



ACT Government Gazette

Gazetted Notices for the week beginning 10 January 2013

EXECUTIVE NOTICES

Community Services

Engagements

Natalie Howson – Director-General (E911)
Section 28 of the Public Sector Management Act 1994

Contract Cessation

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

Maureen Sheehan – Executive Director, Housing and Community Services (E270) 26 November 2012
Contract Cessation

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

Nic Manikis – Director, Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (E551) 10 November 2012

VACANCIES

ACT Auditor General's Office

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

Financial Audit

Senior Audit Manager

Audit Band 2 (Senior Manager) \$106,219 - \$128,452, Canberra (PN: 42798)

Gazetted: 14 January 2013

Closing Date: 29 January 2013

Details: The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. As a Senior Audit Manager you will receive a salary between \$106,219 to \$123,208 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career. Senior Audit Managers are responsible for a range of functions including planning, managing, conducting and reporting the results of financial audits of ACT public sector entities, client relationship management and the provision of professional and technical advice on a range of audit issues.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. This is a security assessed position at the Baseline clearance level.

Notes: This is a temporary position available for a 12 month term but may be filled on a permanent basis. Shortlisted applicants will be asked to provide two written referee reports.

Contact Officer: Tim Larnach (02) 6205 2441 tim.larnach@act.gov.au

Financial Audit

Audit Manager

Audit Band 2 \$92,634 - \$128,452, Canberra (PN: 10743, several)

Gazetted: 14 January 2013

Closing Date: 29 January 2013

Details: The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. As an Audit Manager you will receive a salary between \$92,634 to \$100,044 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career. Audit Managers are responsible for a range of functions including planning, managing, conducting and reporting the results of financial audits of ACT public sector entities, client relationship management and the provision of professional and technical advice on a range of audit issues.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. This is a security assessed position at the Baseline clearance level.

Notes: Temporary position(s) are for a 12 month term but may be filled on a permanent basis. Shortlisted applicants will be asked to provide two written referee reports.

Contact Officer: Tim Larnach (02) 6205 2441 tim.larnach@act.gov.au

Financial Audit

Senior Auditor

Audit Band 1 (Senior Auditor) \$71,636 - \$87,691, Canberra (PN: 42814, several)

Gazetted: 14 January 2013

Closing Date: 29 January 2013

Details: The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. As a Senior Auditor you will receive a salary between \$71,636 to \$87,692 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career. Senior Auditors are responsible for a range of functions including planning, managing, conducting and reporting the results of financial audits of ACT public sector entities, assisting in client relationship management and the provision of professional and technical advice on a range of audit issues.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. This is a security assessed position at the Baseline clearance level.

Notes: Temporary position(s) are for a 12 month term but may be filled on a permanent basis. Shortlisted applicants will be asked to provide two written referee reports.

Contact Officer: Tim Larnach (02) 6205 2441 tim.larnach@act.gov.au

Financial Audit

Auditor including Graduates

Audit Band 1 (Auditor) \$50,000 - \$67,931, Canberra (PN: 11186, several)

Gazetted: 14 January 2013

Closing Date: 29 January 2013

Details: The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. As an Auditor you will receive a salary between \$50,000 to \$67,931 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career. Auditors are responsible for financial audit assignments including assisting in planning, managing, conducting and reporting the results of financial audits of ACT public sector entities.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. This is a security assessed position at the Baseline clearance level.

Notes: Temporary position(s) are for a 12 month term but may be filled on a permanent basis. Shortlisted applicants will be asked to provide two written referee reports.

Contact Officer: Tim Larnach (02) 6205 2441 tim.larnach@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

CIT Health Community and Wellbeing

Administrative Project Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 19125)

Gazetted: 11 January 2013

Closing Date: 25 January 2013

Details: The Centre for Health, Community and Wellbeing Executive unit is seeking applications for an Administrative Project Officer to support the Centre functions.

Notes: This is a temporary part-time position available from January 2013 to July 2013 at 22.05 hours per week.

Contact Officer: Ivonne Buckley-Mendez (02) 6205 9983 ivonne.buckleymendez@cit.edu.au

Chief Minister and Cabinet

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

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

Policy and Cabinet

Strategic Finance

Finance Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31758)

Gazetted: 16 January 2013

Closing Date: 30 January 2013

Details: Strategic Finance team is looking for a highly motivated and enthusiastic person to assist in the areas of strategic financial management for the ACT Executive, perform the secretariat function for the Internal audit committee and manage the corporate finance responsibilities in relation to petty cash and corporate credit cards.

Eligibility/Other Requirements: Accounting qualifications or study towards accounting qualifications would be an advantage.

Note: This is a temporary vacancy available immediate to 20 July 2013.

Contact Officer: Trang Tran (02) 6207 3948 trang.tran@act.gov.au

Commerce and Works

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

Procurement

Civil

Director, Civil Infrastructure

Executive Level 1.3 \$201,096 to \$212,405 depending on current superannuation arrangements, Canberra (PN: E630)

Gazetted: 16 January 2013

Closing Date: 23 January 2013

Details: The Director, Civil Infrastructure will provide high quality leadership and strategic planning for the delivery of infrastructure procurement, contracts and pre-qualification, with the provision of high level advice to stakeholders across government on procurement issues, best practice and government policy.

Eligibility/Other Requirements: Candidates should be able to demonstrate leadership in strategic planning, government procurement and initiate and drive reform programs aimed at improving effectiveness and efficiency of infrastructure procurement. A degree level qualification in Engineering is required.

Notes: This position is advertised initially for three months with the possibility of extension.

Contact Officer: Peter Murray (02) 6207 5650 peterRmurray@act.gov.au

Shared Services

Procurement

Commercial

Director, Commercial Infrastructure

Executive Level 1.2 \$186,074 to \$196,418 depending on current superannuation arrangements, Canberra (PN: E631)

Gazetted: 16 January 2013

Closing Date: 23 January 2013

Details: The Director, Commercial Infrastructure will provide high quality leadership and strategic planning for the delivery of infrastructure procurement, contracts and pre-qualification, with the provision of high level advice to stakeholders across government on procurement issues, best practice and government policy.

Eligibility/Other Requirements: Candidates should be able to demonstrate leadership in strategic planning, government procurement and initiate and drive reform programs aimed at improving effectiveness and efficiency of infrastructure procurement. Formal degree level qualifications in a related discipline.

Notes: This position is advertised initially for three months with the possibility of extension.

Contact Officer: Peter Murray (02) 6207 5650 peterRmurray@act.gov.au

Revenue Management

Revenue Accounts

Revenue Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 55101)

Gazetted: 11 January 2013

Closing Date: 25 January 2013

Details: As a team member, undertake a range of operational and administrative tasks relating to the maintenance of revenue accounts that mainly involves rates, land tax, land rent and deferred duty accounts.

