Act 2008*, and any matter that the Minister may require the Elected Body to undertake. The position is responsible for liaising between ACT Government agencies on behalf of the Elected Body and supporting the Chair and Deputy Chair of the Elected Body in their function as required by the Act.
Eligibility/Other Requirements: Knowledge and understanding of issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society.

Notes: Aboriginal and Torres Strait Islander people are encouraged to apply.
Contact Officer: Brian Wilson (02) 6205 2507 brian.wilson@act.gov.au

Housing and Community Services

Housing ACT

Housing Initiatives

Manager Housing Initiatives

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 30728)

Gazetted: 25 June 2012

Closing Date: 10 July 2012

Details: The Manager of Housing Initiatives is responsible for providing leadership and direction to staff, clients and stakeholders on a diverse and often complex range of issues involved in providing support to public housing tenants. The occupant of this position is required to develop and maintain networks and collaborative working relationships with community service organisations to assist clients to access appropriate housing and community support services. We are looking for someone who can demonstrate that they have strong management and leadership skills, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Community Development or a related field desirable but not essential. Experience in using a range of IT business and office applications. Current driver's licence.
Contact Officer: Andrew Roylance (02) 6207 1306 andrew.roylance@act.gov.au

Disability ACT

Strategic Policy and Planning Team

Policy and Planning

Policy Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 20829)

Gazetted: 26 June 2012

Closing Date: 10 July 2012

Details: The Position is responsible for developing and implementing projects to advance the work of the directorate in line with the strategic priorities indicated in Future Directions Towards Challenge 2014. This position specifically will be responsible for implementing Everyone Everyday, an education curriculum resource for raising awareness about including people with disability; to provide support and guidance to the work of the BLITS (Business Leaders Innovative Thoughts and Solutions) group; support the implementation of the BLITS Access program and the Chief Ministers Inclusion Awards.

Eligibility/Other Requirements: Teaching qualifications and experience is highly desirable. Specifically experience in developing curriculum resource and/ or experience in developing and delivering training for teachers. Tertiary qualifications in a human services' discipline are highly desirable and experience in policy development is essential.

Note: This is a temporary position available from 23 July 2012 to 29 July 2013.

Contact Officer: Amanda Charles (02) 6205 0889 amanda.charles@act.gov.au

Policy and Organisational Services

Organisational Services

Injury Prevention and Management

Senior Work Safety Advisor

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 16725)

Gazetted: 21 June 2012

Closing Date: 10 July 2012

Details: The Community Services Directorate is seeking applications from suitably experienced and enthusiastic team players to join the Directorate as the Senior Work Safety Advisor. The Senior Work Safety Advisor is required to work under limited direction and will be responsible for leading the development and implementation of innovative health and safety practices, policies and processes. The Senior Work Safety Advisor will provide support and guidance to the Work Safety Advisor to implement a Directorate-wide health and wellbeing program to create a safe work environment, and improve the overall health of Directorate staff. The Senior Work Safety Advisor will have the opportunity to work with a broad range of clients, workplaces and activities. They will also be responsible for providing legislative advice to managers and supervisors, the Executive Management team, and employees, to assist them in understanding and executing their responsibilities in relation to work health and safety.

Eligibility/Other Requirements: Qualifications and/or experience in work safety or other related fields are highly desirable.
Contact Officer: James Hogben (02) 6205 0448 james.hogben@act.gov.au

Housing and Community Services

Housing ACT

Housing Initiatives

Liaison Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 14201)

Gazetted: 26 June 2012

Closing Date: 17 July 2012

Details: The Liaison Officer is responsible for the day to day management of the Narrabundah Long Stay Park and the tenancy management of student accommodation. We are looking for someone who has oral and written communication skills of a high order including the ability to liaise and negotiate with clients and support services, proven analytical and problem solving skills and high level organisational skills.

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

Contact Officer: Linda Helmers (02) 6205 8782 linda.helmers@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.

Housing ACT

Asset Management

Quality Improvement Unit

Project Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 10993)

Gazetted: 22 June 2012

Closing Date: 10 July 2012

Details: Quality Assurance and Continuous Improvement Team is seeking an energetic and motivated team member to assist the Team Leader in planning, developing and conducting review and audit activities as well as reporting on the effectiveness of Quality Management System processes.

Eligibility/Other Requirements: Experience in IT (including data base interrogation) and knowledge of contemporary Project Management principles and practices is desirable.

Contact Officer: David Lascelles (02) 6205 0272 david.lascelles@act.gov.au

Office for Children, Youth and Family Support

Youth Services

Bimberi Youth Justice Centre

Team Leader

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 30725, several)

Gazetted: 22 June 2012

Closing Date: 10 July 2012

Details: The position involves assisting with the day-to-day operations of the Centre and being responsible for a number of allocated units by facilitating close interaction and supervision with staff and residents to meet client and Program needs in a unit-management model. The occupant of this position will require experience in working in a juvenile justice environment, the ability to supervise staff, set priorities and interpret and apply policies, procedures and regulations. The position occupant is also required to provide guidance and address any emerging issues by applying proactive intervention measures. This position will require shift work including nights and weekends.

