



ACT Government Gazette

Gazetted Notices for the week beginning 08 December 2011

Executive Notices

Treasury Directorate

Variation – Extension

Graeme Dowell – Director, Revenue Management (E010) Section 72A of the Public Sector Management Act 1994

Variation – Assignment

Graeme Dowell - Director, Revenue Management (E678) Section 80A(1)(a) of the Public Sector Management Act 1994

VACANCIES

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 Business

Senior Teaching Position

Senior Teaching Post \$83,856, Canberra (PN: 23292)

Gazetted: 12 December 2011

Closing Date: 26 December 2011

The successful applicant will have recent demonstrated teaching experience in the Vocational Education and Training sector; demonstrated organisational and educational management skills of a high order in a large complex and rapidly changing environment; ability to establish and maintain appropriate professional working relationships and work effectively in a variety of team situations; demonstrated professional knowledge and practical skills appropriate to the teaching of the following: Business Administration procedures for a range of industries across various AQF levels; Communications and Contextualisation and Microsoft Applications.

Eligibility/Other Requirements: Degree, diploma or equivalent in Education/Communication and experience in an Institute of Technology or similar environment.

Note: This position is available as a two year temporary contract.

Contact Officer: Jerome de Rose (02) 6207 3542 jerome.derose@cit.edu.au

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

Centre

Centre for Education Excellence

Senior Teacher

Senior Teaching Post \$83,856, Canberra (PN: 51629)

Gazetted: 12 December 2011

Closing Date: 26 December 2011

Provide educational leadership to project-based teams in a range of the following: contextual and innovative competency-based training and assessment strategies; educational design and technology aspects; workforce skill development and mentoring approaches; instructional design, and program resources, templates and tools development; training needs analysis and professional development requirements and research directions and evaluation findings.

Eligibility/Other Requirements: A degree or graduate diploma in adult or vocational education; and experience deemed suitable for the position such as considerable experience demonstrating teaching and learning innovation. Highly Desirable: At least three years relevant education experience at CIT or in a similar VET sector institution. Master of Adult Education, or masters qualification in a relevant field.

Note: This is a temporary position available from 23 January 2012 until 31 December 2012.

Contact Officer: Carolyn Grayson (02) 6207 4957 carolyn.grayson@cit.edu.au

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

Centres

CIT Casual Teacher Register

Casual Teacher \$46.46 per hour non-delivery and \$75.40 per hour delivery rate, Canberra (PN: Casual)

Gazetted: 08 December 2011

The Canberra Institute of Technology is a multi-discipline, multi campus educational facility catering for the vocational, educational and training needs of the ACT and surrounding regions. Applications are invited from qualified, experienced and energetic people to register for casual and temporary employment at CIT in 2012.

CIT Casual Teaching Opportunities:

Business Building and Environment Centre

Centre for Creative Industries
Fyshwick Trade Skills Centre
Science, Forensics and Engineering Centre
Centre for Business
Centre for Information Communication and Technology
Centre for Health Community and Wellbeing
Tourism and Hotel Management Centre
CIT Vocational College
Yurauna Centre

To find out more about CIT and any of our Teaching Centres please go to: www.cit.edu.au

Note: Application forms can be found at: www.cit.act.edu.au/about/employment Completed applications must include a current resume/CV and be sent to: Email casualteaching@cit.act.edu.au (preferred method) Fax: (02) 6207 3398 Postal address: Human Resources Centre, Canberra Institute of Technology, GPO Box 826, Canberra ACT, 2601
Contact Officer: Johnelle Teague (02) 6207 3623 johnelle.teague@cit.edu.au

Community Services

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

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

Disability ACT

Services for Adults with Disability

Accommodation Support

Network Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 24184)

Gazetted: 08 December 2011

Closing Date: 22 December 2011

The successful applicant will be responsible for the management of financial and human resources within allocation and will take a leadership role in provision and maintenance of high quality accommodation support services. The position will supervise and monitor the work of the Network Coordinators. 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 is desirable and relevant experience is essential.

Note: This is a temporary vacancy for the period 26 March 2012 until October 2012.

Contact Officer: Debbie Skelton (02) 6207 1062 debbie.skelton@act.gov.au

Therapy ACT

Holder

Early Childhood

Social Worker

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 24607)

Gazetted: 12 December 2011

Closing Date: 5 January 2012

Therapy ACT is seeking a Social Worker to be part of a multidisciplinary team providing services for people with delays in development and developmental disabilities aged from birth to 65 years. Therapy ACT has a family/person focussed philosophy and a community based approach to the provision of professional services. Services are provided through age based teams in a range of settings.

