



ACT Government Gazette

Gazetted Notices for the week beginning 12 January 2012

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery Services

Nursing

Emergency Department

Emergency Department Co-Director

Registered Nurse Level 4 Grade 3 \$108, 239, Canberra (PN: 7452)

Gazetted: 18 January 2012

Closing Date: 3 February 2012

A position is available for a seven month period from late February 2012 to cover defence leave for the substantive position. Successful applicants will be working in the Emergency Department (ED) providing strategic guidance and daily management support for the areas of ED, ED short stay unit and the Hospital in the Home service. The role includes (though not limited to): Implement the recently developed ED model of care; Liaise with other hospital and community based health services to ensure the provision continuum of care, best practise health care in the ED; Represent the emergency department for the organisation across all divisions, including attendance at organisational meetings; committees; bed management and performance management, both internally and externally; Management of budgets, human and consumable resources, KPI performance reporting and accountability as well as complaints and complement response; Ensure departmental activities embody the departmental mission statement, hospital strategic plan and values of Calvary.

Please refer to the complete job description for further information pertaining to this role. Applicants are expected to respond in writing and include the following: Address the selection criteria. Provide two printed referee reports.

For further information regarding this role please contact: Narelle Comer, A/g Nursing Director (02) 6201 7070

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

Canberra Institute of Technology

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

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

Centres

Centre for Education Excellence

Administration Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 54925)

Gazetted: 13 January 2012

Closing Date: 27 January 2012

Provide administration leadership and management to project-based teams relating to: - curriculum processes including building programs on Banner (CIT's Student Information Management System), curriculum accreditation to ensure national, local and CIT requirements are met, accurate record management, quality assurance of program information on the CIT web site and in other marketing material, professional development including motivating and training staff and Institute and Centre strategic and operational plans.

Eligibility/Other Requirements: Mandatory: At least five years supervisory or management experience in tertiary education, including at least three years in CIT or a similar VET sector institute. Highly Desirable: Qualification in information technology, business or project management.

Note: This is a temporary position available until 28 February 2012 with the possibility of extension up to three years.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 elizabeth.tomaras@cit.edu.au

Centres

Centre for Education Excellence

Curriculum and Accreditation Services

Accreditation Manager

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 55776)

Gazetted: 13 January 2012

Closing Date: 27 January 2012

Manage the Institute's accreditation processes and records; quality assure Canberra Institute of Technology's (CIT) curriculum and accreditation to meet national VET Quality Framework requirements; systems administrate the purpose-built electronic curriculum system; research and report internally on accreditation matters such as national changes;

coordinate and contribute to project specific teams to achieve successful outcomes within the Centre; liaise with internal and external clients at all levels and secretariat functions.

Eligibility/Other Requirements: At least two years experience in tertiary education administration and experience in organising meetings and taking formal minutes is mandatory. IT, business or project management qualifications is well regarded.

Note: This is a temporary position available until 28 February 2012 with the possibility of extension up to three years.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 elizabeth.tomaras@cit.edu.au

Centres

Yurauna Centre

Cultural Arts and Design Teacher

Teacher Band 1 \$58,254 - \$78,380, Canberra (PN: 19130, several)

Gazetted: 12 January 2012

Closing Date: 24 January 2012

A demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander people on matters relevant to the delivery of the Government's Aboriginal and Torres Strait Islander development policies. An awareness of current issues in the VET area particularly as they affect Arts, Literacy and Numeracy for Indigenous Australian students.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Literacy and Numeracy or Arts and Design or equivalent relevant to the position. Possess, or eligible to obtain, a Diploma in Education from an Australian University or equivalent. At least five (5) years of relevant vocational/ industrial professional experience OR possess such other qualifications and/or experience acceptable for the position. Aboriginality is a genuine occupational qualification for this position. There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

Note: These positions will be offered for temporary filling for between 12 months and two years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Enterprise Agreement 2009-2011.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

Chief Minister and Cabinet

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

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

Corporate Management

Corporate Development

Corporate Development Project Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 27780)

Gazetted: 17 January 2012

Closing Date: 7 February 2012

Corporate Management is looking for a highly motivated and enthusiastic person to join the Corporate Development Team in the role of Corporate Development Project Officer. This role involves research and analysis to interpret and apply legislation and policies to support the effective delivery of a range of corporate services, policies and programs. This will include a range of business improvement activities, human resource initiatives, and workplace health and safety programs. We are seeking a confident communicator with the ability to liaise effectively at all levels, who has sound analytical and problem solving skills, and the ability to work effectively in a busy diverse team managing multiple projects.

