



ACT Government Gazette

**Gazetted Notices for the week ending 29 September
2010**

EXECUTIVE CONTRACTS

VACANCIES

ACT Health

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

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

Population Health

Health Protection Service

Manager, Special Response Unit

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 17677)

Gazetted: 30 September 2010

Closing Date: 14 October 2010

ACT Health is seeking an experienced manager to manage a small team of health professionals within the Health Protection Service. This team will provide timely and effective public health interventions as necessary. The team will contribute to the improvement of Health Protection Service response capability.

Contact Officer: John Woollard (02) 6205 1722

The Canberra Hospital

Ambulatory and Medical Services

Medical Services

Clinical Nurse Consultant Ward 8B

Registered Nurse Level 3.2 \$92,492, Canberra (PN: 22167)

Gazetted: 30 September 2010

Closing Date: 7 October 2010

Applications are invited from innovative and committed Registered Nurses interested in making a difference through strong leadership within the Renal and Medical ward at the Canberra Hospital.

Eligibility/Other Requirements: Registered or eligible for registration with the Nursing and Midwifery board of Australia.

Note: This position is temporary available from the 17 January 2011 to 22 July 2011.

Contact Officer: Kellie Noffke (02) 6174 5161 kellie.noffke@act.gov.au

The Canberra Hospital

Women and Children's Health SMT

Women and Babies

Clinical Support Nurse

Registered Nurse Level 3.1 \$81,816-\$85,182, Canberra (PN: 19896)

Gazetted: 30 September 2010

Closing Date: 14 October 2010

The Centre for Newborn Care (CNC) at Canberra Hospital has a new, exciting position for a Clinical Support Nurse (CSN). The CNC is a 24 bed Unit (expanding to 32 late in 2011) which provides intensive care to babies with complex medical and/or surgical conditions from the ACT and surrounding NSW. The CSN position, along with the support/direction of the Clinical Nurse Consultant, will lead the planning, development, implementation and evaluation of learning programs within the CNC and ensure ongoing professional development programs meet the learning needs of clinical nursing staff. This will be achieved in conjunction with the current Clinical Development RN's in the Unit. The CSN will also be responsible for reviewing and evaluating clinical practice, identifying staff development needs and educational strategies required initiating appropriate change. S/he will also ensure that the revision and development of standard operating procedures are evidence based and incorporate legislative requirements.

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

Registered or eligible to register with the Australian Health Practitioner's Agency. Applicants must hold a current, relevant Postgraduate Neonatal Qualification and have recent comprehensive clinical Neonatal Intensive Care experience.

Note: Applicants for the position will be required to work full-time, Monday-Friday with weekends and Public Holidays off.

Applicants must submit Selection Criteria response and provide two written referee reports at the time of lodging their application. An interview will be required.

Contact Officer: Jeni Williams (02) 6244 3461 or via The Canberra Hospital Switch: (02) 6244 2222 @ Page: 50246

Community Health

Child Youth and Women's Health

Caring For Kids

Clinical Nurse Consultant/Coordinator

Registered Nurse Level 3.1 \$81,816-\$85,182, Canberra (PN: 20352)

Gazetted: 30 September 2010

Closing Date: 7 October 2010

The community based Caring For Kids Program is seeking a highly motivated and experienced Registered Nurse with paediatric background interested in leading and coordinating the team. The successful applicant will coordinate services and provide clinical expertise to nurses, health care support workers, clients and families in the Caring For Kids Program. This program provides health care support for parents caring for their child in the home where higher levels of health technology are usually required. This role encompasses policy development, education and management of human resources and equipment.

Eligibility/Other Requirements: Registered or eligible for registration with the Nursing and Midwifery board of Australia. A current driver's licence. Relevant higher level tertiary qualifications are highly desirable.

Contact Officer: Kathy May (02) 6205 2141

The Canberra Hospital

Acute Support

Nutrition

Senior Dietitian

Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 20802)

Gazetted: 30 September 2010

Closing Date: 7 October 2010

ACT Health is seeking an experienced and enthusiastic senior dietitian to join the Acute Support Nutrition Team at the Canberra Hospital. The successful applicant will have good clinical reasoning skills, be an excellent communicator and have an ability to provide leadership and support to a team of clinical dietitians and nutrition support staff. They will also be part of the senior dietitian team who provide leadership and direction for Nutrition and Dietetics across the acute sector and ACT Health.

Qualifications/Other Requirements: Eligible to hold Dietitians Association of Australia Accredited Practising Dietitian Credential. Current driver's licence.