Contact Officer: Jukka Siiteri (02) 6207 0042 jukka.siiteri@act.gov.au

Community Services

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

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

Office for Children, Youth and Family Support

Policy, Data and Research

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 11937)

Gazetted: 16 January 2013

Closing Date: 30 January 2013

Details: The Office for Children, Youth and Family Support is seeking an applicant to fill the role of Senior Manager, Policy, Data and Research. The Senior Manager position plays a key role in providing high level policy and project advice to the Executive and Senior Management. The position will require a person who has experience in managing, developing, implementing and monitoring strategic policy activities and coordinating business support activities for the Office for Children, Youth and Family Support. This position operates within a fast paced environment, focused on delivering outcomes for children, young people and their families. The position is responsible to mentor, lead and support staff in Policy, Data and Research.

Notes: Selection may be based on applications only.

Contact Officer: Janet Plater (02) 6205 9225 janet.plater@act.gov.au

Office for Children Youth and Family Support

Care and Protection Team Services

Operations Manager, Care and Protection Services

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 07420, several expected)

Gazetted: 10 January 2013

Closing Date: 7 February 2013

Details: Manage an operational area within Care and Protection Services, including the clinical supervision to sub-ordinate managers. Adhere to all compliance issues under the Children and Young People Act 2008. Work collaboratively within the Office, the Directorate and other ACT Government Directorates and non-government sector to ensure support to children and families at risk and reduce the need for statutory intervention. Various positions are available, permanent and temporary. A merit list will be created, allowing permanent positions to be offered over the following 12 months.

Eligibility/Other Requirements: Tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science and/or a related discipline. Applicants for these positions require at least five year's experience working with children, youth and/or families in a senior social work/case management role. Current registration issued under the Working with Vulnerable People (Background Check) Act 2011 will be required. Current driver's licence.

Contact Officer: Austin Kenney (02) 6205 4430 austin.kenney@act.gov.au

Office for Children Youth and Family Support

Care and Protection Team Services

Team Leader, Care and Protection Services

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 07358, several)

Gazetted: 10 January 2013

Closing Date: 7 February 2013

Details: Manage a team of caseworkers to ensure quality outcomes for children and families in accordance with government policy and Directorate practice standards and procedures. Various positions are available, permanent and temporary. A merit list will be created from this process which will allow permanent positions to be offered over the next 12 months.

Eligibility/Other Requirements: Tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science and/or related discipline. Applicants for these positions require at least five year's experience working with children, youth and/or families in a senior social work/case management role. Current registration issued under the Working with Vulnerable People (Background Check) Act 2011 will be required. Current driver's licence.

Contact Officer: Natalie Casey (02) 6207 0925 natalie.casey@act.gov.au

Office for Children Youth and Family Support

Care and Protection Services

Care and Protection Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 04423, several)

Gazetted: 10 January 2013

Closing Date: 5 February 2013

Details: Delivery of quality services to children and families in accordance to the objectives and statutory responsibilities of the *Children and Young People Act 2008*. Assist in the provision of culturally appropriate casework, intervention and referral services to children and families. Various positions are available, permanent and temporary.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions require at least two year's experience working with children, youth and/or families in a social work/case management role. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* will be required.

Note: A merit list will be maintained for 12 months with permanent positions offered over this period. Current driver's licence.

Contact Officer: Glenn McLeod (02) 6205 5389 glenn.mcleod@act.gov.au

Disability ACT

Business Support Unit

Human Resources

Human Resources Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 10660)

Gazetted: 16 January 2013

Closing Date: 5 February 2013

Details: Disability ACT has an exciting opportunity for an experienced person to undertake the role of Human Resource Officer. The position is responsible for the provision of sound Human Resources advice in consultation with Organisational Services and assistance with the development of skills and knowledge related to human resource management.

Eligibility/Other Requirements: Knowledge of, and demonstrated experience in, the use of Human Resource Management Systems, such as Chris21, is desirable. An understanding of the operations of a shift work workforce is desirable.

Contact Officer: Karen Taylor (02) 6207 1357 karen.taylor@act.gov.au

Disability ACT

Learning and Community Education

Training Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 12011)

Gazetted: 14 January 2013

Closing Date: 29 January 2013

Details: The Training Assistant is responsible for assisting in the development and implementation of training programs within Individual Support Services and in supporting the day-to day operations of the Learning and Community Education Team.

Eligibility/Other Requirements: High-level skills in Microsoft computer packages, e.g. Word, Excel, PowerPoint will be highly regarded. Training experience will be an advantage.
Contact Officer: Estelle Anderson (02) 6205 3532 estelle.anderson@act.gov.au

Disability ACT

ITAS

Team Leader

Disability Support Officer Level 2 \$54,622 - \$61,143, Canberra (PN: 27533)

Gazetted: 10 January 2013

Closing Date: 17 January 2013

Details: Disability ACT is seeking applications of interest from motivated and energetic people to undertake the role of team leader in a transition environment. This position involves leading a team to support a young man with high and complex needs. This position also involves working alongside a community agency to transition his future support.

Eligibility/Other Requirements: Certificate IV in Community Services (Disability Support) or equivalent qualifications is desirable; or demonstrated knowledge, skills and attitudes related to disability support as a team leader. Demonstrated experience in the provision and development of community access programs and support for people with high support needs is highly desirable.

Note: This is a temporary position available from 17 January 2013 to 17 June 2013

Contact Officer: Martin Ohehir (02) 6205 2864 martin.ohehir@act.gov.au

Office for Children Youth and Family Support

Care and Protection Services

Care and Protection Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 11403, several)

Gazetted: 10 January 2013

Closing Date: 7 February 2013

Details: Delivery of quality services to children and families in accordance to the objectives and statutory responsibilities of the Children and Young People Act 2008. Assist in the provision of culturally appropriate casework, intervention and referral services to children and families. Various positions are available, permanent and temporary. A merit list will be created from this process which will allow permanent positions to be offered over the next 12 months.

Eligibility/Other Requirements: Tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science and/or related discipline. Applicants for these positions require at least one year's experience working with children, youth and/or families in a social work/case management role. Current registration issued under the Working with Vulnerable People (Background Check) Act 2011 will be required. Current driver's licence.

Contact Officer: Glenn McLeod (02) 6205 5389 glenn.mcleod@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

Economic Development, Policy and Governance

Business Development

Business Innovation

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 15007)

Gazetted: 14 January 2013

Closing Date: 28 January 2013

Details: Business Innovation is seeking to appoint a Project Officer at the Administrative Services Officer Class 6 level to form part of a small implementation team. This particular position is expected to assist in the development and implementation of industry and innovation initiatives as well as providing assistance in the management of key relationships with major players in the ACT's innovation system. In fulfilling these responsibilities you will be expected to: Assist in the implementation of new initiatives and support the policy priorities of Government; provide assistance in the management of effective partnerships/relationships that support implementation of the Government's innovation and industry development programs; assist in the provision of advice and preparation of briefings for the Department's Executive and Government on a range of activities and business and industry related issues; and contribute to strategic business policy development across Government.