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

Community Services

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

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

Disability ACT

Executive and Business

Business Support Unit

Senior Human Resource Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 25028)

Gazetted: 18 January 2012

Closing Date: 7 February 2012

The position of Senior Human Resource Officer is to provide extensive HR support to Disability ACT's Executive and Senior Management. The position also provides support to the HR Business Partner, Organisational Services and members of Shared Services. The position is responsible for the provision of sound advice in consultation with Organisational Services in relation to the *Public Sector Management Act*, standards and the Community Services Enterprise Agreement 2010-2011; Assist in 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, including Chris 21 and an understanding of the operations of Disability ACT is highly desirable.

Note: Please note selection may be based on application and referee reports only.

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

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Senior Finance Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 18196)

Gazetted: 17 January 2012

Closing Date: 7 February 2012

Social Housing and Homelessness Services plays a pivotal role in ensuring that people who are homeless or at risk of homelessness in the Canberra community have access to high quality support services that will assist in breaking cycles of disadvantage and homelessness. Social Housing and Homelessness Services is responsible for policy, planning, research and the management of service delivery agreements in relation to a broad range of community services, under the National Affordable Housing Agreement (NAHA). The Senior Finance Officer will provide program and strategic financial administration and advice to the Social Housing and Homelessness Services team.

Eligibility/Other Requirements: Tertiary qualifications in a related discipline and/or community sector experience highly desirable though not essential.

Contact Officer: Nicole Moore (02) 6207 1145 nicole.moore@act.gov.au

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

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Senior Policy Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 22048, expected vacancy)

Gazetted: 18 January 2012

Closing Date: 7 February 2012

Social Housing and Homelessness Services plays a pivotal role in ensuring that people who are homeless or at risk of homelessness in the Canberra community have access to high quality support services that will assist in breaking cycles of disadvantage and homelessness. Social Housing and Homelessness Services is responsible for policy, planning, research and the management of service delivery agreements in relation to a broad range of community services, under the National Affordable Housing Agreement (NAHA). The Senior Policy Officer position will be responsible for a small portfolio of service agreements as well as related sector development and policy advice.

Eligibility/Other Requirements: Tertiary qualifications in a related discipline and/or community sector experience highly desirable though not essential.

Contact Officer: Nicole Moore (02) 6207 1145 nicole.moore@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 Children, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Administration Officer

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 27669)

Gazetted: 16 January 2012

Closing Date: 23 January 2012

The Growing Healthy Families program, run by the Child and Family Centres is looking for an Administrative Officer to provide a variety of administrative tasks such as secretariat duties, preparation of straight-forward correspondence and assistance in building effective partnerships across Aboriginal and Torres Strait Islander communities, community agencies and the business sector.

Eligibility/Other Requirements: Aboriginal and Torres Strait Islander people are encouraged to apply.

Note: This is a part-time temporary position at two days a week, available ASAP to December 2012 with the possibility of extension. This position may be filled on the basis of application and referee reports only.

