



ACT Government Gazette

Gazetted Notices for the week beginning 14 March 2013

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

CIT Health Community and Wellbeing

Children's Services

Children's Services Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51715)

Gazetted: 18 March 2013

Closing Date: 2 April 2013

Details: Applicants are required to have experience as an early childhood educator and/or experience in teaching children's services content to adult learners including current national legislation such as EYLF.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: Bachelor of Education (Early Childhood) or Advanced Diploma in Children's Services. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent).

Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Notes: Possess or eligible to obtain qualifications in adult education. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required.

For further information on Working with Vulnerable people registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Rhonda Batty (02) 6205 4143 rhonda.batty@cit.edu.au

Centres

CIT Building and Environment

Stores Person

General Service Officer Level 6 \$48,163 - \$50,446, Canberra (PN: 54960)

Gazetted: 20 March 2013

Closing Date: 3 April 2013

Details: Operate woodworking equipment to prepare timber for student projects, recover timber from projects and assist with the preparation of equipment for classroom activities. Prepare and set up material and equipment for classes conducted by the Centre, including the maintenance of training aids and assist staff and students with the dismantling of projects, for reuse and recycling. Establish and maintain a preventative maintenance program for all power tools, equipment and machinery located in the trade training areas of the Centre.

Eligibility/Other Requirements: Current driver's licence, and Fork-lift operators licence are mandatory. Elevated Work Platform (EWP) licence would be an advantage.

Notes: This position is for temporary filling for a period of three years with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013.

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@cit.edu.au

Chief Minister and 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

Finance and Budget Division

Accounting Branch

Accountant

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10932)

Gazetted: 20 March 2013

Closing Date: 2 April 2013

Details: Chief Minister and Treasury Directorate is looking for an experienced Accountant with expertise in the provision of policy and technical advice in relation to accounting standards and financial management frameworks. The successful applicant will be required to give strategic and robust advice, and will have the ability to exercise initiative, have excellent communication skills, use sound judgement and be flexible in handling complex policy, financial, and administrative issues. The successful applicant will have well developed accounting, policy and analytical skills, and the demonstrated capacity to work effectively in a team environment, plan work, balance competing priorities and meet deadlines. Well developed written and oral communication skills, including liaison and negotiation skills are also required.

Eligibility/Other Requirements: Tertiary qualifications in accounting or financial management and CPA or CA qualifications are highly desirable.

Contact Officer: Lisa Holmes 70207 Lisa.Holmes@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

Shared Services Finance

Publishing Services

Senior Designer

Public Affairs Officer 2 \$73,865 - \$83,973, Canberra (PN: 23026)

Gazetted: 18 March 2013

Closing Date: 2 April 2013

Details: Applications are sought from suitably experienced candidates to work in the Publishing Services section to oversee the wide range of communication projects required by ACT Government agencies, including electronic publishing, multimedia, displays and traditional print projects. Co-ordinate the workflow and, in consultation with project managers, place the work with the most suitable design resource.

Eligibility/Other Requirements: A degree or diploma in graphic design, or a related field, or substantial relevant industry experience is required.

Contact Officer: Colin Chandler (02) 6205 1985 colin.chandler@act.gov.au

Shared Services

Shared Services Finance

Publishing Services

Project Officer

Public Affairs Officer 1 \$60,739 - \$69,623, Canberra (PN: 23024)

Gazetted: 15 March 2013

Closing Date: 2 April 2013

Details: Applications are sought from suitably experienced candidates to work in the Publishing Services section to oversee the wide range of communication projects required by ACT Government agencies, including electronic publishing, multimedia, displays and traditional print projects, using a mix of in-house and external providers.

Eligibility/Other Requirements: A degree or diploma in graphic design, or a related field, or substantial relevant industry experience is required.

Contact Officer: Leo Clarke (02) 6205 0552 leo.clarke@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Operations

Commercial Program Manager

Senior Officer Grade C \$89,786 - \$96,808, Canberra (PN: 3560)

Gazetted: 14 March 2013

Closing Date: 20 March 2013

The Commercial Program Manager must have the ability to cultivate and close sales opportunities. Managing and developing a close knit team while working within the Canberra Theatre Centre management team. An extensive knowledge of the performing arts industry and theatre protocols is essential. Appropriate/relevant tertiary qualification in performing arts management or similar discipline is desirable. This is a highly specialised position involving a love and passion for attending the performing arts and an ability to do so out of hours while network building.

Note: Three year temporary contract. Applicants must provide a written statement addressing the selection criteria.

Contact Officer: Bruce Carmichael (02) 6243 5705 bruce.carmichael@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@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

Communications and Media

Senior Manager Communications

Senior Officer Grade A \$123,208, Canberra (PN: 18984)

Gazetted: 19 March 2013

Closing Date: 26 March 2013

Details: Economic Development Directorate, Communications and Media Branch is looking for a dynamic person to lead the Branch in providing advice on media matters, community engagement, and all forms of communication including the Intranet, Internet, social media and media monitoring.