Eligibility/Other Requirements: Tertiary qualifications or equivalent and eligibility for full membership of the Australian Association of Social Workers. Experience in the provision of social work services for people with delays in development and developmental disabilities. Current driver's licence essential.

Contact Officer: Lyndall Ellis (02) 6207 1361 lyndall.ellis@act.gov.au

Economic Development

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

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

Tourism, Events and Sport

Sport and Recreation Services

Executive

Business Manager

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 55985)

Gazetted: 08 December 2011

Closing Date: 22 December 2011

Duties include the coordination of financial management operations of the Branch and working with senior management in the development of budget strategies; advising senior officers in relation to financial, staffing and administration matters; coordinating human resource functions relating to recruitment and personnel issues; informing the allocation of Branch

resources and preparing Branch responses for corporate reporting requests. Some of the skills required for the position include proven ability to coordinate and control financial and other resources and to initiate and implement appropriate policies and procedures to manage such. Proven competence in numerical research and analytical skills, and a demonstrated knowledge of the essential elements of government sport and recreation delivery with the understanding of the need for partnerships to achieve such.

Note: This is a temporary position from 9 January 2012 until 15 February 2013. The selection may be based on application and referee reports only. Please supply two written referee reports addressing the selection criteria with application.

Contact Officer: David Jeffrey (02) 6207 4389 david.jeffrey@act.gov.au

Tourism, Events and Sport

Executive

Executive Assistant

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 24866)

Gazetted: 08 December 2011

Closing Date: 15 December 2011

Provide high level executive support and manage the office of the Executive Director, coordinate development of Divisional input and reporting requirements, provide high level liaison with the Minister's office, other Directorates, senior public officials and stakeholders, manage all incoming and outgoing correspondence and briefs, monitor and report on the staffing and financial position and perform a range of administrative tasks including undertaking research for the preparation and coordination of correspondence, cabinet submissions and ministerial papers.

Note: Applicants must address the selection criteria.

Contact Officer: Shane O'Leary (02) 6205 8294 shane.oleary@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.

Tourism Events and Sports

Territory Venues and Events

Canberra Stadium

Event Production Coordinator

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 09949)

Gazetted: 13 December 2011

Closing Date: 27 December 2011

A position exists for the role of Event Production Coordinator at Territory Venues and Events within the Economic Development Directorate, Territory Venues and Events manage Canberra Stadium, Manuka Oval and Stromlo Forest Park. The successful applicant must have a creative flair with the ability to work unsupervised and within agreed timeframes. The position involves graphic design, content producing and vision mixing. Experience in the use of Final Cut Pro, Adobe CS, Dreamweaver, Contribute and Flash MX would be advantageous.

Eligibility/Other Requirements: Graphic Design and Video Editing. Class C driver's licence.

Note: Duties will include after hours and weekend work during the AFL, Super Rugby and NRL seasons

Contact Officer: Sheridan Davis-Hall (02) 6256 6706 s.davishall@canberrastadium.com

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.

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

School Improvement

Tuggeranong Network

Caroline Chisholm School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 04127)

Gazetted: 08 December 2011

Closing Date: 19 December 2011

Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Wendy Wurfel (02) 6205 7277 wendy.wurfel@ed.act.edu.au

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

School Improvement

**Aboriginal and Torres Strait Islander and Student Support
Student Wellbeing and Behaviour Support
Senior Counsellor - Early Childhood**

School Leader C \$91,769, Canberra (PN: 01952)

Gazetted: 08 December 2011

Closing Date: 20 December 2011

Provide professional leadership in the delivery of psychological services to school communities, professional supervision and support of school counsellors in the areas of assessment, counselling and training relating to learning, behaviour, social and emotional issues, provide advice on issues related to the practice of psychology within the section and perform school psychological duties as directed

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification and a degree in psychology with three years registration as a psychologist.

Contact Officer: Satish Singh (02) 6205 7619 satish.singh@act.gov.au

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

Corporate Services

Human Resources

Recruitment Services

Assistant Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 00274)

Gazetted: 14 December 2011

Closing Date: 22 December 2011

We are seeking a highly motivated and adaptable HR practitioner to assist in the management of the Directorate's Recruitment Services Section. The section provides recruitment services and advice to ACT Public Schools and Central Office. This position requires a sound knowledge of Public Service recruitment and employment frameworks and highly developed oral and written communication skills. The successful candidate will be a member of the leadership team and responsible for the coordination of work places and recruitment operations; planning, development and oversight of projects and data collection and allocation of team resources to meeting changing priorities.