Contact Officer: Denise Small (02) 6207 1993 denise.small@act.gov.au

Policy and Organisational Services

Multicultural, Aboriginal and Torres Strait Islander Affairs

Office of Aboriginal and Torres Strait Islander Affairs

Aboriginal and Torres Strait Islander Trainee

Administrative Services Officer Class 1 \$39,588 - \$43,752, Canberra (PN: ATSIPT2012)

Gazetted: 18 January 2012

Closing Date: 24 February 2012

An opportunity exists for Aboriginal and Torres Strait Islander people to be part of the ACT Government Indigenous Traineeship Program. Successful applicants will undertake a 12 month traineeship, with each applicant to complete a 12 month qualification in either Certificate III, or Certificate IV in Government. During the traineeship, successful applicants will be employed as an ACT Government public servant at the ASO1 level. Successful graduates from the program who

have met the probationary requirements of employment may be promoted to permanent full-time ASO2 or higher positions. Applicants may have an opportunity to be placed with the Education and Training Directorate in a school environment on a part-time basis, working 6hrs 15 mins each day (85% of the trainee salary) and will be on paid stand down or annual leave during designated school vacation periods.

Eligibility/Other Requirements: These are Aboriginal and Torres Strait Islander identified positions. It is a genuine occupational requirement that this position be filled by an Aboriginal or Torres Strait Islander person.

Note: Applicants should submit a 1-2 page expression of interest to be considered for this program. Applicants may be required to undertake a 2 day job ready program as part of this selection process. .

Contact Officer: Brendan Oldfield (02) 6205 2551 oatsia@act.gov.au

Economic Development

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

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

Tourism, Events and Sport

Australian Capital Tourism

Marketing

Senior Creative Services Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 56209)

Gazetted: 17 January 2012

Closing Date: 4 February 2012

The Senior Creative Services Officer is responsible for providing creative solutions for tourism marketing campaigns. The successful candidate will be required to manage projects and workflow in the Digital and Creative Services Unit, specifically the design of campaign and brand publications and advertising and promotional collateral. The role is also critical to the effective management of external supplier relationships with creative agencies, photographers, printers and press outlets.

Eligibility/Other Requirements: Tertiary qualifications in Graphic Design, Multimedia or a related discipline is desirable.

Contact Officer: Adelina La Vita (02) 6205 0659 adelina.lavita@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

Corporate Services

Human Resources

Recruitment Services

Assistant Manager

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 00274)

Gazetted: 16 January 2012

Closing Date: 30 January 2012

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

Note: This position is being readvertised. Previous applicants will be considered and do not need to reapply.

Contact Officer: Cathy Crook (02) 6205 9242 cathy.crook@act.gov.au

Corporate Services

Schools Capital Works

Repairs and Maintenance

Senior Project Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 27494)

Gazetted: 16 January 2012

Closing Date: 30 January 2012

This position is responsible to the Assistant Manager, Repairs and Maintenance and has major responsibility for the planning, implementation and co-ordination of repairs and maintenance works at all schools, upgrade works at pre-schools, Occupational Health and Safety related works, statutory compliant works and bush fire prevention works.

Contact Officer: Georgia Mackie (02) 6205 3173 georgia.mackie@act.gov.au

Executive Director of Learning, Teaching and Student Engagement

Office of the Executive Director

Executive Assistant

Administrative Services Officer Class 5 \$63,440 - \$69,661, Canberra (PN: 09517)

Gazetted: 17 January 2012

Closing Date: 31 January 2012

Applications are sought from dynamic, client oriented individuals to join the Executive Director Office of Learning, Teaching and Student Engagement Division. The successful applicant will provide high level public service administrative support including diary management, records management and coordination of all correspondence. The applicant should demonstrate high level oral and written communication skills and the ability to work in a collaborative and responsive environment with minimal supervision.

Eligibility/Other Requirements: Knowledge of government functions within an education setting is desirable.

Contact Officer: Tim McNevin (02) 6205 9199 tim.mcnevin@act.gov.au

Corporate Services

Schools Capital Works

Strategy and Schools Improvement

Systems Project Officer

Administrative Services Officer Class 5 \$63,440 - \$69,661, Canberra (PN: 19591)

Gazetted: 16 January 2012

Closing Date: 23 January 2012

The position is responsible to the Director, Schools Capital Works for the development, implementation and maintenance of all electronic records and database systems to support the strategic planning and reporting of all work programs and projects being delivered by the Branch.

Note This is a long term temporary position available ASAP for the period of five (5) years.