Eligibility/Other Requirements: Successful applicants will be required to undergo a background check in accordance with the *Working with Vulnerable People (Background checking) Act 2012*.

Contact Officer: Cathey Hudson (02) 6207 2185 catherine.hudson@act.gov.au

Economic Development, Policy and Governance

Ministerial, Cabinet and Policy

Legislation, Gaming and Racing Policy

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 27977)

Gazetted: 18 March 2013

Closing Date: 1 April 2013

Details: The Directorate is seeking an experienced Senior Officer to provide high-quality analysis and advice on strategic issues relating to the development of gaming and racing policy in the Territory. The successful applicant will have the opportunity to participate in a diverse range of activities which directly influence the success of policy, legislative and governance outcomes. They will need to balance complex multi-stakeholder relationships and have the capacity to effectively manage discreet projects. The ability to think openly and strategically whilst also effectively translating disparate and complex content and positions verbally and in writing will be key factors in succeeding in this role.

Contact Officer: Mark Kalleske (02) 6207 1763 mark.kalleske@act.gov.au

**Tourism, Events and Sports
Venues and Event Services
Marketing and Communications
PR and Media Officer**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 43248)

Gazetted: 20 March 2013

Closing Date: 9 April 2013

Details: Venue and Event Services is seeking a motivated individual to assist with a range of public relations and media projects for Events ACT. Through public relations and media initiatives you will be responsible for assisting in the development, coordination and delivery of Events ACT marketing campaigns. Specific tasks include: Write, edit and provide quality assurance for Events ACT services publications, media kits, marketing collateral, e-newsletters, releases, draft speeches and media communications. Work with PR and media agencies and other media outlets to develop and deliver targeted public relations activities. Secure and evaluate media placements by successfully pitching story ideas to key TV, radio, print, online and social media outlets. Maintain relationships with key media in the identified target markets including the delivery of in market media events. Work with the Marketing and Communications Manager to coordinate and manage a mix of advertising, public relations, online, publishing and promotional activities. Assist the Marketing and Communications Manager with the management, coordination and delivery of brand, tactical and event marketing campaigns.

Eligibility/Other Requirements: Relevant transferable skills or relevant qualifications in media, journalism, communications, or public relations (for writing copy, feature stories, short articles, speeches and media releases). This position often requires after hours and weekend availability and work. This is to contact media outlets regarding information on events.

Contact Officer: Adelina La Vita (02) 6205 0659 adelina.lavita@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 Sport
ACTourism
Marketing
PR and Media Officer**

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 16867)

Gazetted: 18 March 2013

Closing Date: 2 April 2013

Details: The position involves researching and writing tourism related content for consumers, media and the organisation as well as publishing content on social media channels.

Eligibility/Other Requirements: Tertiary qualifications in marketing, public relations, communications or a related discipline and/or relevant work experience. A current Australian driver's licence is desirable. Experience using Photoshop for image manipulation may be an advantage but not essential.

Contact Officer: Joanne Barges (02) 6205 0700 joanne.barges@act.gov.au

Education and Training

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

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

**Office for Schools
Tuggeranong Network
Namadgi School
Principal**

School Leader A \$143,667, Canberra (PN: 19199)

Gazetted: 14 March 2013

Closing Date: 28 March 2013

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of 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. Current full teaching registration with ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: The applicant must have demonstrated excellent writing skills. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Stephen Gwilliam (02) 6207 7918 stephen.gwilliam@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.

Learning, Teaching and Student Engagement

Learning and Teaching

Curriculum and Vocational Education in Schools Strategy, Early Childhood Education

Learning and Teaching - School Leader B

School Leader B \$116,751, Canberra (PN: 04045, several)

Gazetted: 19 March 2013

Closing Date: 2 April 2013

Details: Support the Manager to develop and achieve section strategic goals and implement the section plan.

Assist the Manager to manage the human, financial and physical resources of the section 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. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: The applicant must have demonstrated excellent writing skills. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Martin Hine (02) 6205 4685 Martin.Hine@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.

Office for Schools

Belconnen Network

Kaleen Primary School

Executive Teacher

School Leader C \$100,271, Canberra (PN: 14387)

Gazetted: 19 March 2013

Closing Date: 2 April 2013

Details: As a member of the leadership team, contribute to the implementation of whole-school strategic goals for the realisation of the school plan. Manage team and school resources to achieve optimal social and educational outcomes and ongoing support 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. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Belinda Love (02) 6205 5888 belinda.love@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Amaroo School

Year 9/10 School Leader C

School Leader C \$100,271, Canberra (PN: 02985)

Gazetted: 18 March 2013

Closing Date: 1 April 2013

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Provide high quality leadership and mentoring to classroom teachers in pedagogy, curriculum planning, assessment and reporting. As part of the school executive contribute to the effective leadership of the school and the implementation of Professional Learning Communities (PLC).

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Richard Powell (02) 6205 2808 richard.powell@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.