Eligibility/Other Requirements: Possession of a current driver's licence and First Aid Certificate. Completion of Youth Worker Certificate 4, completion or partial completion in the Diploma of Welfare studies or qualification in the behavioural sciences highly desirable.

Notes: Applicants may be required to undergo psychometric testing as part of this recruitment process.

Contact Officer: Dean Horne (02) 6207 3346 dean.horne@act.gov.au

Housing and Community Services

Housing ACT

Housing Initiatives

Trainee Housing Officer

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 30711, several)

Gazetted: 22 June 2012

Closing Date: 10 July 2012

Details: Are you passionate about making a difference? Are you well organised and enjoy meeting people? A career in Housing ACT may be the job for you. Housing ACT is looking to initially recruit four energetic results driven individuals for the 2012/2013 Housing Officer Traineeship Program. Should the need arise, Housing ACT will utilise this process for additional trainee Housing Officer intakes throughout the 2012/2013 year. The program provides a pathway for successful candidates to undertake accredited training and work towards the completion of a Certificate IV in Social Housing. Trainee Housing Officers will experience a supported work environment and a chance to work in a variety of Business Units within Housing ACT. The commencement salary for these positions is \$58,870pa (salary from 1 July 2012) advancing to the next level on completion of the twelve month program. Interested individuals are encouraged to attend the information session detailed below.

Eligibility/Other Requirements: Experience using a range of IT business and office applications. A current driver's licence.

Note: An information session will be held at 6:00pm on Thursday, 5 July 2012 in the Ballarn Meeting Room on the ground floor of Nature Conservation House, Corner of Emu Bank and Benjamin Way, Belconnen, ACT.

Contact Officer: Kellie Laggner (02) 6207 4779 kellie.laggner@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.

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 Strategy and Finance
Sustainable Land Strategy
Project Facilitation and Direct Sales
Senior Manager**

Senior Officer Grade A \$119,042, Canberra (PN: 10463)

Gazetted: 21 June 2012

Closing Date: 5 July 2012

Details: The Sustainable Land Strategy Branch is seeking a highly motivated Senior Manager to provide high level management and leadership to a small team whose primary role is the release of land through direct sales. The position plays a key role in providing high-quality project advice and analysis on strategic planning issues relating to the economic and spatial development of Canberra, overseeing and coordinating complex projects from conception to completion, preparing and coordinating complex briefings and correspondence on Cabinet and ministerial business. The position also liaises with and maintains close and productive relationships with industry, the community, ACT Government Directorates and other relevant local, state and Commonwealth Government agencies and represents the Branch and Directorate at a range of high level meetings and forums.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable.

Contact Officer: Greg Ellis (02) 6207 5744 greg.ellis@act.gov.au

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

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 18819)

Gazetted: 27 June 2012

Closing Date: 11 July 2012

Details: Under the direct responsibility of the Director - Sales, Marketing and Estate Management, the Estate Management Unit carries a broader agency role with a focus on securing timely settlements and land and asset transfers. The Senior Manager is primarily responsible for the presentation of the Land Development Agency (LDA) Estates, the processing of land transfers into and out of the LDA and processing requests to use unleased Territory land that is under the custodianship of the LDA. The person in this role will work closely with Project Directors and direct a small team in the management of estate presentation; development and implementation of bushfire management strategies; tenancy and asset management and licence preparation; assistance to the Marketing and Sales teams in their operations; and building security and business support in direct relation to LDA requirements including fleet management, recycling and waste disposal. The key functions of this position require the ability to direct a diverse range of activities including estate and asset management, contract management, asset/land transfers, maintenance of the Land Asset Register, issue of licences for use of unleased Territory land, security issues relating to LDA's assets including the tenancy at TransACT House, LDA fleet management and budget management.

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

Contact Officer: Clint Peters (02) 6205 2461 clint.peters@act.gov.au

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

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 13804, expected vacancy)

Gazetted: 26 June 2012

Closing Date: 10 July 2012

Details: The Estate Management Officer is responsible for the appearance, presentation and maintenance of all Land Development Agency estates. Working on small and large scale land and asset management projects, the Estate Management Officer will assist in performing the land management functions of the Agency and oversee the maintenance of the Agency's land assets and become involved in landscape management functions associated with development activities. The occupant of the position will display relevant experience in horticulture and/or arboriculture and an ability to translate these skills to projects relating to land development and release. Key attributes will include the demonstrated ability to: engage with people in a cohesive team environment; work autonomously when carrying out off site inspections and maintenance; report regularly and maintain open lines of communication with supervisors and the rest of the team; and offer friendly responsive service to internal and external stakeholders and the general public.

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

Contact Officer: Clint Peters (02) 6205 2461 clint.peters@act.gov.au

**ACT Gambling and Racing Commission
Office of the Chief Executive
Executive Assistant**

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 02045)

Gazetted: 25 June 2012

Closing Date: 9 July 2012

Details: The ACT Gambling and Racing Commission is seeking an enthusiastic and highly motivated person for the role of Executive Assistant. This position will provide high level administrative support and coordination to the Chief Executive (CE) and Commission Board. As Executive Assistant to the Commission's CE you will be required to: coordinate the CE's

diary of appointments/meetings, screen telephone calls and review incoming correspondence/emails; provide secretariat services to the Commission Board and other Forums inclusive of compiling and distributing board papers, taking minutes and maintaining related records; represent the Commission in dealings with other government agencies, industry and the public as required; draft routine correspondence/briefings for the CE; manage and coordinate the Commission's office systems including travel arrangements, filing, stationery and office environment; and assist with research tasks, general office administration and projects as required.