Contact Officer: John Wynants (02) 6205 3173 john.wynants@act.gov.au

Corporate Services

Schools Capital Works

Schools Improvement

Administrative Assistant

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 17908)

Gazetted: 12 January 2012

Closing Date: 19 January 2012

The successful candidate will have responsibility for the provision of a range of administrative support for work programs and specific projects being managed across the Capital Upgrades and Repairs and Maintenance Sections.

Note: This is a temporary vacancy available asap for a period of two years with the possibility of extension.

Contact Officer: Georgia Mackie (02) 6205 3173 georgia.mackie@act.gov.au

Corporate Services

Schools Capital Works

Schools Improvement

Senior Manager

Senior Officer Grade A \$119,042, Canberra (PN: 27475)

Gazetted: 16 January 2012

Closing Date: 23 January 2012

This position is responsible to the Director, Schools Capital Works and has major responsibility for managing the strategic planning, delivery and co-ordination of capital upgrade projects, repairs and maintenance programs, environment sustainable design initiatives and landscape improvements at existing schools.

Note: This position is temporary, available ASAP for a period of five (5) years.

Contact Officer: Georgia Mackie (02) 6205 3173 georgia.mackie@act.gov.au

Corporate Services

Schools Capital Works

New Schools

New Schools Manager

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 27479)

Gazetted: 16 January 2012

Closing Date: 23 January 2012

The Education and Training Directorate is looking for an experienced person to undertake the role of New Schools Manager, Schools Capital Works. The successful candidate will provide leadership in the construction and delivery of new ACT Public Schools. The Manager will be responsible for all aspects of the daily management as well as participating in determining the longer-term strategic direction of new projects within Schools Capital Works. The goal is to meet community needs and provide high quality schools in a timely and cost efficient manner.

Note: This is a long term temporary position available ASAP for five (5) years.

Contact Officer: Jurgen Lebang (02) 6205 9133 jurgen.lebang@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

Regulation and Services

Construction Services

Utilities, Land and Lease Regulation

Utilities Technical Regulation Administration Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 13936)

Gazetted: 17 January 2012

Closing Date: 2 February 2012

The Utilities Regulation Team administers technical regulation for electricity, gas and water utilities in the ACT. This position provides administrative and policy support to the team and co-ordinates the preparation of papers and submissions on technical regulation including reviews and national programs. The successful applicant will also provide a liaison point between the Utilities Team and other Government agencies, utilities and the public; Provide policy and administrative support to members of the team, including co-coordinating audits on behalf of the Technical Regulator; Develop accurate papers and submissions on behalf of the team; Liaise with external stakeholders, licensed utilities, ACT Government Departments and Ministers; Manage the team's yearly budget, invoicing and liaison with the Environment and Sustainable Development Directorate's finance team.

Eligibility/Other Requirements: Strong written and verbal communication skills, the ability to work independently and to manage a number of concurrent projects are necessary for the position.

Note: This is a temporary position available until 1 January 2014.

Contact Officer: Robert Walker (02) 6207 0362 robert.walker@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

Medicine

Chronic Disease

Public Health Physician

Senior Specialist \$185,984, Canberra (PN: 23897)

Gazetted: 19 January 2012

Closing Date:

The Position: Public Health Physician with a special interest in Chronic Disease Control. A temporary, part-time position for a Public Health Physician is available in the Chronic Disease Management. Located in the City Health Centre, this multidisciplinary team was established in 2010 to lead service development in this important field. We are looking for a Public Health Physician with experience in chronic disease control to join the Unit for six months, with the possibility of extension. The successful applicant will have excellent communication skills, research or project management experience and the ability to work flexibly within a multidisciplinary team. They will also participate in the ACT Chief Health officer On-call roster.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, and Fellowship of the Australian Faculty of Public Health Medicine.