Notes: This is a temporary position available from 4 February 2013 to 6 December 2013. Selection may be based on application and referee reports only.

Contact Officer: Ilsa Embleton (02) 6207 8864 ilsa.embleton@act.gov.au

Education and Training

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

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

Strategy and Coordination

Information, Communication and Governance

Legal Liaison

Executive Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 00413)

Gazetted: 10 January 2013

Closing Date: 24 January 2013

Details: Legal Liaison is seeking applications to work in a small, high profile team. The successful applicant will investigate, report and provide advice on complex matters including administrative law, claims and litigation, and complaints from external review agencies. Provide sound advice to executive, managers and school principals on a range of matters including duty of care, family law, privacy and compliance issues including agreements and memorandum of understanding.

Eligibility/Other Requirements: Desirable: A sound understanding of administrative law, the capacity to work with legislation.

Contact Officer: Anne Siripol (02) 6205 9151 anne.siripol@act.gov.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

Strategic Finance

Assistant Manager - Finance

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 03048)

Gazetted: 10 January 2013

Closing Date: 24 January 2013

Details: The Environment and Sustainable Development Directorate is seeking an experienced Assistant Manager. The successful applicant will become part of the Finance Team, working to the Senior Manager, and assist in the preparation of the Directorate's external and internal budgets, monthly and annual financial statements reconciliations, provide advice on financial management issues and debtor management. The applicant shall possess strong written and verbal communications skills and work well in a team environment.

Eligibility/Other Requirements: Tertiary qualifications in Accounting, Commerce, Finance or related field. CA/CPA qualification, or progression towards. Experience with Oracle financial management system would be advantageous.

Notes: This position is temporary for nine months until 30 September 2013.

Contact Officer: Melissa Tetley (02) 6207 9107 melissa.tetley@act.gov.au

Health

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

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

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Mental Health Clinical Services

Consultant Psychiatrist

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 19391)

Gazetted: 17 January 2013

Closing Date: 31 January 2013

The Position: The Division provides Mental Health Services for Canberra and the South East region of New South Wales serving a population of about half a million. Mental Health Services is a major teaching service of the Australian National University (ANU) Medical School and has well-developed undergraduate and postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research. Appointments to Mental Health Services may involve service provision in other Divisions of Health including Canberra and Calvary Hospitals.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,332 - \$292,593.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrists or an equivalent higher specialist qualification.

Note: This position is temporary part-time for 16 hours per week until the 30 November 2013. This position will require sub-specialty skills to work with adolescents and young adults.

Contact Officer: Dr Peter Norrie, Director of Clinical Services (02) 6205 0687 peter.norrie@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Strategy and Corporate

Business and Infrastructure

Strategic Support

Biomedical Support

Medical Physics Specialist - Senior

Senior Medical Physics Specialist \$99,400 - \$118,175, Canberra (PN: 24891)

Gazetted: 17 January 2013

Closing Date: 31 January 2013

Details: We are seeking a suitably qualified and experienced Medical Physics Specialist with the ability to provide leadership and their technical expertise to the Medical Physics team based at the Canberra Hospital. This is a great opportunity to work with a dynamic professional team in Canberra where the quality of life is superior to many other cities in the world. Canberra is within a couple of hours drive of ski fields, ocean beaches and great agricultural produce as well as being within easy reach of

the bustle of Sydney and Melbourne. The successful applicant will join the Medical Physics and Radiation Engineering section based at The Canberra Hospital, which currently consists of twelve staff. This section is integral in providing clinical, scientific and support services to the Health Directorate including to the divisions of Surgery, Oral Health and Imaging and the Capital Regional Cancer Service (CRCS). The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of 500,000. It is a modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1,000-bed hospital as part of the Health Improvement Program. The hospital is the major teaching hospital for the Medical School of the Australian National University. The Medical Physics and Radiation Engineering section also has strong links with both the University of Sydney and Wollongong University. The Surgery, Oral Health and Imaging division provides comprehensive medical imaging services including three Siemens MRI (one neurosurgical), Philips PET/CT, two angiography suites, SPECT/CT, three gamma cameras, two CTs, general x-ray and sonography. The CRCS division has four Varian linear accelerators, two large bore CT simulators, HDR, LDR, SXRT and the Pinnacle and Oncentra treatment planning systems. Research labs, two cardiac catheter labs and two therapy iodine rooms are also on campus. Medical Physics and Radiation Engineering is an accredited clinical site for Medical Physics Registrars training in Radiation Oncology and is applying for accreditation in Diagnostic Imaging. The multidisciplinary environment of nuclear medicine, radiology and radiation oncology and the future growth in the Health Directorate makes Medical Physics and Radiation Engineering a very attractive place to work as a Medical Physics Specialist. The Health Directorate actively encourages and financially supports ongoing education and training. Canberra is a picturesque city offering outstanding living conditions, with a relaxed country lifestyle combined with high quality city amenities. It is two hours from the ski fields and the coast, and an easy three hour drive from Sydney. The city is ideal for families as well as offering a good lifestyle for single people. Canberra's schools and educational institutions are amongst the best in Australia. The Australian National University is ranked in the top 20 universities in the world. There are many national icons, cultural and recreational opportunities. The excellent roads, public transport and compact city planning result in less wasted time.

Eligibility/Other Requirements: Medical Physics Specialist means a person who is eligible for registration on the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) Register of Qualified Medical Physicists in a designated specialty of Medical Physics. A degree in science or higher degree majoring in physics recognised by the Australian Institute of Physics. Eligible for registration on the ACPSEM Register of Qualified Medical Physicists in the designated specialty of Medical Physics.

Notes: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Salary is negotiable to nationally competitive levels and will depend on experience and qualifications.

Contact Officer: Donald McLean (02) 6174 5623 donald.mclean@act.gov.au.

**Director General Reports
Office of the Director General
Executive Coordination
Senior Manager**

Senior Officer Grade A \$123,208, Canberra (PN: 29472)

Gazetted: 17 January 2013

Closing Date: 24 January 2013

Details: The Office of the ACT Health Director-General is seeking an experienced Senior Manager to oversee the executive coordination and communication functions of the Directorate. The successful applicant will have strong experience in the coordination of Assembly, Cabinet and ministerial functions as well as demonstrated capabilities in communications, including marketing, media liaison and crisis management.

Eligibility/Other Requirements: Relevant qualifications in public sector management or media are desirable.