Contact Officer: Jean Allsop (02) 6205 9280 jean.allsop@act.gov.au

School Improvement

North / Gungahlin Network

Jervis Bay School

Preschool Assistant

School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 39984)

Gazetted: 08 December 2011

Closing Date: 15 December 2011

Jervis Bay School is seeking an enthusiastic applicant who will work closely with, and receive direction from the teacher by assisting with the management and learning of children in a preschool program. As part of a team the successful applicant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions, and any specialised medical requirements. The successful applicant will also support the implementation of the preschool's Wreck Bay Indigenous Language Program in 2012.

Eligibility/Other Requirements: From 1 January 2012 all ACT school preschool units will be subject to requirements under the *Education and Care Services National Law Act (ACT) 2011*. Under this legislation, from the start of 2014 all ACT public school preschool unit assistants will be required to have, or be working towards a minimum qualification requirement as detailed in the *Education and Care Services National Law Act (ACT) 2011* and regulations. Minimum requirement is Certificate III in Children's Services or Certificate III in Education Support. First Aid and Epi pen qualification or willingness to undertake appropriate training is desirable.

Contact Officer: Robert Pastor (02) 4442 1002 robert.pastor@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

Corporate

Ministerial, Government and Legal

Directorate Liaison Officer

Senior Officer Grade A/Senior Officer Grade B \$99,033 - \$115,016, Canberra (PN: 16620)

Gazetted: 08 December 2011

Closing Date: 15 December 2011

The Environment and Sustainable Development Directorate is seeking an enthusiastic and responsible team member to join the office of the Minister for the Environment and Sustainable Development, as the Directorate Liaison Officer (DLO). The DLO facilitates and supports direct communications and policy advice between the Directorate and the Minister's Office. The DLO provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions.

Eligibility/Other Requirements: High level customer service skills and knowledge of the environment and planning portfolio is highly desirable. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas and contact details of two referees

Note: This is a temporary position is available for ten months from January 2012 until October 2012 with possibility of extension and will be filled at the SOGB or SOGA level depending on skills and experience.

Contact Officer: Geoffrey Rutledge (02) 6205 5085 geoffrey.rutledge@act.gov.au

Planning Delivery

Lease Administration

Assistant Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 22561, expected vacancy)

Gazetted: 08 December 2011

Closing Date: 6 January 2012

The Development Assessment Leasing section of the Environment and Sustainable Development Directorate is seeking a highly motivated individual to fill the role of Assistant Manager. The successful applicant will possess experience in the assessment of development applications, knowledge of the leasehold system and will have the demonstrated ability to lead and manage a small team in a high volume, customer focussed work environment.

Eligibility/Other Requirements: Tertiary qualifications and/or relevant experience in urban or regional planning, land management, administrative law, urban design and/or geography are desirable.

Contact Officer: Sue Messer (02) 6207 2869 sue.messer@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.

Planning Delivery

Lease Administration

Senior Assessment Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 13575, expected vacancy)

Gazetted: 08 December 2011

Closing Date: 6 January 2012

The Development Assessment Leasing section of the Environment and Sustainable Development Directorate is seeking a highly motivated individual to fill the role of Senior Assessment Officer. The successful applicant will possess experience in the assessment of development applications, knowledge of the leasehold system and will have a demonstrated ability to manage high volume workloads in a customer focussed work environment.

Eligibility/Other Requirements: Tertiary qualifications and/or relevant experience in urban or regional planning, land management, administrative law, urban design and/or geography are desirable.

Contact Officer: Sue Messer (02) 6207 2869 sue.messer@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.

Planning Delivery

Lease Administration

Development Assessment Leasing Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 13600, expected vacancy)

Gazetted: 08 December 2011

Closing Date: 5 January 2012

The Development Assessment Leasing Section of the Environment and Sustainable Development Directorate is seeking a highly motivated individual to fill the role of assessment officer. The successful applicant will possess knowledge of the leasehold system and in particular the post development approval administrative processes including knowledge of Lease Variation Charge, Land Title's registration processes and will have the capacity to develop an understanding of the development assessment process. The successful applicant will also have the demonstrated ability to manage a high volume individual workload in a customer focussed work environment.

Eligibility/Other Requirements: Tertiary Qualifications and/or relevant experience in land management and/or administrative law is desirable.

Contact Officer: Sue Messer (02) 6207 2869 sue.messer@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.