Learning, Teaching and Student Engagement

Learning and Teaching

Curriculum and VET in Schools Strategy

Curriculum/VET Executive Officer

School Leader C \$100,271, Canberra (PN: 03774)

Gazetted: 19 March 2013

Closing Date: 2 April 2013

Details: As a member of the Executive Team, contribute to the development and achievement of the section's goals and the implementation of the section plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support 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. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Clare Byrne (02) 6205 1323 clare.byrne@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.

Office for Schools

North/Gungahlin Network

Gold Creek School

Executive Teacher- Early Childhood-Junior Campus

School Leader C \$100,271, Canberra (PN: 06936)

Gazetted: 20 March 2013

Closing Date: 3 April 2013

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support 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. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Early Childhood qualifications are desirable.

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Linda Baird (02) 6207 1621 linda.baird@ed.act.edu.au

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

Office for Schools

South/Weston Network

Mawson Primary School

Executive Teacher

School Leader C \$100,271, Canberra (PN: 03682)

Gazetted: 20 March 2013

Closing Date: 3 April 2013

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support 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. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Amanda Andrews (02) 6205 8033 amanda.andrews@ed.act.edu.au

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

Office of Schools

Belconnen Network

Kingsford Smith School

Executive Teacher - Special Educational Needs

School Leader C \$100,271, Canberra (PN: 15515)

Gazetted: 20 March 2013

Closing Date: 3 April 2013

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage and lead the Special Educational Needs Team, resources and programs to achieve optimal social, educational, and post-school transitional outcomes and ongoing support for all students. Manage and lead programmes supporting Aboriginal and Torres Strait Islander 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. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Jan Day (02) 6207 4455 Jan.Day@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.

**Strategy and Coordination
Information, Communications and Governance
Information and Knowledge Services**

Team Leader

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 03576)

Gazetted: 14 March 2013

Closing Date: 21 March 2013

Details: The Team Leader, as part of the Records Management Section, is responsible for the delivery of records management services to the ACT Education and Training Directorate. The occupant of this position will oversee the day to day operations of the team and support the Records Manager with the coordination of a full range of records management services. The role requires experience in information/records management and an understanding of relevant legislation. Experience in or understanding of policy development and implementation, management of staff, well-developed interpersonal and communication skills are essential, including the ability to develop and deliver training and provide expert advice in records management.

Eligibility/Other Requirements: Tertiary qualifications in Information and Records Management or a related discipline would be desirable.

Notes: This position involves physical activity and some lifting.

Contact Officer: Anita Cairnduff (02) 6205 0597 anita.cairnduff@act.gov.au

Office for Schools

South/Weston Network

School Network Support

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 00100, expected)

Gazetted: 15 March 2013

Closing Date: 22 March 2013

Details: An opportunity exists for an enthusiastic person to work as an Executive Assistant within a small dynamic team. This position includes: planning and coordinating the workflow of two network leaders, providing support to the manager in the development and coordination of school board reporting and aspects of the external validation process. Prepare briefings for Senior Executive as required.

Eligibility/Other Requirements: Knowledge of the Financial Management System would be desirable.

Contact Officer: Dianne Grantham (02) 6205 7374 dianne.grantham@act.gov.au

Office for Schools

Tuggeranong Network

Namadgi School

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 31963)

Gazetted: 18 March 2013

Closing Date: 1 April 2013

Details: Namadgi School is seeking an enthusiastic General Service Officer 8. The successful applicant will maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; completing emergency and other repairs to trade/industry standard OR ensuring this standard when organising and overseeing emergency repairs. Undertake relevant administrative tasks as required. Ensure compliance with risk management and safety documentation requirements.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience would be desirable. A current First Aid certificate.

Contact Officer: Annette Lazarus (02) 6142 0900 annette.lazarus@ed.act.edu.au

Office for Schools

South/Weston Network

Narrabundah College

Teacher of Fashion Design, Textile Design

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 08845)

Gazetted: 15 March 2013

Closing Date: 25 March 2013

Details: Narrabundah College is a large, international college with 950 Year 11 and 12 students. The College offers students the opportunity to study the ACT Year 12 Certificate, the International Baccalaureate Diploma, the French Baccalauréat Diploma, and nationally recognised vocational education and training qualifications in Business, IT, Fashion Design, Music, Media and Furniture Construction. We are looking for a teacher of Fashion and Design (VET, Tertiary and Accredited course), Textiles and Design (Accredited and Tertiary course) and to undertake one class of Food and People (Accredited course).

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A Certificate IV in Training and Assessment (TAE40110) is highly desirable.

Notes: This is a temporary position available until 20 December 2013. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Rosie Hendry (02) 6205 6975 rosie.hendry@ed.act.edu.au

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

Office for Schools

South/Weston Network

Alfred Deakin High School

Classroom Teacher - PE/Health/Dance

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 05910)

Gazetted: 15 March 2013

Closing Date: 22 March 2013

Details: Work as a member of the PE/Health faculty, teaching Dance also, to years 7-10.