Note: This is a temporary position available until 1 March 2013 with the possibility of extension or permanency from this process.

Contact Officer: Ron Leonard (02) 6207 0378 ron.leonard@act.gov.au

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

Sales and Marketing Project Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 55379)

Gazetted: 25 June 2012

Closing Date: 9 July 2012

Details: The Economic Development Directorate (EDD) Sales team is a professional high energy group of dedicated people working together to identify opportunities and implement strategies to release and sell land on behalf of the ACT Government. The position will support the Sales team in a focused approach to the sale of residential, industrial, commercial and community land in the ACT. It may also involve assisting with the ongoing Information Communications and Technology needs of the Sales Marketing and Estate Management branch. The successful candidate will have the ability to work within a small team; communicate with influence, exercise good judgment when making decisions and imparting information, prepare high quality written documentation; manage a number of projects concurrently and ensure timelines are adhered to. We are seeking a person with a dynamic and enthusiastic approach combined with skills and experience suitable for a sales and events environment. The role includes an element of administration and project implementation support. Strong IT skills and attention to detail and the ability to develop, maintain and manipulate spreadsheets for recording and extracting data sets for reporting purposes would be an advantage.

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

Contact Officer: Clint Peters (02) 6205 2461 clint.peters@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

Office for Schools

South/Weston Network

Telopea Park School

Senior Administration Officer

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 30666)

Gazetted: 27 June 2012

Closing Date: 4 July 2012

Details: Telopea Park School is seeking a highly motivated Senior Administration Officer. The successful applicant will be a member of a large Bi-National School administration team and provide high level support to the Business and Facilities Manager and Senior Executive Staff. This position also requires providing advice and maintenance of financial and administrative systems for the day to day management of the school.

Contact Officer: Mary Ryan (02) 6205 5599 mary.ryan@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

Policy, Corporate and Regulation

Policy

Climate Change, Energy and Sustainability Policy

Manager

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 21300)

Gazetted: 22 June 2012

Closing Date: 10 July 2012

Details: The Environment and Sustainable Development Directorate is seeking a highly motivated and skilled person to fill the position of Manager in the Climate Change, Energy and Sustainability Policy section to assist in the development and implementation of climate change and energy initiatives.

Eligibility/Other Requirements: The successful applicant should have a broad knowledge of climate change and energy issues as they relate to the ACT Government, as well as a sound knowledge of climate change, energy and sustainability issues at the national level. Tertiary qualifications in engineering, economics or environmental management may be an advantage.

Contact Officer: Jon Sibley (02) 6205 1889 jon.sibley@act.gov.au

Regulation and Services

Constructions Services

Construction Services Executive

Policy/Research Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 15275)

Gazetted: 27 June 2012

Closing Date: 4 July 2012

Details: Applications are sought to fill a temporary position within the Construction Services Branch as a policy/research officer. The successful applicant will contribute to a team tasked with reviewing the building laws of the ACT and will be responsible for assisting the senior officers with research tasks and under direction, the development of policy and legislative instruments.

Eligibility/Other Requirements: Experience or qualifications in research, policy development or knowledge of the building and construction environment would be highly desirable.

Notes: This position is temporary for a fixed term of 12 months until 1 July 2013. The successful applicant may be determined from the written application only.

Contact Officer: Vanessa Morris (02) 6205 9462 vanessax.morris@act.gov.au

Policy, Regulation and Services

Policy

Heritage

Research and Assessment Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 04296)

Gazetted: 22 June 2012

Closing Date: 29 June 2012

Details: The ACT Heritage Unit is seeking a motivated person to assist in the research and assessment of heritage places and objects under the Heritage Act 2004. The candidate will possess excellent research and analytical skills, communication skills (both written and oral) and have a proven ability to work with multiple priorities and build and maintain effective relationships. The position will be responsible for providing high quality advice to the ACT Government and ACT Heritage Council about places and objects of natural, Aboriginal and historic heritage significance.

Eligibility/Other Requirements: The successful candidate will ideally have knowledge of applying heritage significance criteria, and/or a background in heritage management, history, architecture, archaeology, planning, cultural geography or a related discipline.

Note: This is a temporary position available from 02 July 2012 to 31 August 2012

Contact Officer: Anna Gurnhill (02) 6207 7302 anna.gurnhill@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>

Strategy and Corporate

Professional Leadership Research and Education

Medical and Dental Professional Standards Unit

Operational Manager

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 23763, expected vacancy)

Gazetted: 28 June 2012

Closing Date: 5 July 2012

Details: The ACT Health Directorate Medical and Dental Professional Standards Unit (MDPSU) is seeking a highly skilled and motivated individual to fill the role of Operational Manager. The successful applicant is responsible for the general business management and administration of the MDPSU. Applicants need to provide high level strategic advice and support to the Director of MDPSU as well as initiate plan and coordinate the activities of the Clinical Practice Committee including a Secretariat function. Applicants should have excellent knowledge and understanding of administrative functional processes, highly developed management skills, highly developed liaison and communication skills and the ability to provide leadership. A thorough knowledge of the Health Act, as it applies to Scope of Clinical Practice Committees, is also required.