Planning Delivery

Lease Administration

Development Assessment Leasing Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 14598, expected vacancy)

Gazetted: 08 December 2011

Closing Date: 5 January 2012

The Development Assessment Leasing Section of the Environment and Sustainable Development Directorate is seeking a highly motivated individual to fill the role of assessment officer. The successful applicant will possess experience in the

assessment of development applications, knowledge of the leasehold system and will have the demonstrated ability in managing a high volume individual workload in a customer focussed work environment.

Eligibility/Other Requirements: Tertiary Qualifications and/or relevant experience in urban or regional planning, land management, administrative law, urban design and/or geography are desirable.

Contact Officer: Sue Messer (02) 6207 2869 sue.messer@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.

Planning Delivery

Lease Administration

Development Assessment Leasing Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 13602, expected vacancy)

Gazetted: 08 December 2011

Closing Date: 6 January 2012

The Development Assessment Leasing section of the Environment and Sustainable Development Directorate is seeking a highly motivated individual to fill the role of Assessment Officer. The successful applicant will have the capacity to undertake the assessment of development applications; the ability to acquire knowledge of the leasehold system and the capacity to manage a high volume individual workload in a customer focussed work environment.

Eligibility/Other Requirements: Tertiary qualifications and/or relevant experience in urban or regional planning, land management, administrative law, urban design and/or geography are desirable.

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

Contact Officer: Sue Messer (02) 6207 2869 sue.messer@act.gov.au

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

Health

Selection documentation for the following positions may be downloaded from

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

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

Director General Reports

Financial Management

Financial Operations Support

Client Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 01472)

Gazetted: 15 December 2011

Closing Date: 5 January 2012

A temporary vacancy exists within the team. Client Managers provide a range of services such as business management, budget preparation, reporting, analysis and other financial services to different areas across ACT Health. This role is based at The Canberra Hospital, servicing various Divisions. Client Managers function within a wider team that includes Senior Client Managers, technical specialists and higher-level business analysts to ensure that business management aspects of the clients are catered for. Staff working within these teams will be responsive to the needs of clients, flexible in meeting changing priorities and adaptable in working with a variety of assigned areas. The Financial Management Unit is seeking an energetic team member who has experience or interest in working within this field, duties include: assisting in the development of the internal budgets, financial reporting and analysis and providing advice to senior managers and clients on planning, resource allocation and other business of the areas.

Eligibility/Other Requirements: Possession of or progress towards tertiary qualifications in management, accounting particularly cost accounting or a related discipline would be an advantage.

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

Contact Officer: Sam Morgan (02) 6205 5149

Director General Reports

Population Health

Health Protection Service

Chemist

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade), Canberra (PN: 26224)

Gazetted: 15 December 2011

Closing Date: 29 December 2011

The successful applicant will be expected to perform chemical analyses for the presence of drugs and poisons in toxicological and other forensic samples. They will assist in the more complex analytical work and perform method development and validation. They will be required to prepare associated reports and correspondence and attend court.

Eligibility/Other Requirements: Minimum qualifications are a Bachelor Degree in Science, preferably with a Major in Chemistry, or other approved qualification.

Note: This is a temporary position until 4 December 2012.

Contact Officer: Ian Whittall 6205 8738 ian.Whittall@act.gov.au

Director General Reports

Financial Management

Financial Operations Support

Assistant Client Manager

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 01768)

Gazetted: 15 December 2011

Closing Date: 5 January 2012

Assistant Client Managers provide a range of services such as assisting with budget preparation, reporting, analysis and other financial services to different areas across ACT Health. This role is based at The Canberra Hospital, servicing various divisions. Assistant Client Managers function within a wider team that includes client managers, technical specialists and higher-level business analysts to ensure that business management aspects of the clients are catered for. Staff working within these teams will be responsive to the needs of clients, flexible in meeting changing priorities and adaptable in working with a variety of assigned areas. The Financial Management Unit is seeking an energetic team member who has experience or interest in working within this field, duties include assisting with: the development of the internal budgets, financial reporting and analysis.

Eligibility/Other Requirements: Possession of or progression towards a degree in an appropriate field would be an advantage.

Note: Selection may be based made 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.

Contact Officer: Sam Morgan (02) 6205 5149

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

Parliamentary Counsel's Office

Executive

Deputy Parliamentary Counsel

Executive Level 1.2 \$180,627 to \$190,621 depending on current superannuation arrangements, Canberra (PN: E127)

Gazetted: 13 December 2011

Closing Date: 6 January 2012

Applicants are sought for the position of Deputy Parliamentary Counsel, Justice and Community Safety Directorate. The Parliamentary Counsel's Office provides legislative drafting and publishing services for ACT legislation. The Office drafts legislation for Ministers, departments and agencies, members of the ACT Legislative Assembly and ACT courts. The Office also maintains the ACT legislation register (www.legislation.act.gov.au). The Deputy Parliamentary Counsel is responsible for leading and managing a drafting section and for partnerships with a group of clients, including the quality and timeliness of legislative drafting and publishing services provided for those clients.