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

Contact Officer: Dr Peggy Brown (02) 6205 0825

**Canberra Hospital and Health Services
Medicine**

Medicine Units

Clinical Nurse Consultant - Northside

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 31654)

Gazetted: 17 January 2013

Closing Date: 24 January 2013

Details: The ACT Health Diabetes Service is seeking an organised, skilled and motivated diabetes educator to fill the role of Clinical Nurse Consultant ACT Northside. The successful applicant will be initially involved in the expansion of ACT Health Directorate diabetes in Canberra's north. They will be involved in clinical care and provide clinical leadership and professional support for nurses providing diabetes care. Our service, provided by a multidisciplinary team of medical, nursing and allied health staff, is both community and hospital based.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency, holds a post-graduate certificate in Diabetes Education and is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator. Must hold and maintain a current driver's licence. Highly desirable, previous experience in project management.

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

Contact Officer: Di Roberts (02) 6205 5020 or Professor Christopher Nolan (02) 6174 5311

Canberra Hospital and Health Services

Medicine

Cardiology

Nurse - Coronary Care Unit

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 23920, several)

Gazetted: 17 January 2013

Closing Date: 24 January 2013

Details: Interest is being sought for several Registered Nurses to fill dynamic and rewarding positions within the Coronary Care Unit (CCU). This is a critical care area that offers challenges and opportunity. The Unit provides a supportive, nurturing and learning environment to enable RN's to deliver high quality care to acutely unwell cardiac patients. We value and encourage innovation. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed.

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

Note: Successful applicants will be required to participate in a rotating roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Kendra Kemister (02) 6244 2265 kendra.kemister@act.gov.au

**Canberra Hospital and Health Services
Mental Health, Justice, Alcohol and Drug Services
Access and Acute Mental Health
Registered Nurse**

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 18513)

Gazetted: 17 January 2013

Closing Date: 24 January 2013

Details: The Crisis Assessment and Treatment Team provides 24-hour acute mental health services in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments in the Mental Health Assessment Unit (MHAU) within the Canberra Hospital Emergency Department. They will be required to work as a member of a multi disciplinary team, to provide assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team of Nurses, Social Workers, Psychologists, a Consultant Psychiatrist and Psychiatry Registrar.

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

Applicants must have a minimum of 12 months experience in a related/relevant organisation or service. Current driver's licence.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position involves shift work including evenings, weekends and overnight.

Contact Officer: Debbie Plant (02) 6205 1979

**Canberra Hospital and Health Services
Critical Care and Imaging
Demand Management
Bed Allocation Officer**

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 27242)

Gazetted: 17 January 2013

Closing Date: 24 January 2013

Details: An exciting opportunity has become available to work in a dynamic environment. This person will assist in the flow of patients within the hospital and outlying areas. The Canberra Hospital and Health Services Access Unit is seeking a suitable skilled Registered Nurses Level 2 to fill a vacancy as Bed Allocations Officer. Applicants will be required to demonstrate high level communication skills, organisational skills and the ability to work within a multidisciplinary team environment. Working hours are currently Monday to Friday 0830 – 1700hours (no public holidays) however the Access Unit is anticipating expanded service provision which will require the Bed Allocations Officer to work 10 hour shifts on a seven day rotating roster (no night shifts required).

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. A minimum of three years recent clinical experience.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please address the selection criteria below (no more than four pages), and provide reports from two professional referees.

Contact Officer: Julie woods (02) 6244 2831

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation
Social Worker**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23106)

Gazetted: 17 January 2013

Closing Date: 31 January 2013

Details: This position is located within the multidisciplinary Community Rehabilitation team located at the Phillip Health Centre. Rehabilitation and Aged Care Social work team is a small group of dedicated social workers working across areas within the Division. The areas include community and inpatient services or rehabilitation and aged care. All social workers work closely with other members of the multi-disciplinary team. The successful applicant will provide a social work service to the clients of the Community Rehabilitation Program.

Eligibility/Other Requirements: A degree or diploma in Social Work, eligible for membership of the Australian Association of Social Work and current driver's licence.

Note: This is a temporary position available for 12 months and is expected to be available from mid February 2013. This position may be required to participate in an overtime, on call, and or rotation roster. Please provide a written application addressing the selection criteria and include two referee reports. To complete your application you must prepare responses to

the Selection Criteria as a document to be uploaded and included with your application. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free is available. Employees can also package beyond the FBT-free threshold on-FBT items.

Contact Officer: Fiona Baillie (02) 6244 4159 fiona.baillie@act.gov.au

Director General Reports

Population Health

Health Protection Service

Office Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31708)

Gazetted: 17 January 2013

Closing Date: 24 January 2013

Details: The Health Protection Service (HPS) is seeking a dynamic and experienced leader to join the Business Support Services team as the Office Manager. The HPS manages risks and implements strategies regarding the prevention of, and timely response to public health events. The Office Manager is responsible for supervising the administration unit to provide general administrative activities and support to the HPS including the issuing of regulatory licences and registrations. The successful applicant will be required to build and maintain professional working relationships with key stakeholders whilst leading a diverse team, be enthusiastic and able to prioritise workloads and meet deadlines.

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

Contact Officer: Cathie Smith (02) 6204 1714

Director General Reports

Population Health

Health Promotion

Project Officer, Social Marketing

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 20545)

Gazetted: 17 January 2013

Closing Date: 31 January 2013

Details: A temporary vacancy is available with the ACT Government Health Directorate's Health Improvement Branch. This position is responsible for developing, implementing and evaluating social marketing activities in partnership with key internal and external stakeholders.

It would be suited to someone with relevant social marketing and/or marketing communications experience interested in working in a health promotion setting.

Candidates with experience in digital marketing, along with high level communication skills, the ability to prioritise and meet deadlines whilst demonstrating accuracy and attention to detail, will be highly regarded.

Eligibility/Other Requirements: A tertiary qualification or experience in social marketing, marketing communications, public health and/or related disciplines is desirable.

Note: This is a temporary six month vacancy with the potential for extension. Full-time applicants are preferred, however part-time may be considered. Suitable applicants will be added to a merit list for any future similar positions. This position attracts salary packaging with fringe benefits tax-free threshold up to \$8,755. Additionally, employees can salary package meal entertainment and venue hire/accommodation as an uncapped benefit. 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: Susie Scott (02) 6205 1422 susie.scott@act.gov.au

Director General Reports

Financial Management

Revenue and Financial Support

Assistant Manager, Patients Accounts Office

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 20921)

Gazetted: 17 January 2013

Closing Date: 24 January 2013

Details: Applications are sought from dynamic and experienced individuals to fill the role of Assistant Manager of the Patients Accounts Office. The Patient Accounts Office is part of the Revenue and Financial Services Unit and is responsible for a diverse range of billing, debt recovery, banking & financial reconciliation, cashiering and patient liaison for these functions. A range of systems is utilised including Platypus Billing, ACTPAS, Kestral and Attaché. The role requires skills in both project and people management, resource allocation and problem solving as well as financial & accounting knowledge and IT proficiency. This role assists the Manager in the overall management of the team and work outputs, with particular responsibility for oversight of the Cashiers office and Bank Reconciliations. The Assistant Manager works extensively with the Billing Administrator resolving system issues and liaising with the IT vendor, as necessary.