Contact Officer: Assoc Prof Paul Dugdale (02) 6207 8993 paul.dugdale@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, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

Director General Reports

Financial Management

Revenue and Financial Support

Manager, Revenue and Financial Services

Senior Officer Grade B \$102,499 - \$115,387, Canberra (PN: 01193)

Gazetted: 19 January 2012

Closing Date: 26 January 2012

The Revenue and Financial Services team provide a range of support services such as billing, debt recovery, cashiers function, admissions and discharge paperwork office, VMO claims audit and payment, Special Purpose Account management and support to the Private Practice Trust Funds to different areas across the Health Directorate. This role is based at The Canberra Hospital.

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 note that Appointment may be made on application only.

Contact Officer: Ron Foster (02) 6205 2248

Director General Reports

Financial Management

Senior Financial and Management Accountant

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 24797)

Gazetted: 19 January 2012

Closing Date: 2 February 2012

The Senior Financial and Management Accountant is a key member of the Financial Management Unit which provides operational and strategic support, direction and leadership to the Health Directorate in financial management. Reporting to the section head, the Senior Financial and Management Accountant is responsible for the provision of full range of financial management services to internal and external stakeholders.

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

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: Andrew Hewat (02) 6207 6506

**Strategy and Corporate
Human Resource Management
Staff Development
Essential Education Coordinator
Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 23773)**

Gazetted: 19 January 2012

Closing Date: 26 January 2012

The Staff Development Unit is seeking an enthusiastic and dynamic person to coordinate Essential Education for the ACT Government Health Directorate. The successful applicant will have well developed leadership, communication and customer service skills and demonstrated ability to establish effective working relationships with a wide range of staff across the Directorate.

Eligibility/Other Requirements: Experience and qualifications in, or working towards qualifications in the field of Education and Training 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: Kerri Cargill (02) 6244 3429

**Strategy and Corporate
Human Resource Management
Staff Development
e-Learning Officer
Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 29860)**

Gazetted: 19 January 2012

Closing Date: 26 January 2012

The Staff Development Unit is seeking an experienced person to develop and implement eLearning programs for the ACT Government Health Directorate using appropriate authoring tools and publishing on the Learning Management System (LMS). To be successful in this role you will need to have extensive experience in the analysis, design, development, implementation and evaluation of eLearning for SCORM compliant LMS and possess well developed leadership, communication and customer service skills.

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: Karen Penman (02) 6244 3643

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

**Public Advocate of the ACT
Guardianship
Principle Guardian/Deputy Public Advocate
Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 11590)**

Gazetted: 18 January 2012

Closing Date: 1 February 2012

The successful applicant will be required to deputise for and assist the Public Advocate administer the statutory functions of the Public Advocate of the ACT relating to guardianship clients. Responsible for the leadership and management of the guardianship section, including the provision of high level advice to the Public Advocate, preparation of reports and representation of the Public Advocate at Tribunals and Court.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline are essential.

Note: This is an expected vacancy and is initially a temporary vacancy for the period 16 March 2012 to 16 August 2012 with a possibility of an extension or permanency from this process. This is a position of trust and applicants must be aware of confidentiality and privacy provisions and will be subject to a police check. Salary will increase by 3.5% when the new Justice and Community Safety Directorate Enterprise Agreement takes effect as at 20 January 2012.

Contact Officer: Brian McLeod (02) 6207 0707 brian.mcleod@act.gov.au

**ACT Emergency Services Agency
Executive
Commissioner's Office
Manager, Executive Support
Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 14949)**

Gazetted: 16 January 2012

Closing Date: 30 January 2012

The Emergency Services Agency is seeking a highly motivated, energetic, professional to support the Commissioner through the efficient and cohesive management of the Commissioner's Office. Lead and manage the ESA's Ministerial services and the associated engagement with the Justice and Community Safety Directorate and the ACT Government, including ministerial, cabinet correspondence and briefings, and other requests for information between the ESA, Justice and Community Safety and ACT Government, within designated timeframes. Lead the preparation of high quality correspondence and replies to Parliamentary Questions, Ministerial representations, and other briefing material as required by the *Emergencies Act, 2004* and other ACT Government requirements in conjunction with the Services. Develop and maintain effective internal processes to support and improve ministerial services requirements. Coordinate and prepare high quality correspondence to a wide variety of requests for advice from both within and outside the ESA. Establish and maintain effective working relationships with stakeholders, both internal and external. Support the efficient functioning of the ESA through internal and external partnerships, information and records handling, and coordination of activities. Maintain team effort in the Commissioner's office. Maintain discretion and confidentiality and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: This is a designated security assessed position. Confirmation of appointment is subject to satisfactory outcome of the security clearance. An understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes.