Note: The successful applicant will be engaged on a performance based contract of up to five years with an attractive remuneration package ranging from \$180,627 - \$190,621 depending on current superannuation arrangements. Executive contracts are tabled in the Legislative Assembly.

Contact Officer: Sandra Georges (02) 6205 3760 sandra.georges@act.gov.au

Corrective Services

Community Based Corrections

Probation and Parole

Team Leader

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 47587)

Gazetted: 12 December 2011

Closing Date: 5 January 2012

The successful applicant will be required to manage teams of probation and parole staff, providing leadership, direction and monitoring and evaluating staff performance; ensuring the provision of quality written and verbal advice to Courts, releasing authorities and responses to ministerial requests and questions; liaise and negotiate with Court, the Sentence Administration Board of the ACT, victims and victims agencies, community agencies, key stakeholders and offenders to provide assistance and advice on correctional matters.

Eligibility/Other Requirements: Demonstrated experience in working with offenders in the criminal justice system and relevant tertiary qualifications or management experience would be a distinct advantage. Eligible candidates will be required to undergo a criminal history check and psychological aptitude testing as part of the assessment process.

Contact Officer: Simone Fowlie (02) 6207 0355 simone.fowlie@act.gov.au

Human Rights Commission

Health Services Commissioner's Office

Health Intake and Review Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 09947)

Gazetted: 08 December 2011

Closing Date: 22 December 2011

The Health Services Commissioner is seeking a resilient, engaging person to be responsible for giving information, advice and referral to users of health services about rights, responsibilities and complaint options. The position also involves undertaking investigations of less complex complaints, which includes collecting and analysing information, negotiating informal resolutions, and preparing reports and recommendations for further action. Staff in the Health Services team liaise and work closely with the Australian Health Practitioners Regulation Authority (AHPRA). The successful applicant will be required to maintain accurate records of enquiries, complaints and actions taken, and undertake other administrative and operational tasks.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a health, human services or legal field would be desirable.

Note: This position is permanent with an anticipated start of 27 February 2012.

Contact Officer: Matt Hingston (02) 6205 2222 matt.hingston@act.gov.au

Territory and Municipal Services

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

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

Business Enterprises

ACT Property Group

Property Asset Management

Assistant Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 43437)

Gazetted: 13 December 2011

Closing Date: 5 January 2012

ACT Property Group is seeking a suitably experienced and qualified person to fill the position of Assistant Manager in its Property Asset Management Section. This person will assist in the development and implementation of a sustainable whole-of-government approach to strategic property asset management and the effective management of ACT Property Group's 158 government owned properties ranging from office buildings to depots.

Eligibility/Other Requirements: Qualifications or recent relevant experience in asset management, government procurement, project management and/or building trades are desirable. Must hold a current driver's licence.

Contact Officer: Tania Shaw (02) 6205 9937 tania.shaw@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.

Transport and Infrastructure

ACTION

Fleet Services

Operational Fleet Technical Officer

Technical Officer Level 4 \$66,198 - \$76,043, Canberra (PN: A03900)

Gazetted: 12 December 2011

Closing Date: 26 December 2011

ACTION buses employs over 800 staff and is responsible for a fleet of over 400 buses, two major depots and workshops. The position will be required to work in all areas of ACTION and carry out vehicle inspection and maintenance audits on all ACTION's fleet. The Fleet Service section provides technical advice and support to all areas in particular Workshops and Operations.

Eligibility/Other Requirements: Appropriate Tertiary Qualifications in Heavy Vehicle Maintenance and CNG Gasfitters License.

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

Contact Officer: Glenn Dougall (02) 6207 7647 glenn.dougall@act.gov.au

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

Roads and Public Transport

ACTION

ACTION Special Needs Transport

Special Needs Manager

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: A20140)

Gazetted: 14 December 2011

Closing Date: 28 December 2011

ACTION is looking for a suitably qualified Special Needs Manager to head its Special Needs Transport Unit. Applicants should possess effective people management skills to support the Special Needs Business Unit. Successful applicants will have a knowledge of, or experience in, managing the transporting and assisting of special needs children.

Eligibility/Other Requirements: Suitable applicants will be required to undergo ACTION's pre-employment medical and police character checks.