Note: This is a temporary vacancy, commencing ASAP until November 2013. Please provide a full application including a Curriculum Vitae and two written referees. 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: Karen Ross (02) 6244 2509 karen.ross@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Aboriginal and Torres Strait Islander Liaison Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 20154)

Gazetted: 17 January 2013

Closing Date: 31 January 2013

Details: The Alcohol and Drug Service is seeking the recruitment of an Aboriginal and Torres Strait Liaison Officer to support Aboriginal and Torres Strait Islander (ATSI) clients develop appropriate and achievable treatment plans and support them access services within the ACT Alcohol Tobacco and Other Drugs (ATOD) sector. The position requires outreach and liaison with services including legal and family service, providing advocacy for clients. Conduct alcohol and other drug assessments of ATSI client's need and status using standardised screening tools, discussion with clients, and information received. Determine appropriate actions; negotiate and develop client plans; implement treatment plans; monitor treatment progress; report to relevant authorities including law enforcement agencies. Liaise extensively with ATSI clients, their families, ATOD treatment agencies, and other stakeholders. Apply a range of community education and development activities in the delivery of health promotion services.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable. Certificate IV in Alcohol and Other Drug (AOD) Studies; or a tertiary Qualification with four Core competencies in AOD studies or working towards this achievement required. Previous experience working in AOD services highly desirable.

Note: This is an Aboriginal and Torres Strait Islander identified position. 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: Kate Gardner (02) 6205 8381

Director General Reports

Population Health

Health Protection Service

Data Administrator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 23586)

Gazetted: 17 January 2013

Closing Date: 24 January 2013

Details: The Health Protection Service (HPS) is currently seeking to fill a Data Administration position within the Branch. The position requires a person with sound technical skills to undertake data management and reporting services and respond to requests for information from a range of internal and external clients. The successful applicant will have high quality interpersonal and

communication skills as the position involves liaison and interaction with operational staff to determine business needs and data requirements. The position will be supported and supervised by the Business Improvement Manager of the Section but will be expected to work with minimal supervision and autonomy.

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

Contact Officer: Cathy Smith (02) 6205 1714

Strategy and Corporate

Business and Infrastructure

Biomedical Support

Administration Support

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21497)

Gazetted: 17 January 2013

Closing Date: 24 January 2013

Details: Interest is sought from suitable applicants for the permanent position of Administration Support within the Biomedical Support unit of Business and Infrastructure. This position will be based at Sterilising Services at Mitchell, and the Canberra Hospital campus as required, reporting directly to the Senior Manager.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please arrange to have two referee contacts available (including one from a current supervisor). The suitable applicant may be chosen on the basis of selection documentation and referee reports only.

Contact Officer: Jeffrey Boundy (02) 6213 3299 0411 102 559 jeffrey.boundy@act.gov.au

Director General Reports

Population Health

Health Improvement Branch

Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 16598)

Gazetted: 17 January 2013

Closing Date: 31 January 2013

Details: The Population Health Division is looking for someone to fill the role of Personal Assistant to the Director, Health Improvement Branch. This role will include high level diary management, coordination of Government and Department Business, and play a central coordination role for the Branch.

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

Contact Officer: Laura McNeill (02) 6207 1781

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Administrative Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 28595, expected vacancy)

Gazetted: 17 January 2013

Closing Date: 24 January 2013

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) 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 that in this position you will provide high level administrative support to the clinical team. This also includes the provision of high quality customer service to the consumers and staff of MHJHADS. You will report to the Team Leader of Child and Adolescent Mental Health (CAMHS) North.

Eligibility/Other Requirements: Medical Terminology would be an advantage. An understanding in dealing with persons affected with Mental Illness. Current driver's licence.

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

Contact Officer: Annik van Toledo (02) 6205 1050

Canberra Hospital and Health Services

Operational Support

Acute Care

Occupational Therapy Assistant

Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 31521)

Gazetted: 17 January 2013

Closing Date: 31 January 2013

Details: Right job, Right place. Where are you? An exciting opportunity exists for an enthusiastic Health Care Assistant to join a dynamic team of occupational therapists working in acute services at the Canberra Hospital. We are a dedicated and growing team and we need someone who shares a passion for making a difference in peoples' lives in a fast paced environment.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance or recognised equivalent. Experience in the Emergency Department or Neurology would be beneficial. New graduates are also encouraged to apply. Current driver's licence.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Domenico Tripodi (02) 6244 3286

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Nursing

Assistant in Nursing/Personal Care Worker

Assistant in Nursing \$42,160 - \$43,674, Canberra (PN: 31125, several)

Gazetted: 17 January 2013

Closing Date: 31 January 2013

Details: The Division of Rehabilitation, Aged and Community Care, Community Nursing, is seeking applications from motivated Assistants in Nursing or Personal Care Workers (AINs/PCWs) who are able to fulfil a unique and challenging position within a community setting. This role will enable successful applicants to extend their skills, enhance their knowledge base and work in an environment where ongoing professional development is encouraged. This position is ideally suited to AINs/PCWs with some previous experience in the daily care of people with high level physical disabilities, a desire and ability to learn new skills and ability to provide care with direct and indirect supervision. The Acute Rehabilitation Unit has recently discharged a ventilator dependent tetraplegic patient, who is now residing in a purpose built home on the north side of Canberra. This person requires care staff 24 hours per day, 7 days per week and as a result there are a variety of shifts available. New care staff will be provided with fully paid, training, education and supervision and competency based assessment. This will include both theoretical and 'hands-on' training. Ongoing support will be provided, as appropriate, by expert clinical staff including Rehabilitation Physician, Nurse Practitioner, Clinical Nurse Educator, Allied Health staff, Rehabilitation Care Coordinator and if necessary other discipline specific experts. All care staff report directly to the Registered Nurse leading the care team.