Note: Salary will increase by 3.5% when the new Justice and Community Safety Directorate Enterprise Agreement takes effect as at 20 January 2012.

Contact Officer: Mark Crosweller (02) 6207 8383 mark.crosweller@act.gov.au

Office of Regulatory Services

WorkSafe ACT

Inspector

WorkCover Officer 6 \$66,198 - \$76,043, Canberra (PN: 05554, several)

Gazetted: 17 January 2012

Closing Date: 31 January 2012

Conducting inspections and providing advice in accordance with legislation administered by WorkSafe ACT. Promoting health and safety awareness and practices within workplaces to help minimise work-related injuries and illness. Drafting reports, briefing notes, correspondence and other written material relating to major or more complex work health and safety issues. Liaising with industry, unions, employers, other Government agencies and providers. Representing the Office of Regulatory Services (ORS) at forums within the ACT and interstate where required. Drafting and preparing guidance materials and articles on issues relevant to the work of WorkSafe ACT. Contributing to the strategic direction of WorkSafe ACT and ORS and the development of operational policy, procedures and practices to achieve best practice within the ACT. Contributing to the development and achievement of targets and objectives of the WorkSafe ACT Strategic/Business Plans and team work plans. Facilitating a culture of performance and continuous improvement within ORS. Positively participating in team meetings, planning and training activities to achieve corporate goals and targets. Contributing effectively to workplace diversity, participative practices and promotion of work health and safety principles. Maintaining records in accordance with the *Territory Records Act 2002*. Working cooperatively with managers and staff in WorkSafe ACT and ORS more broadly. Actively participating in the development and application of relevant WorkSafe ACT promotional and educational materials. Actively promote relevant WorkSafe ACT promotional and educational materials to industry. Present at training workshops, roadshows and other such appropriate activities.

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. Willingness to undertake competency based training relevant to performing the duties of this position. Willingness to participate in an after hours on-call and telephone roster. Participation in any programmed after hours compliance activities.

Note: Positions are temporary, available asap to 31 December 2012. Salary will increase by 3.5% when the new Justice and Community Safety Directorate Enterprise Agreement takes effect as at 20 January 2012.

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

ACT Law Courts and Tribunal

ACT Law Courts

Court Services

Technology Support Officer

Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 12976)

Gazetted: 12 January 2012

Closing Date: 31 January 2012

The ACT Law Courts and Tribunal Administration is seeking applications from people with excellent communication and liaison skills, who also possess technical skills relevant to video recording systems and other e court programs. People with high motivation, well developed communication skills and the ability to adapt to challenging situations would be suited to this key role. If you possess these attributes coupled with a drive for striving to attain excellence in a team environment, we are interested in receiving your application.

Eligibility/Other Requirements: This position may be subject to a security clearance at a National Level (Secret). The occupant of this position may be required to access and view material of an explicit nature.

Note: Salary will increase by 3.5% when the new Justice and Community Safety Directorate Enterprise Agreement takes effect as at 20 January 2012.

Contact Officer: Judy Talevich (02) 6207 1319 judy.talevich@act.gov.au

Office of Regulatory Services

Business and Finance Services

Finance and Budgets

Finance Services Officer

Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 24867)

Gazetted: 18 January 2012

Closing Date: 1 February 2012

Under the general direction of the Manager, Finance and Budgets, prepare and process accounts payable and receivable for the Office of Regulatory Services, including maintaining tracking registers. Prepare and process monthly financial journals, receipt payments within the financial management system and maintain Cabcharge and petty cash in accordance with accounting instructions. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Knowledge of a government financial management system (e.g. Oracle) procedures and guidelines and an understanding of the financial framework in the ACT Government would be an advantage.