Note: This is a temporary vacancy until September 2011, with the possibility of extension and/or permanent filling. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Kim Crawley (02) 6244 2544

Community Health

Child, Youth and Women's Health

Child, Youth and Women's Health Program

Registered Nurse 'Caring for Kids Program'

Registered Nurse Level 2 \$71,180-\$75,582, Canberra (PN: 17899)

Gazetted: 30 September 2010

Closing Date: 7 October 2010

The community based Caring for Kids Program is seeking a highly motivated and experienced Registered Nurse with paediatric background interested in providing nursing care to clients in their home. The successful applicant will provide an advanced level of nursing care for clients and families in the Caring for Kids Program. This program provides health care support for parents caring for their child in the home where higher levels of health technology are usually required. The role encompasses clinical service provision, participation in policy development, education and assistance with program coordination.

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

Contact Officer: Kathy May (02) 6205 2141

Capital Region Cancer Service

Hospital Based Cancer Service

Cancer Stream Administration

Clinical Psychologist

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 18946)

Gazetted: 30 September 2010

Closing Date: 14 October 2010

An exciting opportunity exists for a clinical psychologist to join the new Capital Region Cancer Service (CRCS) multidisciplinary Palliative and Supportive Care Services Department. Within a palliative care framework, the suitable applicant will provide a high level of services in an individual or group context, including skilled psychological diagnostic work and psychotherapeutic programs. Commitment to evidence-based practise and experience in teaching and training and research/QI highly desirable.

Eligibility/Other Requirements: Post-graduate Masters qualifications in Clinical Psychology from a recognised tertiary institution, ACT Psychology registration (or eligibility) and current driver's licence are essential.

Note: This position is a part-time temporary position at 18:45 hours per week available for a period of three years.

Contact Officer: Consuelo Barreda-Hanson (02) 6244 2045 consuelo.barreda-hanson@act.gov.au

Population Health

Health Protection Service

Environmental Health

Health Professional

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 29636)

Gazetted: 30 September 2010

Closing Date: 14 October 2010

Would you like to live within driving distance of the coast, snowfields and national parks? Would you like to experience the lifestyle and access to cultural activities that only the nation's capital can offer? Are you an enthusiastic career-minded professional who enjoys challenges? Do you care about public health? Can you provide quality services within a team environment? Would you like to work in an environment where traditional 'local government' environmental health functions and State functions are carried out by the one unit? Yes? Then a career with ACT Health's Environmental Health (EH) Section may be right for you! There is currently a vacancy within the EH Operations Team. The successful applicant will be responsible for a designated geographical area of the ACT, undertaking a broad range of EH fieldwork. Eligibility/Other Requirements: Bachelor Degree in Applied Science (Environmental Health) or equivalent. Current driver's licence

Note: Salary packaging with fringe benefits tax-free threshold up to \$9095 is available. A new ACT Health Collective Agreement is being negotiated with the expected pay rise of 2.5%. A vehicle is available for work purposes.

Contact Officer: Vojkan Stefanovic (02) 6205 1727

Mental Health ACT

Child and Adolescent Mental Health Service

Perinatal Mental Health Project

Mental Health Clinician

Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade), Canberra (PN: 20230)

Gazetted: 30 September 2010

Closing Date: 7 October 2010

Mental Health ACT (MHACT) is a contemporary evidence based service providing high quality mental health care that is guided by principles of recovery. The Perinatal Mental Health Consultation Service is a small community-based consultation team within Mental Health ACT designed to provide specialist opinion and treatment planning for pregnant and postnatal women (up to 12 months postpartum) who present with moderate to severe mental health disorders. The successful applicant will be required to conduct triage and initial assessments of referrals, participate in the bi-weekly Perinatal Psychiatry Clinic, provide evidence based treatments for the target population, and liaise with key antenatal and postnatal services relevant to coordination of client care.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT Registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

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

Contact Officer: Cathy Ringland (02) 6205 1298

Mental Health ACT

Mental Health Service and Sector Development

Consumer Consultants

Mental Health Consumer Consultant

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 23619)

Gazetted: 30 September 2010

Closing Date: 7 October 2010

Mental Health ACT is a contemporary evidence based service providing high quality mental health care that is guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected the Consumer Consultant will possess expertise and skills to provide high quality consumer based input into policy development, service provision and strategic direction for Mental Health ACT (MHACT). The Consumer Consultant will have access to supervision and other opportunities, to enhance their competencies and skills. It is desirable applicants have experience with receiving support from a mental health service.

Eligibility/Other Requirements: Progress towards tertiary qualifications and previous mental health service will be considered advantageous to this position. Current driver's licence.

Note: This position is part-time at 22:03 hours per week.

Contact Officer: Amanda Urbanc (02) 6207 5185

The Canberra Hospital

Pathology Services

Customer Services

Technical Officer

Technical Officer Level 2 \$47,429-\$54,589, Canberra (PN: 20322)

Gazetted: 30 September 2010

Closing Date: 7 October 2010

ACT Pathology is a department of The Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region with the main laboratory located at Canberra and branch laboratory located at Calvary Hospitals. The Collection Services area of Customer Services is responsible for all specimen collections both on site (via the wards) and off site (through community collection centres) and domiciliary services of ACT Pathology. The successful applicant will be responsible for the management of a community collection centre, ensuring efficient delivery of services and maintaining close links with the manager of collection services for ACT Pathology.