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

Notes: Assistants in Nursing/Personal Care Workers/Student Nurses interested in applying for permanent part-time or full-time rosters are encouraged to apply as there are several positions available. 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: Gail Hawke (02) 6205 1138

Justice and Community Safety

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded

from: <http://www.jobs.act.gov.au/>

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

ACT Corrective Services

Community Corrections

General Manager, Community Corrections

Executive Level 1.3 \$201,096 to \$212,405 depending on current superannuation arrangements, Canberra (PN: E704)

Gazetted: 14 January 2013

Closing Date: 1 February 2013

Details: ACT Corrective Services (ACTCS) invites applications from experienced practitioners with professional credibility and capacity to drive service transformation in offender management for the role of General Manager, Community Corrections ACT. The General Manager will lead the delivery of community based offender operations to ensure services effectively and efficiently support the aims of promoting offender rehabilitation and community reintegration. The role is accountable for providing expert advice and assistance to senior executives, sentencing authorities and the Sentence Administration Board and contributing to the progression of extended Throughcare in the ACT. The successful applicant will be experienced in providing strategic leadership in community based correction activities and have proven expertise and understanding of contemporary case management and rehabilitation practice.

The successful applicant will be engaged under an executive contract for up to five years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.
Contact Officer: Bernadette Mitcherson (02) 6207 0879 bernadette.mitcherson@act.gov.au

ACT Corrective Services

Custodial Operations

Clinical Manager

Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 14398)

Gazetted: 15 January 2013

Closing Date: 19 February 2013

Details: Manage daily operation of specific accommodation areas where detainees with complex needs are being housed (such as Crisis Support Unit, Management Unit and/or High Needs Cottage). Provide advice and direction in the management of detainees housed in all areas of the prison with complex needs as required by the agency and for external bodies.

Eligibility/Other Requirements: Minimum four year qualification in Psychology or Social Work or relevant discipline is essential. Current driver's licence is essential. All eligible applicants will be subject to a Police Record Check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

Contact Officer: Don Taylor (02) 6207 0040 don.taylor@act.gov.au

Office of Regulatory Services

Transport Regulation

Parking Operations

Manager, Parking Operations

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 21707)

Gazetted: 16 January 2013

Closing Date: 30 January 2013

Details: Under limited direction of Director, Transport Regulation: Provide leadership, promote team understanding and mentoring to team members within Parking Operations and promote a customer-focused change environment; Make recommendations relating to more complex matters arising from the unit; Develop and implement business plans and operational budgets for Parking Operations within the framework of purchaser, ORS and ACT Government requirements; Administer the legislation relating to Parking Operations and perform delegated functions as required; Manage staff development and training to meet current and future business objectives; Undertake reviews, investigations and analysis; Provide advice on policy formulation and strategic planning to senior management; Contribute to negotiation and implementation of service level agreements as they relate to aspects of Parking Operations; Within a quality framework, manage, develop and implement programs; Develop and manage information systems to enable monitoring of business performance; Liaise with government and private sector organisations and individuals on parking strategies to coordinate and cooperate in jointly achieving the operational objective; Assist members with other work in the Unit to ensure the objectives of the Unit are achieved; Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current driver's licence. Tertiary qualifications in a relevant discipline or equivalent experience beneficial but not required.

Contact Officer: David Snowden (02) 6207 9828 david.snowden@act.gov.au

Corporate

Governance

Directorate Liaison Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 43631)

Gazetted: 14 January 2013

Closing Date: 17 January 2013

Details: An opportunity will soon become available for suitably experienced officer/s to work as part of the Ministerial Services Unit team, based in the Minister's Office. The position is located in the ACT Legislative Assembly Building (London Circuit, City). The role of the Directorate Liaison Officer (DLO) is to: Proactively manage information flow between the Minister's office and JACS to ensure JACS meets the Minister's needs; Critically examine Ministerial correspondence and briefings; Deal with enquiries made by members of the public in relation to the responsibilities of the Minister and liaise with JACS for the provision of associated responses; Liaise closely with the Director-General and Deputy Directors-General of JACS, the Minister's personal staff and the Ministerial Services Unit (MSU) to ensure a coordinated approach to Ministerial and Legislative Assembly business; Attend JACS meetings/functions with the Minister as required; Other duties as required by the Minister or his Office. The successful applicant will require a good knowledge of the Directorate and have, or be able to quickly acquire, a good knowledge of Cabinet and Assembly protocol and procedures. Demonstrated exceptional leadership and organisational abilities, attention to detail and commitment to working as part of a number of teams, are also important attributes for undertaking the role of DLO. This would be an exceptional opportunity for the right applicant, and the position would be offered at a SOG C level with a possibility of higher duties allowance to SOG B or A level, depending on the current level and experience of the successful applicant.

Note: This is a 12 month temporary vacancy. Please provide a short application, no longer than a page per criterion, along with a CV including contact details of two referees. The position may be filled on application and referee reports only. Applications should be sent to the contact officer

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

ACT Law Courts and Tribunal Administration

Registry

Civil

Senior Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 44038, several)

Gazetted: 16 January 2013

Closing Date: 30 January 2013

Details: The ACT Law Courts and Tribunal Administration is seeking applications from individuals who are interested in working as part of a team within the registry. Responsibilities will involve assisting team leaders, processing documentation, liaising with clients and exercising the statutory appointment of a Deputy Registrar as required. The successful person for this position(s) should have a flexible and helpful approach, be able to work under pressure, meet deadlines and have well developed computer skills.

Notes: These positions are generic positions and successful applicants may be placed in any vacant Senior Support Officer position and will be rotated through the business unit

Contact Officer: Lynette Ashlin (02) 6207 1320 lynette.ashlin@act.gov.au

Office of Regulatory Services

Road User Services

Customer Support Services

Support Services Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 11091)

Gazetted: 16 January 2013

Closing Date: 30 January 2013

Details: Under the general direction of the Office Manager; Maintain the Road User Services (RUS) Stores Area and stock control systems including the distribution of number plates and other consumables to areas that perform RUS business activities. Assist with the provision of accommodation and maintenance for RUS staff and building. Provide assistance relating to the purchase of goods and services for RUS. Prepare correspondence and purchase orders. Provide administrative assistance to the unit and business as required. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Possession of a current Class C driver's licence is essential. The ability to lift heavy items (boxes of licence plates etc). Experience in forklift operation is an advantage, but not essential.

Notes: This is a temporary position available asap for six months with a possibility of extension.

Contact Officer: Leighton Phipps (02) 6207 7172 leighton.phipps@act.gov.au

Office of the Legislative Assembly

Chamber Support

Assembly Attendant

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: CHAM221)

Gazetted: 10 January 2013

Closing Date: 17 January 2013

Details: Applications are invited for the part-time position of Assembly Attendant in the Office of the Legislative Assembly (OLA). As the first point of contact, Assembly Attendants play a pivotal role in ensuring that Members, their staff, officials, visitors and public are welcomed and assisted. To be successful you will enjoy being part of a small team, have a positive, professional and friendly disposition, excellent personal presentation and strong communication skills. The core hours for this position are 10:00am until 3:00pm, Monday to Friday.