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: Dr Elizabeth O'Leary (02) 6205 2641

Canberra Hospital and Health Services

Operational Support

Support Services

Quality and Safety Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 16055)

Gazetted: 28 June 2012

Closing Date: 12 July 2012

Details: An opportunity exists for a suitably qualified person to permanently fill the role of Quality and Safety Officer for Rehabilitation, Aged and Community Care. The successful applicant will support Executive members of the Division to

manage quality and safety systems, foster a culture of improvement and respond to organisational quality and safety requirements. This is a well supported position and directly influences the quality and safety of healthcare delivered by the Divisions of the Canberra Hospital and Health Services.

Eligibility/Other Requirements: Tertiary qualifications in a Health related field are 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: Linda Kohlhagen (02) 6244 3579

Canberra Hospital and Health Services

Operational Support

Executive Director of Medical Service

Clinical Support Nurse GP Liaison Unit

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 19418)

Gazetted: 28 June 2012

Closing Date: 5 July 2012

Details: The GP Liaison Unit (GPLU) at Canberra Hospital is looking for an innovative, enthusiastic, Registered Nurse to join their team which includes the GP Liaison Officer, Administration support and the GP Advisor. The clinical support RN acts as a point of contact for Hospital staff, GPs and practice staff in the ACT and surrounding region to improve communication and assist with patient care. The role commenced in 2010 as one of a number of initiatives by ACT Health and the Health Minister to assist time poor GPs navigate the health system and access services for patients. The GPLU provides the link between the community sector and Canberra Hospital assisting in the safe clinical handover of patients. The Unit relies on strong working relationships with clinical staff across the entire hospital campus to resolve clinical problems and to assist GPs and their patients to access appropriate services. The Unit facilitates educational activities and also has a pivotal role in the development and implementation of e-Health initiatives to ensure they meet the needs of both the Hospital and GP community. The successful applicant will have excellent communication and problem solving skills, and have the ability to work both independently and as part of a team.

Eligibility/Other Requirements: Registration with the Australian Health Practitioners Regulation Agency (AHPRA). A current driver's licence.

Note: This is a temporary position available for a period of two years. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application also please provide, your CV and the names of two referees. Selection may be considered on application and referees only.

Contact Officer: Sharon Hindmarsh (02) 6244 2511

Canberra Hospital and Health Services

Women, Youth and Children Women and Babies

Midwife

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 22445)

Gazetted: 28 June 2012

Closing Date: 12 July 2012

Details: Canberra Midwifery Program, based in the Birth Centre at Canberra Hospital, currently have a permanent full-time vacancy for a Level 2 Registered Midwife. This position would suit an enthusiastic and experienced Midwife interested in providing woman-centred care through a caseload model of midwifery care.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Professionals Registration Authority, and a current unconditional driver's licence.

Note: This position is full-time but part-time employment may be negotiated. Salary complimented with 35% loading plus car allowance. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please include two referee reports including one from a current supervisor addressing the selection criteria.

Contact Officer: Melissa Pearce (02) 6244 3505

Director General Reports

Quality and Safety

Patient Safety and Quality

ACT Audit of Surgical Mortality Project Manager

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 30681)

Gazetted: 28 June 2012

Closing Date: 06 July 2012

Details: If you are a good communicator with a commitment to providing excellence in quality and safety this is a job for you. As the project manager for ACT Audit of Surgical Mortality (ACTASM) you will be responsible for working closely with clinicians and the Royal College of Surgeons to provide coordination for the development, management, reporting and evaluation of ACTASM across the Territory. You will require a breadth of knowledge and experience of project management, auditing, data entry and analysis.

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

Note: This is a temporary part-time position at two days a week 16 available asap until December 2012.

Contact Officer: Sonia Hogan (02) 6205 0718

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Community Dietitian

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 28117)

Gazetted: 28 June 2012

Closing Date: 12 July 2012

Details: Applications are sought from suitably qualified Dietitians to fill a permanent position of Community Dietitian. The successful applicant will work within a multidisciplinary team to provide nutrition assessment and counselling services in a community setting. Applicants are required to have good communication skills, experience in enteral feeding, and the demonstrated ability to work in a team environment to coordinate nutrition care for clients with complex needs. This is a full-time permanent position available from July 2012. Applicants seeking part-time employment will also be considered. Opportunities for temporary employment may also be provided. This is an exciting opportunity to work in a progressive and rewarding Program, providing health care to the residents of Canberra, in their homes and health centre clinics.

Eligibility/Other Requirements: Degree in Science with qualifications in Nutrition and Dietetics, or equivalent. Eligible for Accredited Practising Dietitian status with 'Dietitians Association of Australia'. Current driver's licence.