Eligibility/Other Requirements: Associate Diploma or Certificate in Medical Laboratory Science or other approved qualification and/or at least five (5) years recent experience in venepuncture. A current driver's licence.

Contact Officer: Katina Smith (02) 6244 2934

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

**Occupational Therapy Assistant
Technical Officer Level 2 \$47,429-\$54,589, Canberra (PN: 03393)**

Gazetted: 30 September 2010

Closing Date: 7 October 2010

We are seeking applications from enthusiastic individuals for the position of Occupational Therapy Assistant. The suitable applicant will provide a range of tasks under the direction of an Occupational Therapist within the Community Rehabilitation Team, based at the Phillip Health Centre. Duties include participating in the implementation of Occupational Therapy individual and group treatment programs, assisting with the cleaning and maintenance of therapy equipment and performing relevant administrative tasks to support the provision of clinical care. The successful applicant will be working within an interdisciplinary team that strives for high standards of patient care.

Eligibility/Other Requirements: Relevant qualification and/or the ability to obtain Allied Health Assistant Certificate or equivalent qualification. Current driver's licence. Experience working with adults who have physical and/or cognitive impairments, good communication skills and experience working as part of a team.

Note: This is a full time permanent position.

Contact Officer: Felicity Wilson (02) 6244 2904

**Population Health
Health Protection Service
Environmental Health
Environmental Health Officer**

Health Professional Level 1/2 \$46,356-\$68,740, Canberra (PN: 29638, several)

Gazetted: 30 September 2010

Closing Date: 14 October 2010

Would you like to live within driving distance of the coast, snowfields and national parks? Would you like to experience the lifestyle and access to cultural activities that only the nation's capital can offer?

Are you an enthusiastic career-minded professional who enjoys challenges? Do you care about public health? Can you provide quality services within a team environment? Would you like to work in an environment where traditional 'local government' environmental health functions and State functions are carried out by the one unit?

Yes? Then a career with ACT Health's Environmental Health (EH) Section may be right for you!

There are currently vacancies within the EH Operations Team. The successful applicants will be responsible for a designated geographical area of the ACT, undertaking a broad range of EH fieldwork.

Eligibility/Other Requirements: Bachelor Degree in Applied Science (Environmental Health) or equivalent. Health Professional 2 is suited to new graduates with a minimum of 12 months work experience. If you do not have 12 months work experience you can apply as a Health Professional Level 1. Current driver's licence.

Note: Salary packaging with fringe benefits tax-free threshold up to \$9095 is available. A new ACT Health collective agreement is being negotiated with the expected pay rise of 2.5%. A vehicle is available for work purposes. Classification level offered to successful applicant will be dependent on experience.

Contact Officer: Vojkan Stefanovic (02) 6205 1727

**Community Health
Client Services
Health Centre Administration and Community Health Intake
Client Services Administrative Officer**

Administrative Services Officer Class 2 \$42,233-\$46,832, Canberra (PN: C08915, several)

Gazetted: 30 September 2010

Closing Date: 8 October 2010

Several exciting temporary and casual opportunities exist for suitably skilled representatives to work within Clients Services across our Community Health Intake Unit (a call centre environment), Health Centre Administration (located at Tuggeranong, Phillip, City and Belconnen Health Centres), and the Clinical Records Unit. Successful applicants will be working in a team environment to provide excellent customer service through answering telephone calls, generating appointments (using our Patient Administration system), receptionist duties and maintaining both electronic and hard copy records in accordance with approved records management practices and relevant legislation.

Eligibility/Other Requirements: Well-developed organisational, communication and keyboard skills are highly desirable. Current driver's licence.

Note: A four to six week full-time training period will be required. Hours of work can be negotiated once training has been completed. Please submit your expression of interest (no more than two (2) pages) addressing the selection criteria and duty statement as well as a current resume by COB Friday 8 October 2010.

Contact Officer: Debra Reynolds (02) 6205 2339

ACT Planning and Land Authority

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

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

**Construction Services
Utilities, Land and Lease Regulation
Manager, Utilities Technical Regulation
Senior Professional Officer Grade B \$96,618-\$108,766, Canberra (PN: 19753)**

Gazetted: 29 September 2010
Closing Date: 12 October 2010

The ACT Planning and Land Authority is seeking the services of an experienced technical specialist to assist it in its role as the technical regulator of utilities in the ACT. The Authority is seeking a person with suitable experience, on a full-time basis, to provide high level technical input to the Technical Regulator in assessing the effectiveness of the operation, management and performance of utilities licensed to operate in the Territory. The successful applicant will lead a team of utility technical inspectors and provide specialist advice in relation to the regulation of utility service sectors (electricity, gas and water).