Contact Officer: Malcolm Howard (02) 6207 7818 malcolm.howard@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/ Education and Training ICT

Schools Support Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 05087)

Gazetted: 13 December 2011

Closing Date: 9 January 2012

The successful applicant will be required to undertake and/or manage various ICT initiatives and other complex tasks relating to the delivery of ICT services to a range of clients in schools and the Directorate including the Computers for Teaching initiative and educational software license management. Coordinate ICT service delivery requests including liaison with other Shared Services ICT teams and business areas.

Eligibility/Other Requirements: Current driver's licence is highly desirable or the ability to obtain a licence within a reasonable period.

Contact Officer: Chris McGaghey (02) 6207 6885 chris.mcgaghey@act.gov.au

Shared Services

Shared Services ICT

Operations/Networks and Facilities

Mobility Engineer

Information Technology Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 26748)

Gazetted: 12 December 2011

Closing Date: 6 January 2012

The successful applicant will be responsible for the provision of support and maintenance of the ACT Government data network to agreed service levels. Assist with ensuring all externally provided data services and support resources are maintained to contracted levels and assist with development of new network connections to clients as requested through standard processes.

Eligibility/Other Requirements: Relevant degree, diploma, certificate, vocational or industry certificate in the Data Telecommunications field and/or relevant work experience in a workstation client server WAN/LAN environment is highly desirable.

Contact Officer: Isaac Traynor (02) 6207 2341 isaac.traynor@act.gov.au

Treasury

Policy Officer/ Analyst

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 14099, several)

Gazetted: 08 December 2011

Closing Date: 22 December 2011

A number of positions at the ASO5 level exist within the Treasury Directorate across all divisions. Duties of the positions involve provision of advice and recommendations on matters for which the Unit is responsible; contribute to the preparation of reports, briefings to Ministers, draft submissions to Cabinet, ministerial speeches, replies to parliamentary questions and other correspondence, contribute to the corporate activities of Treasury and the ACT public service as required; attend meetings, interdepartmental committees, conferences and other forums.

Eligibility/Other Requirements: Relevant academic qualifications.

Contact Officer: Lisa Holmes (02) 6207 0280 lisa.holmes@act.gov.au

APPOINTMENTS

Community Services

Administrative Services Officer Class 4 \$54,956 - \$59,668

Troy Daniel Andrews 827-57161, Section 68(1), 8 December 2011

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)

Daniel Gleeson 827-57647, Section 68(1), 7 December 2011

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)

Catherine Mathieson 827-56978, Section 68(1), 7 December 2011

Health Professional Level 2 \$50,796 - \$70,459

Miriam Roff 827-50648, Section 68(1), 16 January 2012

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)

Dawn Tunnicliffe 827-57532, Section 68(1), 7 December 2011

Senior Officer Grade B \$99,033 - \$111,485

Veronica Wensing 827-34664, Section 68(1), 6 December 2011

Education and Training

Senior Officer Grade A \$115,016

Laurence Campbell 827-56812, Section 68(1), 12 December 2011

Health

Health Professional Level 2 \$50,796 - \$70,459

Emily Delves: 831-23144, Section 68 (1), 08 December 2011

Health Professional Level 2 \$50,796 - \$70,459

Breanna Cave 831-22467, Section 68(1), 14 December 2011

Administrative Services Officer Class 2 \$43,289 - \$48,003

Kieraley Flynn 830-79593, Section 68(1), 3 January 2012

Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)

Narelle Minton 827-57436, Section 68(1), 3 January 2012

Senior Specialist, \$185,984

Stuart Berry: 829-55870, Section 68(1), 12 December 2011

Senior Specialist, \$185,984

Sumeet Rai: 822-93192, Section 68(1), 7 December 201

Justice and Community Safety

Administrative Services Officer Class 3 \$49,306 - \$53,214

Antoinette Gai Broekhuysen 827-55799, Section 68(1), 12 December 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214

Christopher Adam Buik 827-56265, Section 68(1), 12 December 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214

James Samuel Evans 827-45873, Section 68(1), 12 December 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214

Michael John Hamono 827-57671, Section 68(1), 3 January 2012

Administrative Services Officer Class 3 \$49,306 - \$53,214

Leslie Paul Henson 827-56249, Section 68(1), 12 December 2011

FB4 (FF 1st Class A) \$70,850

Alan Hourigan 816-79392, Section 68(1), 8 December 2011

General Service Officer Level 7 \$48,615 - \$51,449

Alexander ISKRA 827-57380, Section 68(1), 16 January 2012

Correctional Officer Class 1 \$49,866 - \$59,840

Jonathon McGregor 827-26023, Section 68(1), 6 December 2011

Territory and Municipal Services

Administrative Services Officer Class 3 \$49,306 - \$53,214

Florian Benz 827-56126, Section 68(1), 12 December 2011

Administrative Services Officer Class 3 \$49,306 - \$53,214

Susannah Britt 827-56134, Section 68(1), 12 December 2011

Special Needs Transport Attendants (GSOS21-24) \$41,278 - \$42,989
Maryanne Jacquelyne Harris 134-578, Section 68(1), 29 November 2011