Note: Applicants must prepare responses to the Selection Criteria as a document to be uploaded and included with their application. It is recommended that interested applicants contact the Contact Officer prior to applying. The Selection for the position may be based on written application and referee reports only.

Contact Officer: Ana O'Rourke (02) 6205 1103 ana.o'rourke@act.gov.au

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Child and Adolescent Mental Health
Clinical Manager**

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 23946)

Gazetted: 28 June 2012

Closing Date: 5 July 2012

Details: Expressions of interest are sought for the position of Clinical Manager with Child and Adolescent Mental Health Services South, situated in Woden. ACT Child and Adolescent Mental Health Service (CAMHS) have a full-time temporary vacancy within a specialist team. Experience in the assessment, treatment and clinical management of children and adolescents with a moderate to severe mental illness, and liaison with their families and carers within a mental health service delivery model is preferred but not essential. Experience in providing clinical interventions to children and adolescents is required. The role involves working as a member of an energetic multidisciplinary team, as well as providing psycho-education, consultation and liaison with families, professional organisations and non-clinical service providers. Ongoing training and development is provided.

Eligibility/Other requirements: Tertiary qualifications in Psychology, Social work or Occupational Therapy. Eligibility for membership of the appropriate professional body or registration board is required. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service.

Note: This position is full-time temporary, available for a period of 18 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: Annette Osman (02) 6205 1469 annette.osman@act.gov.au

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

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 29722)

Gazetted: 28 June 2012

Closing Date: 5 July 2012

Details: The Community Care program is inviting Expressions of Interest (EOI) for an experienced and enthusiastic physiotherapist. This position is with our dynamic team based in Community Health Centres. The focus is on physiotherapy assessment and treatment of health consumers with a range of musculoskeletal conditions.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy, or recognised equivalent qualifications. Must be registered with Physiotherapy Board of Australia. Current driver's licence essential.

Note: This is a temporary full-time vacancy available until the end of January 2013 with the possibility of extension and/or permanency from this process. To complete your application you must prepare a brief statement (up to two pages) supporting your EOI, based on the duty statement/selection criteria for this position, and provide the names of two referees. Selection may be based on written applications and referee reports only.

Contact Officer: Dominic Furphy (02) 6205 3808

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

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 11727)

Gazetted: 28 June 2012

Closing Date: 5 July 2012

Details: The Community Care program is inviting Expressions of Interest (EOI) for an experienced and enthusiastic physiotherapist. This position is with our dynamic team based in Community Health Centres. The focus is on physiotherapy assessment and treatment of health consumers with a range of musculoskeletal conditions.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy, or recognised equivalent qualifications. Must be registered with Physiotherapy Board of Australia. Current driver's licence essential.

Note: This is a temporary part-time vacancy at 19 hours a week available until the end of December 2012 with the possibility of extension and/or permanency from this process. To complete your application you must prepare a brief statement (up to two pages) supporting your EOI, based on the duty statement/selection criteria for this position, and provide the names of two referees. Selection may be based on written applications and referee reports only.

Contact Officer: Dominic Furphy (02) 6205 3808

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

Occupational Therapist

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 17699)

Gazetted: 28 June 2012

Closing Date: 12 July 2012

Details: Applications are sought from a suitably qualified Occupational Therapist to fill a permanent position in the Community Care Program. The successful applicant will work within a multidisciplinary program to provide Occupational Therapy assessments in a community setting. Applicants are required to have good communication skills, experience in home modifications and equipment prescription, and the demonstrated ability to work in a team environment to coordinate care for clients with complex needs.

Eligibility/Other Requirements: Applicants must have a degree or diploma in Occupational Therapy and be registered with the Occupational Therapy Board of Australia. Current driver's licence is essential.

Note: This is a full-time permanent position available from July 2012. Applicants seeking part-time employment will also be considered. Opportunities for temporary employment may also be available. This is an exciting opportunity to work in a progressive and rewarding Program, providing health care to the residents of the ACT. 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

Canberra Hospital and Health Services

Pathology

Haematology

Clerical Administrator

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 22941)

Gazetted: 28 June 2012

Closing Date: 5 July 2012

Details: The unit requires a highly motivated office administrator with excellent interpersonal skills, as well as high level typing, computer skills and their various applications, and organisational skills. The successful applicant will be expected to provide secretarial support to the unit, including, typing, and general secretariat support.

Eligibility/Other Requirements: Sound medical terminology. High degree of competence in the use of computers, computer based applications and Dictaphone equipment would be an advantage.

Note: This is full-time temporary position available for a period of approximately 10 months. Applicants will be shortlisted on the basis of written application and two referee reports, which should address the selection criteria. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application along with a current curriculum vitae. Shortlisted applicants may be required to attend a further assessment.

Contact Officer: Rosalba Sipponen (02) 6244 2929

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

CRIS Officer

Administrative Services Officer Class 2/3 \$44,804 - \$55,076, Canberra (PN: 20502, several)

Gazetted: 28 June 2012

Closing Date: 5 July 2012

Details: The Medical Record department is seeking the services of enthusiastic people for our CRIS Team. The CRIS Team comprises of three shifts; two-day shifts and one night shift. This vacancy is with our night shift and is a full-time, Monday to Friday position. Hours are 3pm to 10:51pm (penalties apply after 6pm).