Notes: This is a 6 month temporary position

Contact Officer: Rod Campbell (02) 6205 0445 OLARecruitment@parliament.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

Roads and Public Transport

ACTION

Fleet Service Inventory

Finance Officer, Fleet Management

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: FOF001)

Gazetted: 14 January 2013

Closing Date: 21 January 2013

Details: Applications are sought from experienced finance officers to assist the Operational Fleet Manager in reviewing and improving business processes within the Fleet and Inventory Service section. Duties will include reviewing all procurements to ensure these are compliant with relevant legislation, monitoring and reviewing all fleet accounts payable invoices to ensure pricing is consistent with contracts and quotes, contributing to the oversight of financial management within the Fleet Services business unit, undertaking stock reviews - including reconciliation of stock on hand and obsolete stock, prepare reports and assist in regular stock takes.

Notes: This is a temporary position available for 12 months, with the possibility of extension. Selection may be made on the basis of application and referee reports only

Contact Officer: Darrell Shepherd (02) 6207 7911 darrell.shepherd@act.gov.au

APPOINTMENTS

Chief Minister and Cabinet

Administrative Services Officer Class 5 \$65,660 - \$69,623
Alexandra Terry 827-32175, Section 68(1), 24 December 2012

Senior Officer Grade A \$123,208
Trevor Milton Vivian 835-93277, Section 68(1), 14 January 2013

Commerce and Works

Administrative Services Officer Class 3 \$52,818 - \$57,004
Jason Bennett 817-34427, Section 68(1), 14 January 2013

Information Technology Officer Class 1 \$57,004 - \$65,178
Matthew Geoffrey Carson 835-94384, Section 68(1), 21 January 2013

Administrative Services Officer Class 3 \$52,818 - \$57,004
Dennis Duermeier 835-94544, Section 68(1), 14 January 2013

Information Technology Officer Class 1 \$57,004 - \$65,178
Nigel Gosden 835-63174, Section 68(1), 10 January 2013

Information Technology Officer Class 1 \$57,004 - \$65,178
Alpha Kallon 835-62972, Section 68(1), 10 January 2013

Information Technology Officer Class 1 \$57,004 - \$65,178
Rowan Naveau 835-63051, Section 68(1), 10 January 2013

Information Technology Officer Class 1 \$57,004 - \$65,178
Jason Orchard 835-70331, Section 68(1), 11 January 2013

Administrative Services Officer Class 3 \$52,818 - \$57,004
Briony Power 827-57508, Section 68(1), 14 January 2013

Administrative Services Officer Class 3 \$52,818 - \$57,004
Natasha Kevana Westcott 821-16655, Section 68(1), 14 January 2012

Community Services

Senior Officer Grade C \$89,786 - \$96,809
Toni McInnes 827-36643, Section 68(1), 9 January 2013

Administrative Services Officer Class 6 \$70,913 - \$81,460
Sophie O'Brien 835-84477, Section 68(1), 18 January 2013

Administrative Services Officer Class 4 \$58,870 - \$63,917
Melissa O'Donovan 836-54172, Section 68(1), 11 January 2013

Administrative Services Officer Class 5 \$65,660 - \$69,623
Katerina Torcasio 835-79109, Section 68(1), 10 January 2013

Director of Public Prosecutions

Prosecutor Grade 1 \$64,113 - \$72,999
Gavin Mansfield 835-86165, Section 68(1), 11 January 2013

Prosecutor Grade 1 \$64,113 - \$72,999
Samuel McLaughlin 827-50787, Section 68(1), 8 January 2013

Prosecutor Grade 1 \$64,113 - \$72,999
Michael Reardon 835-80089, Section 68(1), 8 January 2013

Prosecutor Grade 1 \$64,113 - \$72,999
Madelon Esther Rosenberg 835-63326, Section 68(1), 10 January 2013

Prosecutor Grade 1 \$64,113 - \$72,999
Soraya Saikal 827-62606, Section 68(1), 8 January 2013

Prosecutor Grade 1 \$64,113 - \$72,999
Margaret Dianne Smith 835-95272, Section 68(1), 7 January 2013

Economic Development

Administrative Services Officer Class 5 \$65,660 - \$69,623
Edwin Manuel Mendoza 835-93760, Section 68(1), 14 January 2013

Education and Training

School Assistant 2/3 \$39,431 - \$48,474
Patricia Cassidy 835-94974, Section 68(1), 29 January 2013

Environment and Sustainable Development

Senior Officer Grade C \$89,786 - \$96,809
Antonia Leona Harmer 791-41382, Section 68(1), 27 January 2013

Health

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
David Aaron 835-94608, Section 68(1), 9 January 2013

Health Service Officer Level 2/3 \$39,340 - \$43,599
Craig Barnes 838-52961, Section 68(1), 14 January 2013

Health Service Officer Level 2/3 \$39,340 - \$43,599
Vicki Batten 834-54373, Section 68(1), 14 January 2013

Health Service Officer Level 2/3 \$39,340 - \$43,599
Jacob Chandy 838-51934, Section 68(1), 10 January 2013

Enrolled Nurse Level 1 \$50,160 - \$53,766
Robyn Chen 835-95088, Section 68(1), 11 February 2013

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Yuen (Elayne) Cheong 835-94157, Section 68(1), 7 January 2013

Administrative Services Officer Class 2 \$46,372 - \$51,422
Ben Michael Flood 838-52865, Section 68(1), 9 January 2013

Administrative Services Officer Class 2 \$46,372 - \$51,422
Stephanie Anne Hatch 838-53032, Section 68(1), 9 January 2013

Senior Officer Grade A \$123,208
Patrick Henry 836-53751, Section 68(1), 15 January 2013

Health Service Officer Level 3 \$42,160 - \$43,599
Justin Koenig 834-54429, Section 68(1), 9 January 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Josephine Logan 835-94309, Section 68(1), 3 January 2013

Health Professional Level 1 \$50,899 - \$65,424
Katherine MacPherson 835-94317, Section 68(1), 14 January 2013

Health Professional Level 1 \$50,899 - \$65,424
Gemma Parker 835-93103, Section 68(1), 14 January 2013

Health Service Officer Level 2/3 \$39,340 - \$43,599
Shaiju Revi 834-54365, Section 68(1), 10 January 2013

Health Service Officer Level 2/3 \$39,340 - \$43,599
Jennifer Ridao 834-54402, Section 68(1), 14 January 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Linda Sipple 835-94122, Section 68(1), 17 January 2013

Registered Nurse Level 1 \$55,567 - \$75,084
Sheeja Thomas 833-47543, Section 68(1), 3 January 2013

Health Professional Level 2 \$54,414 - \$75,477
Cuong Trinh 835-93832, Section 68(1), 14 January 2013

Health Care Assistant 3 \$47,764 - \$48,861
Emma Whitehead 835-95176, Section 68(1), 14 January 2013