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

Contact Officer: Paul Rutherford (02) 6205 3541 PaulX.Rutherford@act.gov.au

**Construction Services
Construction Occupations
Audit/Investigation Officer
Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 20062)**

Gazetted: 29 September 2010
Closing Date: 19 October 2010

The Construction Occupations Section of ACTPLA is seeking a highly motivated person to undertake the role of an audit/investigations officer. The successful applicant will have demonstrated experience in undertaking audits and investigations and would have the ability to interpret and apply the Territory's planning, licensing and building laws. Experience and knowledge in energy assessment will be highly regarded.

Eligibility/Other Requirements: The successful applicant must hold a current driver's licence or equivalent. Qualification or experience in auditing, building, building surveying, energy assessment, land management or law is desirable.

Contact Officer: Ben Green (02) 6207 7387 ben.green@act.gov.au

**Construction Services
Utilities, Land and Lease Regulation
Audit/Investigation Officer
Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 20056)**

Gazetted: 29 September 2010
Closing Date: 19 October 2010

The Utilities, Land and Lease Regulation Unit of ACTPLA is seeking a highly motivated person to undertake the role of an audit/investigations officer. The successful applicant will have demonstrated experience in undertaking audits and investigations and would have the ability to interpret and apply the Territory's planning, licensing and building laws. Experience and knowledge in energy assessment will be highly regarded.

Eligibility/Other Requirements: The successful applicant must hold a current driver's licence or equivalent. Qualification or experience in auditing, building, building surveying, energy assessment, land management or law is desirable.

Contact Officer: Ben Green (02) 6207 7387 ben.green@act.gov.au

**Planning Services
Design Policy
Project Officer
Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 20088)**

Gazetted: 23 September 2010
Closing Date: 5 October 2010

The successful applicants will assist in the identification and analysis of residential infill opportunities with an emphasis on achieving accelerated land release targets within a sustainability context. As part of the Design Policy section, provide technical advice, assist in the preparation of consultant briefs and/or management of consultants to contribute to planning and design outcomes, in accordance with project management systems; as well as other duties as required.

Eligibility/Other Requirements: Qualifications and experience in town planning, architecture, landscape architecture or environmental planning is desirable.

Note: This is a temporary vacancy available asap till September 2012.

Contact Officer: Craig Egle (02) 6205 1818 craig.egle@act.gov.au

**Client Services
Surveying and Spatial Data
Graduate Surveyor
Professional Officer Class 2 \$64,583-\$74,188, Canberra (PN: 20190)**

Gazetted: 23 September 2010
Closing Date: 5 October 2010

Assist in a wide range of surveying and geographic information roles including cadastral and control field survey, cadastral database maintenance and survey plan examination and field audit. The successful applicant will be encouraged to work towards registration with the NSW Board of Surveying and Spatial Information as a land surveyor.

Eligibility/Other Requirements: Degree in surveying or related qualification acceptable to the Committee of Reciprocal Surveyors Boards of Australia and New Zealand.

Note: This is a temporary position available from January 2011 until 30 December 2012.

Contact Officer: Greg Ledwidge (02) 6205 0083 greg.ledwidge@act.gov.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

Marketing and National Positioning

Public Affairs Officer

Public Affairs Officer 2 \$67,272-\$76,446, Canberra (PN: 54934)

Gazetted: 24 September 2010

Closing Date: 8 October 2010

Graphic designer required for full-time permanent position to produce all print-based materials for CIT. Prepare brochures, posters, publications and all print-related materials for CIT using advanced software packages. Assist in development and maintenance of existing and new CIT Style Guide. Support and involvement with CIT's delivery of social media to support marketing and media activities. Support and participation with account management/client service to CIT Marketing team and CIT teaching and learning centres to support student recruitment and CIT brand.

Eligibility/Other Requirements: Experience with Adobe InDesign and Photoshop Creative Suite Version 4, Diploma of Graphic Design and minimum of five years' experience.

Contact Officer: Tiffany King (02) 6207 3126 tiffany.king@cit.act.edu.au

Centres

Building and Environment

Technical Officer

Technical Officer Level 1/2 \$43,672-\$54,589, Canberra (PN: 54788)

Gazetted: 24 September 2010

Closing Date: 12 October 2010

Prepare for and service laboratory/field classes within the Building and Environment Centre. Setup, calibrate, operate and maintain equipment/instruments used in the laboratory and field. Assist with the purchasing of equipment and consumables. Maintain safe working conditions within work areas, classrooms and field environments.

Eligibility/Other Requirements: Completion of an appropriate Diploma/Associate Diploma, or equivalent, and/or relevant experience appropriate to the duties of the position. Current Heavy Vehicle Licence (minimum Light Rigid) with relevant experience and current senior First Aid Certificate.