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

Note: This is a temporary position available until 5 July 2013 with possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Belinda Bartlett (02) 6205 5566 Belinda.Bartlett@ed.act.edu.au

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

Office for Schools

South Weston Network

Malkara School

Classroom Teacher - Early Childhood Special Needs

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 06893)

Gazetted: 15 March 2013

Closing Date: 25 March 2013

Details: We are looking for a passionate early childhood educator to join the friendly, supportive team at Malkara School. Working in partnership with a classroom assistant, consulting therapists and families, you will provide quality intervention programs, based on the Carolina Curriculum, to a class of up to six three year olds with a range of disabilities in our attractive, contemporary environment.

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

Notes: Special education and/or early childhood qualifications preferred. This position is part-time position at 14.7 hours a week. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Kylie Croke (02) 6205 5911 kylie.croke@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Majura Primary School

Year 2 Teacher

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 19993)

Gazetted: 15 March 2013

Closing Date: 22 March 2013

Details: Work as part of a collaborative team to teach a Year 2 class using Australian Curriculum, balanced literacy/numeracy approach and inquiry learning.

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

Notes: This is a temporary position available until 20 December 2013. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Lindy Beeley (02) 6205 5711 lindy.beeley@ed.act.edu.au

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

Environment and Sustainable Development

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

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

Regulation and Services

Construction Services

Utilities, Land Regulation and Compliance

Utilities Technical Inspector

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 20253)

Gazetted: 15 March 2013

Closing Date: 29 March 2013

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

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

Contact Officer: Sean Moysey (02) 6205 0873 sean.moysey@act.gov.au

Policy, Corporate and Regulation

Policy

Heritage Unit

Conservation Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 04296, several)

Gazetted: 15 March 2013

Closing Date: 2 April 2013

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

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

Note: This is a temporary position available until 1 July 2013. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Selection may be based upon application and referee reports only.

Contact Officer: Jennifer O'Connell (02) 6207 2179 jennifer.oconnell@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>

Director General Reports

Population Health

Health Protection Service

Environmental Health Operations Manager

Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 23787)

Gazetted: 21 March 2013

Closing Date: 28 March 2013

Details: Expressions of Interest are sought for the temporary position of Environmental Health Operations Manager for the period 10 June 2013 to 4 October 2013. The position requires management of the Environmental Health Operations team of the Health Protection Service. To be successful an applicant is required to have high level regulatory and public health management experience.

Eligibility/Other requirements: Degree in Applied Science (environmental health) or equivalent. Current driver's licence.

Note: This is a temporary position available from 10 June 2013 until 4 October 2013. Expressions of Interest, limited to a maximum of three pages, are required to be emailed to the Director Environmental Health, Brian Jones. The selection criteria for the position is provided below to guide your Expression of Interest. Interviews may be conducted within two weeks of the closing date. The acting period includes time for handover purposes.

Contact Officer: Brian Jones (02) 6205 1713 brian.jones@act.gov.au

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Nursing

Clinical Nurse Consultant

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 24013)

Gazetted: 21 March 2013

Closing Date: 28 March 2013

Details: An exciting opportunity exists for a committed, motivated, and enthusiastic Registered Nurse to work within a team environment. It is desirable that applicants possess sound clinical knowledge, palliative care experience, and good time management skills.

Please note that Palliative Care operates Monday to Friday. This is a full time position.

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

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: Julie O'Rourke (02) 6244 2881 julie.o'rourke@act.gov.au

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Nursing

Registered Nurse - Ward 14B

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 27530)

Gazetted: 21 March 2013

Closing Date: 29 March 2013

Details: Interest is being sought for a Level 2 Registered Nurse to fill a dynamic and rewarding position within ward 14B. This is an acute oncology/haematology area that offers challenges and opportunity. The clinical unit provides a supportive, nurturing and learning environment to enable RN's to deliver high quality care to acutely unwell patients, including the administration of chemotherapy. 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 to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: This is a full-time position working a rotating roster. Part-time will be considered.

Contact Officer: Sue Langdon (02) 6244 3396

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Nursing

Chemotherapy, Clinical Development Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 02144)

Gazetted: 21 March 2013

Closing Date: 28 March 2013

Details: Capital Region Cancer Service is seeking applications from dynamic, motivated Registered Nurses for the exciting new role of Chemotherapy, Clinical Development Nurse. The Clinical Development Nurse (CDN) will be responsible for the education and support of Graduate Nurse and new and existing staff within all areas of ACT Health where chemotherapy is administered. The CDN will provide and promote education, quality initiatives, feedback, reflective practice and innovative change to provide excellent and safe patient care.

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

Note: This is a full-time 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: Denise Breust (02) 6244 2881

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Nursing

Clinical Development Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 27898)

Gazetted: 21 March 2013

Closing Date: 28 March 2013

Details: Radiation Oncology is seeking applications from dynamic, motivated Registered Nurses for the role of the Clinical Development Nurse (CDN). Radiation Oncology is a busy outpatient and treatment area, incorporating brachytherapy, a Nurse Led Clinic and patients undergoing concurrent radiation and chemotherapy. The CDN will be responsible for the education and support of Graduate Nurses and new and existing staff. The CDN will provide

and promote education, quality initiatives, feedback, reflective practice and innovative change to provide excellent and safe patient care.