Special Needs Transport Attendants (GSOS21-24) \$41,278 - \$42,989
Pamela Dianne Learoyd 140-265, Section 68(1), 29 November 2011

Special Needs Transport Attendants (GSOS21-24) \$41,278 - \$42,989
Louise Vest 135-802, Section 68(1), 29 November 2011

Treasury

Senior Professional Officer Grade C \$83,816 - \$90,372
Douglas Paul 827-10785, Section 68(1), 7 December 2011

Administrative Services Officer Class 5 \$61,295 - \$64,994
Umme Salma 827-57110, Section 68(1), 12 December 2011

TRANSFERS

Education and Training

Jeanette Watts: 033-13926
From: School Leader C \$91,769
Education and Training
To: School Leader C \$91,769
Education and Training, Canberra (PN. 23394) (Gazetted 19 October 2011)

Justice and Community Safety

Phoebe Elizabeth Burgoyne-Scutts: 821-07492
From: \$61,295 - \$64,994
Justice and Community Safety
To: Prosecutor Grade 1 (Lower) \$54,187 - \$61,697
Justice and Community Safety, Canberra (PN. 04216) (Gazetted 7 September 2011)

PROMOTIONS

Community Services

**Office for Children, Youth and Family Support
Youth Services
Bimberi Youth Justice Centre
Kostantina Brendas: 777-84472**
From: Senior Officer Grade C \$83,816 - \$90,372
Community Services
To: †Senior Officer Grade B \$99,033 - \$111,485
Community Services, Canberra (PN. 23730) (Gazetted 28 September 2011)

**Office for Children, Youth and Family Support
Youth Services
Bimberi Youth Justice Centre
Dean Gregory Horne: 779-08789**
From: Administrative Services Officer Class 6 \$66,198 - \$76,043
Community Services
To: †Senior Officer Grade C \$83,816 - \$90,372
Community Services, Canberra (PN. 00411) (Gazetted 28 September 2011)

**Office for Children, Youth and Family Support
Care and Protection Services
Joseph Lukose: 827-19712**
From: Health Professional Level 2 \$50,796 - \$70,459
Community Services
To: Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)
Community Services, Canberra (PN. 07417) (Gazetted 22 August 2011)

Office for Children, Youth and Family Support

Youth Services

Bimberi Youth Justice Centre

Leonie McKenna: 260-98181

From: Professional Officer Class 2 \$66,198 - \$76,043

Community Services

To: †Senior Officer Grade C \$83,816 - \$90,372

Community Services, Canberra (PN. 02344) (Gazetted 28 September 2011)

Office for Children, Youth and Family Support

Care and Protection Services

Yadira Miatke: 827-26744

From: Health Professional Level 2 \$50,796 - \$70,459

Community Services

To: Health Professional Level 3 \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade)

Community Services, Canberra (PN. 16566) (Gazetted 28 August 2011)

Education and Training

Corporate Services

Finance and Corporate Support

Corporate Support

Narelle Louise Budnick: 729-18902

From: Administrative Services Officer Class 4 \$54,956 - \$59,668

Education and Training

To: Administrative Services Officer Class 6 \$66,198 - \$76,043

Education and Training, Canberra (PN. 11982) (Gazetted 18 October 2011)

School Improvement

Tuggeranong Network

Calwell High School

Donna Sullivan: 749-23078

From: Classroom Teacher \$51,178 - \$78,837

Education and Training

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 25345) (Gazetted 20 October 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

Director General Reports

Office of Director General

Organ and Tissue Donation ACT

Erin Danielle Brown: 786-53343

From: Registered Nurse Level 1 \$51,872 - \$70,092

Health

To: †Registered Nurse Level 3.2 \$94,804

Health, Canberra (PN. 27028) (Gazetted 3 November 2011)

Director General Reports

Office of Director General

Organ and Tissue Donation ACT

Janine Marie Cunningham: 786-46530

From: Registered Nurse Level 2 \$72,960 - \$77,472

Health

To: †Registered Nurse Level 3.2 \$72,960 - \$77,472

Health, Canberra (PN. 18175) (Gazetted 3 November 2011)