Note: Technical Officer 1 salary rates will apply while the position occupant performs the above duties under close technical guidance. When the occupant is assessed as performing these tasks with only general technical guidance, the occupant may progress to the Technical Officer 2 salary.

Contact Officer: Eric Rennex (02) 6207 3167 eric.rennex@cit.act.edu.au

Department of Disability, Housing and Community Services

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

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

Disability ACT

Community and Sector Development

Policy and Planning

Manager

Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 24205)

Gazetted: 24 September 2010

Closing Date: 12 October 2010

This position is responsible for the provision of high-level advice to the Disability ACT Executive in relation to key policy, planning, intergovernmental and intra-governmental reform and community engagement in relation to issues that affect the lives of people with disability and the families who care for them and for ensuring that the Policy and Planning Team delivers on its workplan. The position incumbent will be required to demonstrate a commitment to the Vision and Values of Disability ACT.

Eligibility/Other Requirements: Tertiary qualifications in a human services discipline are highly desirable and relevant experience is essential.

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

Contact Officer: Sarah King (02) 6207 5889 sarah.king@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Community Development Team Leader

Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 09181)

Gazetted: 24 September 2010

Closing Date: 1 October 2010

The Gungahlin Child and Family Centre is looking for a motivated individual to work closely with the practice leader and the broader management team to further develop and implement the full range of clinical, group and community development initiatives of the unit, both centre based and in outreach settings. The position will participate in the development and maintenance of government and community partnerships, program planning, review and evaluation.

Eligibility/Other Requirements: Social work degree with full eligibility for membership of the Australian Association of Social Workers or full unconditional registration as a psychologist with the ACT Psychologists Board or interstate equivalent, plus a minimum of 3 years practice experience in a relevant field. A current driver's licence.

Note: This is a temporary position available until 1 July 2011, with the possibility of extension. This position may be filled based on application and referee reports only.

Contact Officer: Di Butcher (02) 6207 0120 dianne.butcher@act.gov.au

Disability ACT

Community and Sector Development

Policy and Planning

Senior Policy Officer

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 09043)

Gazetted: 23 September 2010

Closing Date: 12 October 2010

Disability ACT (DACT) is seeking an experienced and enthusiastic person to permanently fill the position of Senior Policy Officer. This position is responsible for providing high level advice on current national and territorial operational policies, standards and guidelines that DACT is required to meet, and to inform of the planning and delivery of services to people with a disability and the families that care for them.

Eligibility/Other Requirements: Tertiary qualifications in a human services' discipline are highly desirable and experience in policy development is essential.

Contact Officer: Sarah King (02) 6205 0889 sarah.king@act.gov.au

Disability ACT

Executive and Business

Business Support Unit

Office Manager

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 30070)

Gazetted: 23 September 2010

Closing Date: 7 October 2010

Disability ACT is seeking an enthusiastic and suitably experienced person to fill the position of Office Manager. This position is responsible for the provision of business support services to the service delivery areas of Disability ACT. The role reports directly to the Business Manager and will be required to manage information systems and undertake project management as directed. The position's critical delivery is to assist service delivery units provide efficient, quality services to people with a disability in the ACT.

Note: This position is temporary available for six months from 27 October 2010.

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

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Team Leader

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 19583, several)

Gazetted: 28 September 2010

Closing Date: 12 October 2010

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.

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.

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

Office for Children, Youth and Family Support

Youth Directorate

Bimberi Youth Justice Centre

Youth Worker

Administrative Services Officer Class 3/4 \$48,103-\$58,213 plus shift penalties, Canberra (PN: 03310, several)

Gazetted: 28 September 2010

Closing Date: 14 October 2010

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

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

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

Various

Deputy Chief Executive, Executive Director, Senior Directors (3 roles), Director Senior Executive Canberra (PN: 10/199)

Gazetted: 23 September 2010

Closing Date: 5 October 2010

The ACT Department of Disability, Housing and Community Services (DHCS) has responsibility for a wide range of human services functions in the ACT, including: multicultural affairs; community services; older people; women; public and community housing services and policy; children, youth and family support services and policy; disability policy and services; therapy services; Child and Family Centres; the ACT Government Concessions Program; homelessness; community engagement; Aboriginal and Torres Strait Islander Services; and Community Recovery. DHCS is seeking talented and highly motivated individuals for several leadership positions across the organisation. As a member of the Department's senior executive, you will have a significant role in contributing to the overall strategic direction of the Department, including delivering service reform and driving policy change. Positions are available across all functional areas.

Eligibility/Other Requirements: Substantial senior executive experience in driving a wide range of social policy; financial and people management; and community service outcomes is essential to fulfil the requirements of each of these challenging roles. Leadership, integrity, strategic vision, management acumen, a strong community service ethos and political savvy will characterise the successful candidates.

Note: Significant six figure remuneration packages, commensurate with the responsibilities of the positions, are available.