Eligibility/Other Requirements: Registered or eligible for registration as a nurse with AHPRA.

Notes: This is a part-time position at 32.00 hours per week, working Monday to Friday. 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: Maureen Burnell (02) 6244 3510

Director General Reports

Population Health

Health Protection Service

Public Health Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 04831)

Gazetted: 21 March 2013

Closing Date: 4 April 2013

Details: We are looking for a motivated and enthusiastic Public Health Nurse to assist with communicable disease control surveillance and control programs, particularly in relation to influenza. Essential skills and experience for this role include: Sound understanding of communicable disease prevention programs; high level communication skills; good writing skills; and ability to work within a multidisciplinary team environment.

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

Note: This is a temporary part-time position at 24 hours per week and is available for 6 months with a possibility of extension. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Rebecca Hundy (02) 6205 2052

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Contracts, Lease and Sustainability Coordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 23560)

Gazetted: 21 March 2013

Closing Date: 2 April 2013

Details: A Contracts Manager with proven experience in a large organisation is required to develop, maintain and report on all contracts and leases managed by the Infrastructure Support Unit of the ACT Health Directorate.

Eligibility/Other Requirements: Minimum of three years proven experience in Government Procurement and Contracting.

Note: The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011. 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: Bernie Wall (02) 6244 2407

Canberra Hospital and Health Services

Operational Support

Deputy Director General Canberra Hospital and Health Services

Personal Assistant to Executive Director, Mental Health, Justice Health, Alcohol and Drug Services

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 13661)

Gazetted: 21 March 2013

Closing Date: 28 March 2013

Details: The Division of Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS) are looking for a Personal Assistant to the Executive Director. Applications are invited for an experienced and enthusiastic Personal Assistant to provide administrative and coordination support to the Executive Director. The successful person for this position should have a flexible and helpful approach, be able to work under pressure and meet deadlines, exercise a high level of discretion and have well developed computer skills. The primary responsibilities of the role

include management of the daily activities of the Executive Director, including the management of the diary and email correspondence, managing correspondence using TRIM, maintaining the process for the Executive Office and secretariat support to the Tier 2 divisional committees.

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: Jackie Andersen (02) 6205 5142

Strategy and Corporate

Performance and Innovation

Programming

Graduate Portal Developer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30671)

Gazetted: 21 March 2013

Closing Date: 4 April 2013

Seeking Graduate Web Portal Developer to work with enthusiastic team to assist in the development of enterprise-wide reporting.

Eligibility/Other Requirements: Must be an Australian citizen or permanent resident or hold an appropriate visa that permits working on a full-time basis during period of employment. In the final year of Bachelor degree in Information Technology or Computer Science, or higher; and MCTS: Microsoft SQL Server 2008, BI Development & Maintenance; or relevant experience and training which enables the employee to competently perform the duties at this work level.

Note: This is a temporary position available until 1 October 2013. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Steven Do-Quang (02) 6207 6446 steven.do-quang@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Service

Access and Acute Mental Health

Psychologist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 31846)

Gazetted: 21 March 2013

Closing Date: 4 April 2013

Details: The Adult Mental Health Unit (AMHU) is a contemporary evidence based service providing high quality professional mental health care that is guided by principles of Recovery. The service aims to provide collaborative, consumer and family centred care, and other key government and non government community services. The successful applicant will join a dynamic, professional, creative, innovative and supportive multidisciplinary team providing therapeutic services to individuals, groups and families.

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

Note: The position requires shift work which may include weekends. *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: Christine Waller (02) 6205 9987

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Booking Clerk

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 21901)

Gazetted: 21 March 2013

Closing Date: 28 March 2013

Details: Under general direction provide reception and clerical services to patients attending the section. Schedule appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action. Retrieve files from our offsite storage.

Eligibility/Other Requirements: Knowledge of Medical Terminology highly desirable. Current driver's licence.

Note: This is a temporary position available until 2 August 2013. This position involves shiftwork. An order of merit will be formed from this selection process that may be utilised to fill any full-time/part-time, temporary or casual positions (at level), which may occur within the following 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee comments only and interviews may not be held.

Contact Officer: Jeannie Dumbrell (02) 6244 2159

Justice and Community Safety

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

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

ACT Government Solicitor

Executive

Assistant Office Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32021)

Gazetted: 18 March 2013

Closing Date: 25 March 2013

Details: The ACT Government Solicitor (ACTGS) is seeking the services of an Assistant Office Manager to assist the Manager, Finance and Governance with the ACTGS financial, budget and reporting functions. In addition the role will assist the Manager, Operations in human resources and operational functions for the Office. A sound knowledge of electronic information systems (preferably Open Practice and Oracle) is essential to provide support and training to staff. The successful application should be well organised, have good communication skills and show initiative. Demonstrated ability to supervise staff is essential.