The CRIS teams process clinical records and documentation into the Clinical Record Information System. This makes the documents available electronically to registered users for ongoing patient care. Due to the nature of the work it is essential that the successful applicant has a very good eye for detail and is able to work quickly and efficiently to meet very tight deadlines.

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: Heather Byrne (02) 6244 3663

Canberra Hospital and Health Services

Medicine

Infectious Diseases

Project Support Officer

Administrative Services Officer Class 2 \$44,804 - \$49,683, Canberra (PN: 18060)

Gazetted: 28 June 2012

Closing Date: 5 July 2012

Details: The primary role of the Project Support Officer is to provide administrative support to the outreach services and projects of CSHC. The applicant will be enthusiastic and have excellent interpersonal skills and enjoy working as part of a team.

Eligibility/other requirements: A certificate in Customer Service is highly desirable.

Note: This is a part-time position at 20 hours per week, available on a temporary basis commencing ASAP for 12 months.

Selection maybe based on application and referee reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Your application should also include your CV and the names of two referees.

Contact Officer: Rendry Del Rosario (02) 6244 3758

Justice and Community Safety

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

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

ACT Government Solicitor

Property and Commercial

Principal Solicitor

Legal 2 \$117,119 - \$121,932, Canberra (PN: 24396, several)

Gazetted: 21 June 2012

Closing Date: 10 July 2012

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS seeks a Principal Solicitor with expertise in general commercial law with a particular emphasis on property law. The lawyer will be part of a team working on major land development projects for the Territory. The position provides an exciting opportunity to work on a number of high profile projects of significant importance to the Territory and advise government at very senior levels. Excellent client relationship skills and the ability to assume leadership roles will be important.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian legal practitioner.

Notes: Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria. An order of merit may be established from this recruitment process and used to fill other vacancies at level.

Contact Officer: Greg O'Sullivan (02) 6207 0899 greg.osullivan@act.gov.au

Legal Aid Commission

Knowledge Services

Community Education and Information Coordinator

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 061)

Gazetted: 22 June 2012

Closing Date: 6 July 2012

This position provides a unique opportunity for someone with talent to help shape the future of community legal education (CLE) in the Australian Capital Territory and to work as part of a dynamic national CLE team. The Community Education and Information Coordinator reports to and works under the general guidance of the Deputy Chief Executive Officer. The position's role is to: 1. plan and coordinate the Commission's community legal education programs; 2. develop and implement strategies for communicating information about legal assistance services to the community; and 3. direct and supervise the work of the Aboriginal and Torres Strait Islander Client Support Officer.

Eligibility/Other Requirements: Qualifications or extensive experience in education or communications are highly desirable. Qualifications in law or experience in a legal environment would be an advantage.

Contact Officer: Sharyn Giles (02) 6243 3426 hr@legalaidact.org.au

Applications can be forwarded to: hr@legalaidact.org.au or GPO Box 512, Canberra city ACT 2601

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

Capital Woodland and Wetlands Conservation Trust/Parks and Conservation Service

Executive Manager

Senior Professional Officer Grade A \$119,042, Canberra (PN: 21407)

Gazetted: 21 June 2012

Closing Date: 28 June 2012

Details: The Capital Woodland and Wetlands Conservation Trust has been established to raise funds and support management of Mulligan's Flat Woodland Sanctuary and Jerrabomberra Wetlands Nature Reserve. The vision is that Mulligan's Flat and Jerrabomberra Wetlands are managed in partnership between the community, government and private sectors in a way that achieves enhanced ecosystem restoration, and through educational and eco-tourism opportunities, inspires conservation values within the community of the Capital Region. The Executive Manager position currently supports the Trust and the Boards of Management for the two reserves. The job profile will be reviewed over the next six months.

Note: This is a temporary position available from July 2012 to January 2013. Following the review of the position, the successful candidate may be extended in the position until June 2014. Depending on the further extension of the position beyond June 2014, the successful candidate may be extended for a further two years.

Contact Officer: Samantha Russell (02) 6207 6978 samantha.russell@act.gov.au

Roads and Public Transport

Public Transport Systems

Business Support Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 20400)

Gazetted: 26 June 2012

Closing Date: 3 July 2012

Details: The position reports directly to the Senior Manager, Public Transport Systems and will focus on areas of administration and financial management. The major activities required to be undertaken, under limited direction include administrative support processes on revenue and expenditure including monthly reporting; oversight of capital works projects expenditure and reporting through TM1 system; coordination of all government reports; back-up assistance to the Divisional Business Manager as required; and other duties as directed.

Eligibility/Other Requirements: A demonstrated knowledge of TM1 and Oracle systems highly desirable.

Notes: selection may be based on application and referee reports only.

Contact Officer: Bronwen Duke (02) 6207 5763 bronwen.duke@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.