Applications should be emailed to: canberra@fordkelly.com.au

Contact Officer: Moiya Ford or Jeff Kelly (02) 6260 8788 canberra@fordkelly.com.au

Department of Justice and Community Safety

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

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

Legislation and Policy

Criminal Law

Senior Legal Policy Officer

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 42986)

Gazetted: 29 September 2010

Closing Date: 6 October 2010

Cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT, including although not restricted to, preparation of briefs for the Attorney General, prepare related reports and correspondence, manage justice related projects, engage in consultation with the community, government and participate in national forums.

Eligibility/Other Requirements: Expressions of interest should be no more than two pages in length and should address the selection criteria.

Note: This is a temporary position available asap until 4 October 2011.

Contact Officer: Nicole Mayo (02) 6205 0201

ACT Corrective Services

Community Based Corrections

Probation and Parole

Probation and Parole Officer

Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 11947)

Gazetted: 29 September 2010

Closing Date: 12 October 2010

Under the limited direction of the Team Leader: Provide case management, supervision and monitoring for people on court and parole orders with the objectives of reducing the risk of further criminal conduct, maintaining community safety and administering court orders. Provide written and verbal reports to the Courts, releasing authorities and other bodies in relation to offender management, risk and intervention.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable.

Eligible candidates will be required to undergo a criminal history check. Applicants will be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential.

Contact Officer: Jaymmie Midges (02) 6205 3411 jaymmie.midges@act.gov.au

**JACS Corporate
Capital Works and Infrastructure
Infrastructure
Operations Officer**

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 20103)

Gazetted: 29 September 2010

Closing Date: 13 October 2010

An exciting opportunity exists to join the Capital Works and Infrastructure Unit of JACS Corporate. The Unit is seeking applications for an Operations Officer to act as a site contact, facilitating the engagement of established appropriate external service providers relating to a range of facilities maintenance, property related services and contracts and carrying out inspections for quality assurance purposes. Applicants should be motivated, committed to achieving outcomes and have demonstrated experience in a Capital Works and Infrastructure environment. The position will be located in the Fairbairn precinct.

Eligibility/Other Requirements: Experience in property, accommodation or security management, including the development and implementation of policies and procedures desirable. Certificate IV or Diploma in Project Management desirable. ACT driver's licence essential.

Note: This position is temporary available for the period asap to 11 October 2011.

Contact Officer: Andrew McDermott (02) 6207 8380 andrew.mcdermott@act.gov.au

**ACT Corrective Services
Community Based Corrections
Sentence Administration
Administrative Officer**

Administrative Services Officer Class 4 \$53,616-\$58,213, Canberra (PN: 11268, expected vacancy)

Gazetted: 29 September 2010

Closing Date: 9 October 2010

Prepare and collate reports and correspondence for board meetings in relation to parolees, prisoners and periodic detention. Assist with the collation of reports and correspondence for the transfer of parole and community based orders. Maintain databases, manage files and prepare and maintain board and section statistics.

Eligibility/Other Requirements: An unencumbered driver's licence is essential. Eligible persons will be required to undergo a Police Check.

Contact Officer: Nicki Giannaros (02) 6205 2452 nicki.giannaros@act.gov.au

Department of Territory and Municipal Services

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

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

InTACT

Operations

ICT Government Services, ICT Services for Shared Services, Treasury and CMD

Business Application Support Officer

Information Technology Officer Class 2 \$64,583-\$74,188, Canberra (PN: 14573)

Gazetted: 24 September 2010

Closing Date: 8 October 2010

Provide system support, maintenance and diagnosis for current business application systems, together with their integration to other business systems and fault escalation processes. Assist with the defining of user requirements and strategies to upgrade and enhance business systems in support of InTACT operations.

Contact Officer: Susan Cochrane (02) 6207 9641 susan.cochrane@act.gov.au

**Territory Services Division
Sport and Recreation Services
ACT Academy of Sport
Business Support Officer**

Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 25002)

Gazetted: 23 September 2010

Closing Date: 5 October 2010

Duties include responsibility for project management and policy compliance across business areas including Occupational Health and Safety, risk management, anti-doping and member protection; working with the Manager to maintain sponsorship and partnership agreements; coordination of IT requirements and liaison with professional staff, coaches, athletes, sporting organisations and departmental personnel. Some of the skills required for the position include demonstrated understanding of and commitment to programs that support elite athlete development, including relevant experience in sports administration (high performance environment desirable); understanding of the needs of high performance coaches, athletes and service personnel; IT familiarity and strong communication skills with particular reference to liaison, negotiation and representation.