Eligibility/Other Requirements: Accounting qualifications or progress towards same and experience in office management especially in the area of human resources would be highly desirable.

Note: This is a temporary vacancy, available from May 2013 until September 2013.

Contact Officer: Gayle Sillis (02) 6207 0631 gayle.sillis@act.gov.au

Office of Regulatory Services

WorkSafe ACT

WorkSafe ACT Officer

WorkCover Officer 6 \$70,913 - \$81,460, Canberra (PN: 04988)

Gazetted: 18 March 2013

Closing Date: 1 April 2013

Details: The WorkSafe ACT section is looking for a motivated person who will perform the functions of an authorised Inspector under relevant legislation as delegated. Participate in compliance activities and provide advice to ACT Business and Industry clients and stakeholders in accordance with relevant legislation. Contribute to the day-to-day operations in the Section. Contribute to efficient work practices and sound corporate governance.

Eligibility/Other Requirements: A Certificate IV level qualification in Government Inspection/Investigations or related discipline, or progress towards such a qualification is desirable. Current driver's licence mandatory.

Willingness to wear a uniform when representing the Office of Regulatory Services on inspections. Willingness to undertake competency based training relevant to performing the duties of this position. Participation in an after hours on-call and telephone roster. Participation in programmed after hours compliance activities.

Contact Officer: Stewart Ellis (02) 6207 0048 stewart.ellis@act.gov.au

ACT Corrective Services

Community Based Corrections

Probation and Parole

Probation and Parole Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 11783, several)

Gazetted: 18 March 2013

Closing Date: 1 April 2013

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

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a criminal history check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

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

Office of Regulatory Services

WorkSafe ACT

Regulatory Services

Workers' Compensation Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 05546)

Gazetted: 18 March 2013

Closing Date: 25 March 2013

Details: Under the general direction of the manager, Workers Compensation; Conduct inspections of workplaces and provide advice in accordance with relevant legislation administered by the office. Prepare prosecution briefs and attend court as required. Promote awareness of employers responsibilities for workers compensation and long service leave including preparation of and presenting educational presentations. Draft reports, briefing notes, correspondence and other written material. Liaise with industry, unions, employers, and other Government Departments on workers compensation and long service leave issues. Represent WorkSafe ACT at forums within the ACT and interstate where required. Draft and prepare guidance materials and articles on workers compensation and long service leave. Contribute to the strategic direction of the Compliance section and the development of operational policy, procedures and practices to achieve best practice within the ACT. Contribute to the targets and objectives of the team work plan. Facilitate a culture of continuous improvement within the ORS Division. Contribute to the Compliance section operations and attend staff meetings. Participate in team planning and training activities. Contribute to workplace diversity, participative practices and promote occupational health and safety principles. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A Certificate IV level qualification in Government Investigations or related discipline, or progress towards such a qualification is desirable. Current driver's licence mandatory. Willingness to wear a uniform when representing the Office of Regulatory Services on inspections. Willingness to undertake competency based training relevant to performing the duties of this position. Participation in an after hours on-call roster may be required. Participation in programmed after hours compliance activities may be required.

Note: This is a temporary position, available from the 1st April 2013 until 28th June 2013 with the possibility of extension.

Contact Officer: Kevin McFadzen (02) 6205 0330 Kevin.McFadzen@act.gov.au

Transport Regulation

Road User Services

Business Development and Information

Training Supervisor

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 01870)

Gazetted: 19 March 2013

Closing Date: 26 March 2013

Details: Road User Services are looking for a motivated person who, under the general direction of the Business Support and Training Manager:- Assure quality in the design, development, preparation and delivery of training

courses in relation to the procedures, policies and legislation of the Road Transport Authority (RTA) and the rego.act computer system in accordance with best adult training practices. Prepare and maintain training schedules, databases, training materials, program assessments and staff training rosters and work closely with RTA and rego.act stakeholders to identify training needs and training providers and coordinate the booking and placement of staff on approved courses. Research, investigate and implement innovative training methods, including e-learning, interactive web based training and establish adult training standards within Road User Services (RUS). Research, establish, maintain and issue standard operating procedures for RUS. Participate, lead or facilitate change management processes, as required. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Certificate IV in Training and Assessment (or equivalent) is a preferable requirement.

Note: This is a temporary position available until 28 February 2014.

Contact Officer: Indran Naidoo (02) 6205 1573 indran.naidoo@act.gov.au

Office of the Regulatory Services

Road User Services

Transport Regulation

Vehicle Inspector

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 26695, several, expected)

Gazetted: 15 March 2013

Closing Date: 29 March 2013

Details: Under the general direction of the section manager: Conduct vehicle roadworthy inspections on the roadside, in car parks and the vehicle inspection station. Conduct vehicle identification checks to ensure stolen vehicles are not registered in the ACT. Monitor heavy vehicle movements to ensure roadworthiness and compliance with the *Road Transport (Mass, Dimensions and Loading) Act 2009 and Regulations 2010*. Issue certificates of inspection, defect and infringement notices in accordance with relevant road transport legislation. Collect evidence, prepare offence reports and appear in court to give evidence as required. Prepare statistics and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Motor Mechanic Trade Certificate or equivalent is essential. A current C class driver licence. Ability to work overtime shifts as required. Ability to lift and carry equipment weighing 20 kilograms.