Canberra Hospital and Health Service

Surgery and Oral Health

Medical Imaging

Isabel Klose: 817-46559

From: Health Service Officer Level 3 \$39,357 - \$40,700

Health

To: Administrative Services Officer Class 2 \$43,289 - \$48,003

Health, Canberra (PN. 20601) (Gazetted 3 November 2011)

Justice and Community Safety

**Office of Regulatory Services
Policy and Community Relations
Community Relations**

Andrew Britt: 827-26875

From: Graduate Administrative Assistant \$54,956 - \$56,700
Justice and Community Safety
To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Justice and Community Safety, Canberra (PN. 05563)
This promotion is to a non-advertised position.

**Legislation and Policy
Justice Planning and Programs**

Stephanie Button: 827-26840

From: Graduate Administrative Assistant \$54,956 - \$56,700
Justice and Community Safety
To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Justice and Community Safety, Canberra (PN. 27142)
This promotion is to a non-advertised position.

**Director of Public Prosecutions
Administrative Support
Corporate**

Eleanor Hoskins: 827-08490

From: Paralegal Grade 3 \$56,700 - \$59,668
Justice and Community Safety
To: †Administrative Services Officer Class 5 \$61,295 - \$64,994
Justice and Community Safety, Canberra (PN. 04334) (Gazetted 12 May 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.

**Direct Public Prosecutions
Prosecutor**

Keegan Lee: 827-29224

From: Prosecutor Grade 1 (Lower) \$54,187 - \$61,697
Justice and Community Safety
To: †Prosecutor Grade 1 (Upper) \$66,198 - \$85,700
Justice and Community Safety, Canberra (PN. 05472) (Gazetted 7 September 2011)

**Legislation and Policy
Civil Law**

Daniel Ng: 827-26832

From: Graduate Administrative Assistant \$54,956 - \$56,700
Justice and Community Safety
To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Justice and Community Safety, Canberra (PN. 27144)
This promotion is to a non-advertised position.

Security and Emergency Management

David Reid: 827-29929

From: Graduate Administrative Assistant \$54,956 - \$56,700
Justice and Community Safety
To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Justice and Community Safety, Canberra (PN. 27218)
This promotion is to a non-advertised position.

**Law Courts and Tribunals
Magistrates Court
Finance**

Jahur Shah: 817-34267

From: Administrative Services Officer Class 4 \$54,956 - \$59,668
Justice and Community Safety
To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Justice and Community Safety, Canberra (PN. 43059) (Gazetted 19 October 2011)

**Legislation and Policy
Civil Law**

Megan Sparke: 827-26816

From: Graduate Administrative Assistant \$54,956 - \$56,700

Justice and Community Safety
To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Justice and Community Safety, Canberra (PN. 27143)
This promotion is to a non-advertised position.

Territory and Municipal Services

Roads and Public Transport

ACTION

ACTION Corporate

Victor Jonathan Brosolo: 517-68415

From: Senior Officer Grade C \$83,816 - \$90,372

Treasury

To: †Senior Officer Grade B \$99,033 - \$111,485

Territory and Municipal Services, Canberra (PN. 21530) (Gazetted 2 November 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.

Treasury

Shared Services

Procurement

Goods and Services Procurement and Policy

Chris Hamill: 783-25956

From: Administrative Services Officer Class 5 \$61,295 - \$64,994

Treasury

To: Administrative Services Officer Class 6 \$66,198 - \$76,043

Treasury, Canberra (PN. 18898) (Gazetted 28 July 2011)

Shared Services

Shared Services ICT

Customer Relations/Service Desk and Service Support

Samantha Logan: 821-05024

From: Information Technology Officer Class 1 \$53,214 - \$60,844

Treasury

To: Information Technology Officer Class 2 \$66,198 - \$76,043

Treasury, Canberra (PN. 00553) (Gazetted 7 October 2011)

Shared Services

Shared Services ICT

Customer Relations/Service Desk and Service Support

Robert Morrison: 792-44090

From: Information Technology Officer Class 1 \$53,214 - \$60,844

Treasury

To: Information Technology Officer Class 2 \$66,198 - \$76,043

Treasury, Canberra (PN. 14347) (Gazetted 7 October 2011)

Shared Services

Human Resources

Recruitment

Aimee Young: 789-44183

From: Administrative Services Officer Class 4 \$54,956 - \$59,668

Treasury

To: Administrative Services Officer Class 6 \$66,198 - \$76,043

Treasury, Canberra (PN. 08071) (Gazetted 4 November 2011)