Contact Officer: Gerard Corradini (02) 6207 4410 gerard.corradini@act.gov.au

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

InTACT

Operations

Service Support/Central Asset Services

Asset/Refresh Co-ordinator DHCS

Administrative Services Officer Class 3 \$48,103-\$51,916, Canberra (PN: 14389 expected vacancy)

Gazetted: 29 September 2010

Closing Date: 13 October 2010

Ensure that all equipment designated for refresh is replaced in a timely manner and in accordance with the refresh schedule. Assist in the correct working order of PC's, laptops, printers and multi function devices. Assist in asset audits, collections, moves and updating the database in particular those that are associated with disability houses.

Contact Officer: David Harkness 02) 6207 2302 david.harkness@act.gov.au

Shared Services

Human Resources

Systems Data and Reporting

Client Manager

Senior Officer Grade A \$112,211, Canberra (PN: 08251)

Gazetted: 23 September 2010

Closing Date: 7 October 2010

Shared Services delivers a range of services including Human Resource services to and on behalf of ACT Government agencies. An exciting leadership position is available within Human Resources to lead the Systems Data and Reporting team. The position is responsible for driving service excellence and innovation to improve the efficiency and effectiveness HR management reporting, HR systems improvements and agency workforce planning. You will also manage the administration and future development of the ACT Public Service HR management systems. This position works with and on behalf of client agencies across ACT Government with the occupant working closely with the Director, HR Services and other Client Managers within the HR Services branch.

Contact Officer: Andrew Whale (02) 6205 3680 andrew.whale@act.gov.au

Land Development Agency

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

Urban Renewal

Sustainability and Innovation

Project Manager

Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 18805)

Gazetted: 24 September 2010

Closing Date: 8 October 2010

The Land Development Agency is seeking a Project Manager to provide input on sustainability and innovation to land development projects from conception through to completion. High level analysis of sustainability aspects of projects, will be required as well as monitoring of key projects. The role will involve contribution to multidisciplinary teams including staff, consultants and contractors to incorporate sustainability principles.

Eligibility/Other Requirements: Tertiary qualifications in, Landscape Architecture, Environmental Management, Town Planning or any other related field is highly desirable.

Note: This is a temporary position available from asap to 29 April 2011 with the possibility of permanent filling from this process. Selection of the successful candidate may be based on application and referee reports only.

Contact Officer: Rob Thorman (02) 6207 5602 rob.thorman@act.gov.au

APPOINTMENTS

ACT Health

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

Brett Carruthers 827-23375, Section 68(1), 20 September 2010

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

Mary Mae De Vera 821-59102, Section 68(1), 7 September 2010

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

Toni-Mary Heazlewood 820-90467, Section 68(1), 30 September 2010

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

Petah Larke -, Section 68(1), 27 September 2010

Health Service Officer Level 3 \$38,397-\$39,776

Allan Waters 827-23287, Section 68(1), 30 September 2010

ACT Planning and Land Authority

Administrative Services Officer Class 2 \$42,233-\$46,832
Samuel Tonge 827-17266, Section 68(1), 23 September 2010

Administrative Services Officer Class 2 \$42,233-\$46,832
Christopher Watkins 827-23930, Section 68(1), 29 September 2010

Calvary Health Care ACT (Public)

Technical Officer, \$43,672-\$45,879
Emma Anderson, 68, 30 September 2010

Technical Officer Grade 1, \$43,672-\$45,879
Maria Chandler, 68, 30 September 2010

Chief Minister's Department

Senior Officer Grade C \$81,772-\$88,168
Maryanne Honeyman 820-78070, Section 68(1), 21 September 2010

Administrative Services Officer Class 4 \$53,616-\$58,213
Michele Luis 821-25885, Section 68(1), 23 September 2010

Senior Officer Grade C \$81,772-\$88,168
Lynne Thomson 827-23543, Section 68(1), 28 September 2010

Department of Disability, Housing and Community Services

Administrative Services Officer Class 6 \$64,583-\$74,188
Estelle Anderson 827-23914, Section 68(1), 28 September 2010

Administrative Services Officer Class 5 \$59,800-\$63,409
Maria Beaumont 820-82619, Section 68(1), 20 September 2010

Administrative Services Officer Class 2 \$42,233-\$46,832
Sandra Bourke 827-17944, Section 68(1), 23 September 2010

Department of Justice and Community Safety

Administrative Services Officer Class 2 \$42,233-\$46,832
Tennille Dee Stewart 827-21708, Section 68(1), 28 September 2010

TRANSFERS
ACT Health

Tuyet Ly: 921-11788
From: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)
ACT Health
To: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)
ACT Health, Canberra (PN. 14982) (Gazetted 24 June 2010)

Leah Newman: 818-64002
From: EL1 \$86,670-\$98,849
Department of Health and Aging
To: Senior Officer Grade C \$81,772
ACT Health, Canberra (PN. 25499) (Gazetted 15 July 2010)

Land Development Agency

Stephen Wallace: 545-57998
From: Senior Professional Officer Grade B \$96,618-\$108,766
Department of Territory and Municipal Services

To: Senior Officer Grade B \$96,618-\$108,766
Land Development Agency, Canberra (PN. 18823) (Gazetted 10 June 2010)