Contact Officer: Peter Gibbs (02) 6207 5238 peter.gibbs@act.gov.au

Victim Support ACT

Administration Officer/Reception

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 16780)

Gazetted: 18 March 2013

Closing Date: 9 April 2013

Details: The successful applicant will be a member of a multidisciplinary team working with victims of crime. Duties will include reception providing excellent customer service to vulnerable clients, staff and stakeholders. Under the directions of the Finance and Administration Manager will work in a variety of administrative and financial tasks. Victim Support ACT requires the successful applicant to have excellent organisational skills. Essential is the ability to remain focused and self motivated.

Eligibility/Other Requirements: Experience in dealing with vulnerable people would be an advantage. Ability to use Microsoft Office Suite of programs.

Contact Officer: Alice Guest (02) 6207 1076 alice.guest@act.gov.au

Legal Aid Commission

Executive

Deputy Chief Executive Officer

Executive 1.3 equivalent \$201,096 - 212,405 (remuneration package), Canberra (PN: tba)

Gazetted: 14 March 2013

Closing Date: 25 March 2013

The Legal Aid Commission (ACT) is an independent statutory corporation providing legal services in the ACT to people in need, particularly people who are vulnerable or disadvantaged.

The Commission has recently undergone a major change process and this position will have a lead role in consolidating the changes and further enhancing the professional expertise and reputation of the Commission's legal practice.

A person of outstanding potential is required for this role which requires high level legal skills as well as energy, initiative, the ability to think strategically and sound people management skills.

Terms and conditions of appointment to this statutory office are similar to those of an Executive Level 1.3 in the ACT Public Service. The remuneration package includes a salary of \$161,556 plus employer superannuation and use of a fully-maintained private plated vehicle or cash equivalent. The Commission also provides generous salary packaging benefits.

Applicants must be eligible to hold an unrestricted practising certificate in the ACT. The appointment will be made by the Commission's board for a term of up to seven years.

Selection documentation is available online at www.legalaidact.org.au

Enquiries should be directed to Andrew Crockett, Chief Executive Officer on (02) 6243 3466.

Applications should be submitted by email to the HR Manager at hr@legalaidact.org.au by close of business Monday 25 March 2013

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

ACTION

Roads and Public Transport

Belconnen Depot

Belconnen Depot Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: A20187)

Gazetted: 18 March 2013

Closing Date: 1 April 2013

Details: ACTION is seeking a dynamic and experienced person to manage ACTION's Belconnen bus depot. The position requires a person with highly effective interpersonal and team management skills to lead and manage a large workforce of administrative staff and drivers. The position is responsible for the overall operations of Belconnen Depot including workforce management, planning, administration and service delivery. The position presents a unique opportunity for someone to be part of the senior leadership team of ACTION and gain an insight into the challenges associated with the delivery of public transport.

Note: This is a temporary position available for six months with the possibility of extension.

Contact Officer: Bren Burkevics (02) 6207 8628 bren.burkevics@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.

Canberra Connect

Contact Centre

Customer Service Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 19945, several)

Gazetted: 18 March 2013

Closing Date: 25 March 2013

Details: Canberra Connect provides the community with easy access to ACT government information and payment services through the Canberra Connect Shopfronts, a large whole of government online presence and a whole of government Contact Centre. The Canberra Connect Contact Centre is a 60 seat operation and serves as the telephone entry point for the community and provides quality assistance in locating services, paying accounts and providing information. Contact Centre Customer Service Officers are responsible for handling customer calls, emails and associated data entry activities. Our team is looking for people who are enthusiastic and dedicated to understanding our customers' needs.

Eligibility/Other Requirements: To be successful in this role, applicants will have proven excellent customer service delivery, a minimum of 12 months experience in contact centre operations, well developed keyboard skills and computer literacy. Contact Centre Customer Service Officers are required to work a rotating roster covering operations from 7am to 8pm, Monday to Friday and reduced hours on weekends (flex time is not available). The Contact Centre is the first point of contact for State Emergency Service (SES) calls and emergency incidents in the ACT. There is an expectation this position will be required to work some non standard hours as a result of this arrangement.

Contact Officer: Janice Seymour (02) 6205 3900 janice.seymour@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.