Business Enterprises

ACT Property Group

Property Projects and Services

Security Technical Officer

Technical Officer Level 3 \$59,080 - \$67,031, Canberra (PN: 26393)

Gazetted: 21 June 2012

Closing Date: 10 July 2012

Details: Provide technical advice and assistance to managers, supervisors and ACT Property Group customers regarding building security services. Provide day to day minor repairs and maintenance to various ACT Government security systems and CCTV.

Eligibility/Other Requirements: Must hold current Security Licence and a current driver's licence. Desirable qualifications include Certificate IV in Project Management and Certificate IV in OH and S.

Note: Applicants are required to provide a referee report from their direct supervisor(s) covering the last two years with their application.

Contact Officer: Andrew Steele (02) 6213 0609 andrew.steele@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

Shared Services ICT

Customer Relations

Senior IT Project Officer - NSSCF

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 17954)

Gazetted: 21 June 2012

Closing Date: 28 June 2012

Details: Manage the implementation of the National Secondary Schools Computer Fund (NSSCF) project with a small team of project officers.

Notes: This is a temporary position available from 1 July 2012 to 30 June 2013.

Contact Officer: Gordon White (02) 6205 5407 gordon.white@act.gov.au

Shared Services

Finance

Business Improvement

Business Improvement Coordinator

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 27566)

Gazetted: 22 June 2012

Closing Date: 6 July 2012

Details: This position is responsible for assisting in the successful implementation of the Shared Services Finance Business Improvement program and encompasses the day to day of management of projects.

Eligibility/Other Requirements: Qualifications in or study towards qualifications in Project Management or Public Administration is highly desirable.

Contact Officer: Anne McKeon (02) 6207 2686 anne.mckeon@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.

Revenue Management

Compliance

Inspection Officer

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 05767)

Gazetted: 25 June 2012

Closing Date: 17 July 2012

Details: The Compliance section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. The section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. The main functions of this position include undertaking investigations as an individual or as a team member into various revenue, taxation and legislative matters administered by the ACT Revenue Office. The role includes the preparation of appropriate assessments, reassessments, reports and adjustments to computer records arising from investigations.

Contact Officer: Joseph Tonna (02) 6207 0104 joseph.tonna@act.gov.au

ACT Treasury Graduate Program

Graduate Administrative Assistant \$56,879 - \$58,685, Canberra (PN: TDGRAD2013)

Gazetted: 22 June 2012

Closing Date: 27 July 2012

Details: As an ACT Treasury Graduate working for the ACT Government, you will become involved in a great variety of initiatives. You will have the unique opportunity to contribute to large programs at a national level and actively participate in Commonwealth-State initiatives, as well as developing and implementing local community programs and plans. You will undertake work that has a real impact on the community and be able to see the results first hand.

The ACT Treasury Graduate Program offers you challenging and diverse career opportunities, extensive opportunities for interaction with senior ACT Government executives, and formal support and mentoring to assist your career.

Our twelve month training program is specifically designed to provide you with opportunities to apply your economics, business or finance skills to public policy development, public sector economic and financial analysis and project/program management.

It is also designed to provide you with the opportunities to develop your inter-personal and team-orientation skills, presentation skills, public policy skills, written communication skills, and leadership and managerial skills.

While we primarily look for graduates with qualifications and skills in economics, finance and accounting fields, we also value graduates with broader qualifications such as public policy, social sciences and mathematics.

Although the training program begins in 2013, earlier commencement in 2012 is possible for a limited number of successful candidates.

Eligibility/Other Requirements: Applicants who apply for the Treasury Graduate program as a minimum require a three bachelor degree from an Australian University, or an equivalent degree recognised by the National Office of Overseas Skills Recognition (NOOSR). If you have an overseas degree it is your responsibility to gain recognition at your own cost. To be eligible for employment in the ACT Public Service you must be an Australian Citizen, Permanent Resident or New Zealand Citizen Special Category Visa holder.

Interested applicants should apply online: <http://www.treasury.act.gov.au/graduate/index.html>

Further enquiries about the Graduate Program can be emailed to treasurygraduate@act.gov.au.

Contact Officer: Graduate Co-ordinator (02) 6207 0253 treasurygraduate@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Teacher Band 1 \$60,293 - \$81,123

Simon Weaving 793-85002, Section 68(1), 26 June 2012

Community Services

Administrative Services Officer Class 4 \$56,879 - \$61,756

Pauline Bunn 835-71334, Section 68(1), 25 June 2012

Environment and Sustainable Development

Senior Officer Grade C \$86,750 - \$93,535
Leanne Neva Mason 833-03516, Section 68(1), 25 June 2012

Justice and Community Safety

Intensive Care Paramedic 1 \$68,108 - \$75,676 plus penalties
Gregory Balzer 835-81524, Section 68(1), 25 June 2012

Administrative Services Officer Class 5 \$63,440 - \$67,269
Jessica De Angelis 835-80898, Section 68(1), 2 July 2012

Ambulance Paramedic \$58,363 - \$65,899 plus penalties
Brendan John Kelly 835-79483, Section 68(1), 25 June 2012

TRANSFERS

Community Services

Rachel Chakawodza: 827-49823
From: Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)
Community Services
To: Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)
Community Services, Canberra (PN. 10151) (Gazetted 27 February 2012)