PROMOTIONS

ACT Health

**The Canberra Hospital
Ambulatory and Medical Service
Ambulatory and Medical Service Support Service
John Dunn: 795-65943**

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

To: Administrative Services Officer Class 5 \$59,800-\$63,409
ACT Health, Canberra (PN. 14213) (Gazetted 12 August 2010)

**The Canberra Hospital
Medical Imaging
Imaging Services Administration
Jillian Mallinson: 795-54945**

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

To: Administrative Services Officer Class 4 \$53,616-\$58,213
ACT Health, Canberra (PN. 18528) (Gazetted 27 May 2010)

Department of Disability, Housing and Community Services

**Office for Children, Youth and Family Support
Care and Protection Services
Practice Support Unit**

Elizabeth Morris Findlay: 820-82002

From: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)
Department of Disability, Housing and Community Services

To: †Health Professional Level 4 \$81,772-\$88,168
Department of Disability, Housing and Community Services, Canberra (PN. 12938) (Gazetted 29 July 2010)

**Housing and Community Services
Housing ACT
Tenancy Operations**

Ashley Johnson: 821-14377

From: Indigenous Trainee \$37,316-\$41,241
Department of Disability, Housing and Community Services

To: †Administrative Services Officer Class 2 \$42,233-\$46,832
Department of Disability, Housing and Community Services, Canberra (PN. 12122)

This promotion is made in accordance with Section 247F.1 (d) of the Public Sector Management Standards and is non-appealable.

Department of Education and Training

**Executive Director School Improvement
Tuggeranong Network
Lake Tuggeranong College**

Chris Garvin: 787-45889

From: Information Technology Officer Class 1 \$51,916-\$59,360
Department of Education and Training

To: Information Technology Officer Class 2 \$64,583-\$74,188
Department of Education and Training, Canberra (PN. 19134) (Gazetted 8 July 2010)

Department of Justice and Community Safety

**Public Trustee for the ACT
Elizabeth Dupe: 771-11665**

From: Trust Officer Level 1 \$53,090-\$61,065
Department of Justice and Community Safety

To: Trust Officer Level 2 \$63,952-\$78,107
Department of Justice and Community Safety, Canberra (PN. 17063) (Gazetted 19 August 2010)

**ACT Law Courts and Tribunals
ACT Civil and Administrative Tribunal
Energy and Water**

Brenton Hutchinson: 796-73047

From: Administrative Services Officer Class 5 \$59,800-\$63,409
Department of Disability, Housing and Community Services
To: Administrative Services Officer Class 6 \$64,583-\$74,188
Department of Justice and Community Safety, Canberra (PN. 42756) (Gazetted 12 August 2010)

ACT Emergency Services Agency

ACT Rural Fire Service

Executive

Michael Joyce: 820-81907

From: Senior Officer Grade C \$81,772-\$88,168
Department of Justice and Community Safety
To: †Senior Officer Grade B \$96,618-\$108,766
Department of Justice and Community Safety, Canberra (PN. 07311) (Gazetted 29 July 2010)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

ACT Corrective Services

Fiona Frances Kane: 820-98602

From: Administrative Services Officer Class 4 \$53,616-\$58,213
Department of Justice and Community Safety
To: Administrative Services Officer Class 5 \$59,800-\$63,409
Department of Justice and Community Safety, Canberra (PN. 12666) (Gazetted 8 July 2010)

Office of Regulatory Services

Work Safe ACT

Compliance

Mary Kary: 794-37546

From: EL1 \$88,015-\$97,275
Department of Education, Employment and Workplace Relations
To: †Senior Officer Grade B \$108,767
Department of Justice and Community Safety, Canberra (PN. 20245) (Gazetted 24 June 2010)

Department of Territory and Municipal Services

Territory and Municipal Services

Corporate Support Division

Asset Information Branch

Ross Michael McCabe: 821-05374

From: Administrative Services Officer Class 6 \$64,583-\$74,188
Department of Territory and Municipal Services
To: †Senior Officer Grade C \$81,772-\$88,168
Department of Territory and Municipal Services, Canberra (PN. 11889) (Gazetted 5 August 2010)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Department of the Environment, Climate Change, Energy and Water

Office of the Chief Executive

Water, Energy and Waste

Water Policy and Energy Policy

Sean Das: 821-19549

From: Administrative Services Officer Class 6 \$64,583-\$74,188
Department of the Environment, Climate Change, Energy and Water
To: †Senior Officer Grade C \$81,772-\$88,168
Department of the Environment, Climate Change, Energy and Water, Canberra (PN. P20092) (Gazetted 17 June 2010)

CORRIGENDA

DHCS

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

Zoe Morton 827-22049, Section 68(1), 20 September 2010

Note: Correction to the AGS number originally published in the gazette of 23 September 2010.