APPOINTMENTS

Canberra Institute of Technology

Teacher Band 1 \$62,403 - \$83,963

Linda Willington 821-02368, Section 68(1), 19 March 2013

Commerce and Works

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

Lyndall Goss 835-99839, Section 68(1), 18 March 2013

Senior Officer Grade B \$106,086 - \$119,426

Mark Andrew Mathieson 835-99177, Section 68(1), 25 February 2013

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

Geofrey Reed 835-99409, Section 68(1), 14 March 2013

Community Services

Administrative Services Officer Class 1 \$40,974 - \$45,283

Erin Barnsley 827-12465, Section 68(1), 18 March 2013

Administrative Services Officer Class 1 \$40,974 - \$45,283

Justin Ray 827-22831, Section 68(1), 8 March 2013

Administrative Services Officer Class 1 \$40,974 - \$45,283

Callum West 835-99353, Section 68(1), 19 March 2013

Education and Training

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

Krystal Eppelstun-Lee 835-29750, Section 68(1), 14 March 2013

Health

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

Benjamin Cleary 838-53307, Section 68(1), 7 March 2013

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

Glenys Conway 830-79403, Section 68(1), 19 March 2013

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

Diane Corrigan 836-53591, Section 68(1), 14 March 2013

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

Maria Dalli 834-54410, Section 68(1), 21 March 2013

Health Professional Level 1 \$50,899 - \$65,424

Lucinda Foster 835-99812, Section 68(1), 2 April 2013

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

Christine Keys 835-99169, Section 68(1), 18 March 2013

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

Luke Marengo 830-79171, Section 68(1), 12 March 2013

Registered Nurse Level 3.2 \$101,556

Annmaree Nicholls 835-99740, Section 68(1), 18 March 2013

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

Jessica Nolan 836-54957, Section 68(1), 22 March 2013

Health Professional Level 1 \$50,899 - \$65,424

Anita Pak 835-99687, Section 68(1), 25 March 2013

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

Emma Palfreyman 829-56283, Section 68(1), 18 March 2013

Health Professional Level 2 \$89,786 - \$96,809

Katherine Staniewski 833-47631, Section 68(1), 14 March 2013

Justice and Community Safety

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

Lauren Brewer 835-90172, Section 68(1), 14 March 2013

Senior Officer Grade A \$123,208

Therese Goodman 836-00393, Section 68(1), 19 March 2013

Territory and Municipal Services

General Service Officer Level 10, 70,913 - \$81,460

Stephen McDougall 836-00019, Section 68(1), 2 April 2013

TRANSFERS

Commerce and Works

Cameron Clifford Last: 835-6922

From: Information Technology Officer Class 2 \$78,423

Shared Services ICT

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

Commerce and Works, Canberra (PN. 00871) (Gazetted 25 January 2013)

PROMOTIONS

Community Services

Disability ACT

Business Support Unit

Human Resources

Lance Wellington: 817-34507

From: Capital Linen Service Band 5 \$57,829 - \$64,112

Territory and Municipal Services

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

Community Services, Canberra (PN. 10660) (Gazetted 16 January 2013)

Economic Development

Economic Development, Policy and Governance

Petra Vest: 835-83001

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

Economic Development

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

Economic Development, Canberra (PN. 30896) (Gazetted 10 December 2012)

Education and Training

Learning, Teaching and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Engagement

Transitions and Careers

Deborah Robyn Sullivan: 787- 43808

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

Education and Training

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

Education and Training, Canberra (PN. 07203) (Gazetted 30 January 2013)

Learning, Teaching and Student Engagement

Learning and Teaching

Director's Office

Emma Taber: 747-8426

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

Community Services

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

Education and Training, Canberra (PN. 00161) (Gazetted 24 January 2013)

Environment and Sustainable Development

Planning

Planning Delivery

Lease Administration

Monica Saad: 539-12345

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

Environment and Sustainable Development

To: †Senior Officer Grade B \$106,086 - \$119,426

Environment and Sustainable Development, Canberra (PN. 15382) (Gazetted 28 September 2012)

Health

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Tracy Fletcher: 834-51623**

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

To: †Registered Nurse Level 3.1 \$89,834 - \$93,531
Health, Canberra (PN. 29122) (Gazetted 7 February 2013)

**Canberra Hospital and Health Services
Adult Community and Older Persons
Older Persons Mental Health**

Anna Ganci: 834-51308

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

To: †Registered Nurse Level 3.1 \$89,834 - \$93,531
Health, Canberra (PN. 25306) (Gazetted 21 February 2013)

**Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program
Beverly Kimmorley: 786-45853**

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

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 22726) (Gazetted 13 December 2012)

Justice and Community Safety

**ACT Law Courts and Tribunal Administration
Registry
Civil**

Renaë Myers: 765-87709

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

To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Justice and Community Safety, Canberra (PN. 01697) (Gazetted 6 December 2012)

Territory and Municipal Services

**Parks and City Services
ACT Parks and Conservation Service
Anthony James Hart: 827-28854**

From: General Service Officer Level 5/6 \$45,647 - \$50,446
Territory and Municipal Services

To: †Park Ranger 1 \$52,818 - \$57,004
Territory and Municipal Services, Canberra (PN. 13428) (Gazetted 26 July 2013)

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.