Specialist Level 1–5, \$147,465 - \$181,976

Arun Gupta: 82956259, Section 68(1), 9 January 2013

Justice and Community Safety

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

Martin Astridge 835-94878, Section 68(1), 9 January 2013

Workcover Manager C \$89,786 - \$96,809

Clare Brookes 835-93816, Section 68(1), 9 January 2013

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

Ma Isabel Cauilan 827-57698, Section 68(1), 9 January 2013

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

Chantal Stephens 827-61646, Section 68(1), 14 January 2013

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

David Wheeler 527-80053, Section 68(1), 11 January 2013

Territory and Municipal Services

Technical Officer Level 3 \$61,148 - \$69,377

Garry Feeney 827-49882, Section 68(1), 10 January 2013

Technical Officer Level 3 \$61,148 - \$69,377

Martin Thomas Healand 831-42513, Section 68(1), 29 January 2013

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

Brenda Herd 835-94923, Section 68(1), 17 January 2013

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

Shruti Navathe 835-93699, Section 68(1), 10 January 2013

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

David Pawle 820-87188, Section 68(1), 15 January 2013

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

Heather Tregoning 835-94325, Section 68(1), 14 January 2013

TRANSFERS

Education and Training

Amanda Lee McDermott: 798-37910

From: \$39,431 - \$48,474

Education and Training

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

Education and Training, Canberra (PN. 30782) (Gazetted 29 November 2012)

PROMOTIONS

Commerce and Works

Shared Services

Business Services

Strategic HR

Kylie Buck: 740-93676

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 31633) (Gazetted 24 August 2012)

Shared Services

Business Services

Strategic Finance

In Va Chan: 792-44381

From: Senior Professional Officer Grade C \$89,786 - \$96,809

Commerce and Works

To: †Senior Officer Grade B \$106,086 - \$119,426
Commerce and Works, Canberra (PN. 30473) (Gazetted 3 May 2012)

Shared Services

Business Services

Strategic Finance

Shuk Fung Chu: 827-49110

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

To: †Senior Officer Grade C \$89,786 - \$96,809
Commerce and Works, Canberra (PN. 14613) (Gazetted 2 May 2012)

Education and Training

Office for Schools

South Weston Network

CCCare at Canberra College

Lisa Maree Kochel: 761-24368

From: School Assistant 2/3 \$39,431 - \$48,474
Education and Training

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Education and Training, Canberra (PN. 28299) (Gazetted 28 November 2012)

Environment and Sustainable Development

Planning Delivery

Nyah Donaldson: 827-5005

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Justice and Community Safety Directorate

To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Environment and Sustainable Development, Canberra (PN. 25333) (Gazetted 16 November 2012)

Health

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Tegan Carroll: 833-46583

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

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 28534) (Gazetted 8 November 2012)

Strategy and Corporate

Fiona Clarke: 259-94275

From: Health Service Officer Level 4 \$43,599 - \$45,346
Health

To: †Health Service Officer Level 5 \$46,021 - \$48,412
Health, Canberra (PN. 30490) (Gazetted 11 October 2012)

Strategy and Corporate

Maureen Dumbrell: 762-90702

From: Health Service Officer Level 4 \$43,599 - \$45,346
Health

To: †Health Service Officer Level 5 \$46,021 - \$48,412
Health, Canberra (PN. 30424) (Gazetted 11 October 2012)

Strategy and Corporate

Agnes Enriquez: 774-28611

From: Health Service Officer Level 4 \$43,599 - \$45,346
Health

Canberra Hospital and Health Services

Capital Region Cancer Service

Clinical Immunology

Rebecca Harman: 831-23507

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

To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Health, Canberra (PN. 16834) (Gazetted 22 November 2012)

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Deborah Hay: 825-48052

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

Health

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

Health, Canberra (PN. 31394) (Gazetted 13 September 2012)

Strategy and Corporate

Josianne Labelle: 261-00456

From: Health Service Officer Level 4 \$43,599 - \$45,346

Health

To: †Health Service Officer Level 5 \$46,021 - \$48,412

Health, Canberra (PN. 30491) (Gazetted 11 October 2012)

Canberra Hospital and Health Services

Natasha Lawrence: 836-56776

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

Health

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

Health, Canberra (PN. 12200) (Gazetted 26 July 2012)

Strategy and Corporate

Mira Milojevic: 607-72723

From: Health Service Officer Level 4 \$43,599 - \$45,346

Health

To: †Health Service Officer Level 5 \$46,021 - \$48,412

Health, Canberra (PN. 30492) (Gazetted 11 October 2012)

Strategy and Corporate

Mary-Lene Miro: 607-73881

From: Health Service Officer Level 4 \$43,599 - \$45,346

Health

To: †Health Service Officer Level 5 \$46,021 - \$48,412

Health, Canberra (PN. 30488) (Gazetted 11 October 2012)

Strategy and Corporate

Bozana Morarevic: 261-01192

From: Health Service Officer Level 4 \$43,599 - \$45,346

Health

To: †Health Service Officer Level 5 \$46,021 - \$48,412

Health, Canberra (PN. 30497) (Gazetted 11 October 2012)

Canberra Hospital and Health Services

Operational Support

Support Services

Michael Perrin: 827-51972

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

Health

To: Health Service Officer Level 4 \$43,599 - \$45,346

Health, Canberra (PN. 20564) (Gazetted 6 December 2012)

Canberra Hospital and Health Services

Medicine

Gastroenterology

Janette Platten: 260-18057

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

Health

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

Health, Canberra (PN. 31681) (Gazetted 22 November 2012)

Canberra Hospital and Health Services

Medicine

Stacey Radcliffe: 820-76198

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

Health

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

Health, Canberra (PN. 19715) (Gazetted 6 December 2012)

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Kathryn Sturgiss: 833-45548

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

Health

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

Health, Canberra (PN. 31393) (Gazetted 13 September 2013)

Canberra Hospital and Health Services

Rebecca Waterson: 827-28117

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

To: †Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 21840) (Gazetted 1 November 2012)

Territory and Municipal Services

Parks and City Services

Libraries ACT

Public Libraries

Amanda Diedricks: 827-49663

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 03696) (Gazetted 2 November 2012)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Parks and City Services

Libraries ACT

Public Libraries

Giacomo Paganelli: 827-49671

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 17483) (Gazetted 2 November 2012)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Parks and City Services

ACT Parks and Conservation Service

Craig Wainwright: 827-4780

From: Park Ranger 1 \$52,818 - \$57,004
Territory and Municipal Services

To: †Park Ranger 2 \$58,870 - \$63,917

Territory and Municipal Services, Canberra (PN. 14606) (Gazetted 26 July 2012)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

RETIREMENTS and DISMISSALS

Education and Training

Section 221, Public Sector Management Act 1994, Nicholas Hawley, AGS 820-90256 – 25 July 2011