Health

Brittany Cunningham: 821-21024
From: Registered Nurse Level 1 \$51,872 - \$70,092
Health
To: Registered Nurse Level 1 \$51,872 - \$70,092
Health, Canberra (PN. 26753) (Gazetted 15 September 2011)

Wing Yan Ng: 820-95292
From: Health Professional Level 2 \$52,574 - \$72,925
Health
To: Health Professional Level 2 \$52,574 - \$72,925
Health, Canberra (PN. 42746) (Gazetted 19 April 2012)

PROMOTIONS

Community Services

**Office for Children, Youth and Family Support
Care and Protection Services
Desmond Chawota: 827-56740**
From: Health Professional Level 2 \$52,574 - \$72,925
Community Services
To: Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)
Community Services, Canberra (PN. 26770) (Gazetted 27 February 2012)

**Children, Youth and Family Support
Aboriginal and Torres Strait Islander Services
Integrated Service Delivery for Aboriginal and Torres Strait Islander Families
Lee-Anne Daley: 820-98119**
From: Administrative Services Officer Class 6 \$68,515 - \$78,705
Health
To: †Senior Officer Grade C \$86,750 - \$93,535
Community Services, Canberra (PN. 15636) (Gazetted 10 November 2011)

Economic Development

**Tourism, Events and Sport
Territory Venues and Events
Peter Florence: 705-32803**

From: Senior Professional Officer Grade C \$86,750 - \$93,535
Economic Development
To: †Senior Officer Grade B \$102,499 - \$115,387
Economic Development, Canberra (PN. 55395) (Gazetted 12 April 2012)

**Tourism, Events and Sport
Sport and Recreation Services
Client Services and Programs
Simon William Dolejsi: 820-97693**

From: Administrative Services Officer Class 6 \$68,515 - \$78,705
Sport and Recreation Services
To: †Senior Officer Grade C \$86,750 - \$93,535
Economic Development, Canberra (PN. 15106) (Gazetted 30 May 2012)

Education and Training

**Office for Schools
North and Gungahlin Network
Majura Primary School
Rachel Burton: 817-43649**

From: School Assistant 2 \$38,098 - \$42,249
Education and Training
To: Administrative Services Officer Class 3 \$51,032 - \$55,076
Education and Training, Canberra (PN. 28571) (Gazetted 1 May 2012)

**Office for Schools
Belconnen Network
Hawker Primary School
Delys Nerelle Lloyd: 817-52465**

From: School Assistant 2 \$38,098 - \$42,249
Education and Training
To: Administrative Services Officer Class 5 \$63,440 - \$67,269
Education and Training, Canberra (PN. 28076) (Gazetted 10 May 2012)

**Office for Schools
South/Weston Network
Canberra College
Michelle Paxton: 327-26631**

From: Information Technology Officer Class 1 \$55,076 - \$62,974
Education and Training
To: Information Technology Officer Class 2 \$68,515 - \$78,705
Education and Training, Canberra (PN. 28838) (Gazetted 8 May 2012)

Environment and Sustainable Development

**Regulation and Services
Client Services
Customer Services
Douglas Farr: 827-09063**

From: Administrative Services Officer Class 3 \$51,032 - \$55,076
Environment and Sustainable Development
To: †Administrative Services Officer Class 4 \$56,879 - \$61,756
Environment and Sustainable Development, Canberra (PN. 43417) (Gazetted 23 September 2011)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise agreement provisions and is non-appealable.

Health

**Canberra Hospital and Health Services
Operational Support
Acute Care
Elizabeth De Plater: 820-85895**

From: Health Professional Level 2 \$52,574 - \$72,925
Health
To: Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)
Health, Canberra (PN. 20838) (Gazetted 31 May 2012)

**Canberra Hospital and Health Service
Pathology**

Euan McNaughton: 829-67812

From: Health Professional Level 2 \$52,574 - \$72,925
Health

To: Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)
Health, Canberra (PN. 30569) (Gazetted 31 May 2012)

**Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program**

Jodie Clare O'Brien: 796-72941

From: Health Professional Level 2 \$52,574 - \$72,925
Health

To: Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade)
Health, Canberra (PN. 29761) (Gazetted 5 April 2012)

Justice and Community Safety

Strategic Finance

Reynaida Camporedondo: 821-18941

From: Administrative Services Officer Class 5 \$63,440 - \$67,269
Justice and Community Safety

To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Justice and Community Safety, Canberra (PN. 10264) (Gazetted 29 March 2012)

Territory and Municipal Services

Directorate Services

Governance

Security and Risk

Christopher Mooney: 821-06465

From: Administrative Services Officer Class 6 \$68,515 - \$78,705
Justice and Community Safety

To: †Senior Officer Grade C \$86,750 - \$93,535
Territory and Municipal Services, Canberra (PN. 12833) (Gazetted 18 April 2012)

Treasury

Shared Services

Shared Services ICT

Customer Relations

David Hay: 797-613039

From: Senior Information Technology Officer Grade B \$102,499 - \$115,387
Treasury

To: †Senior Information Technology Officer Grade A \$119,042
Treasury, Canberra (PN. 00476) (Gazetted 16 March 2012)