Note: Salary will increase by 3.5% when the new Justice and Community Safety Directorate Enterprise Agreement takes effect as at 20 January 2012.

Contact Officer: Dragana Cvetkovski (02) 6205 3456 dragana.cvetkovski@act.gov.au

Office of Regulatory Services

Compliance

Parking Operations

Parking and Information Officer

Administrative Services Officer Class 2 \$43,289 - \$48,003, Canberra (PN: 04791, several)

Gazetted: 16 January 2012

Closing Date: 30 January 2012

As an authorised person in uniform, patrol designated areas within the ACT administered under the *Road Transport (General) Act 1999* and attend to parking matters as required. This will require working in difficult weather conditions and often patrolling up to 20 kilometres on foot per day. Provide information on matters affecting, or likely to effect, parking enforcement control measures in the ACT. Attend the ACT Magistrate's Court on prosecution matters arising from parking infringements. Assist in on-the-job training. Undertake other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: The position may be required to work on a rotating rostered shift basis. A current driver's licence is essential. A current First Aid certificate is highly desirable. Salary will increase by 3.5% when the new Justice and Community Safety Directorate Enterprise Agreement takes effect as at 20 January 2012.

Contact Officer: Colin Lyons (02) 6207 7069 colinp.lyons@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

Roads ACT

Traffic Management and Safety

Manager Investigations and Programs

Senior Professional Officer Grade B \$99,033 - \$111,485, Canberra (PN: 46701)

Gazetted: 12 January 2012

Closing Date: 24 January 2012

The Manager, Investigations and Programs is accountable for the effective operation and use of the traffic and bridge assets in the ACT providing routine and complex advice in relation to these assets, on a range of transport projects including traffic issues for special events and issuing statutory and regulatory approvals for the installation of permanent and temporary traffic management plans. The position holder will manage investigations of reports of poor performance of roads and traffic assets and will have the opportunity to play a leadership role in managing the delivery of key government initiatives including the Sustainable Transport Plan, Roads ACT's Capital Upgrades Program and Minor New Works Program.

Eligibility/Other Requirements: Formal qualifications in a relevant field.

Contact Officer: Rifaat Shoukrallah (02) 6207 6157 rifaat.shoukrallah@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.

Parks and City Services

Parks and Conservation Service

Natural Resource Protection

Manager

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 27418)

Gazetted: 16 January 2012

Closing Date: 14 February 2012

The Parks and Conservation Service is a Branch within the Planning and Land Management Network responsible for planning and management of parks reserves and rural lands. It protects and conserves the natural resources of the ACT and promotes appropriate recreational, educational and scientific uses of our parks, reserves and rural lands. The Manager, Natural Resource Protection will oversee the development and coordination of rural programs, invasive species control (pest plants and vertebrate animals), provide advice and input on matters relating to resource management, asset

protection and conservation management and oversee the ACT Community Horse Holding Paddocks contract. The applicant will possess the ability to manage and lead a team, budget management, conflict resolution and the capacity to manage change. The applicant must have the ability to establish, develop and maintain positive relationships with key external bodies including ACT Government agencies, community groups, rural community and commercial enterprises. Contact Officer: Geoff King (02) 6207 2264 geoff.king@act.gov.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Business Enterprises

ACT Property Group

Property Projects and Services

Assistant Manager-Trades and Services

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 29336)

Gazetted: 13 January 2012

Closing Date: 24 January 2012

Property Projects and Services is looking for a suitably qualified and experienced person who will be responsible for delivering an extensive property maintenance and minor new works program across the ACT Government, utilising a team of trades and services staff and employing contractors as needed.

Eligibility/Other Requirements: Relevant tertiary and/or building trade qualification(s) and licence(s) as well as a current driver's licence are essential.

Note: Applicants are required to provide two referee's reports covering the last two years, with at least one report from a direct supervisor with their application.

Contact Officer: David Doherty (02) 6205 8340 david.doherty@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.

Parks and City Services

Parks and Conservation Services

Tidbinbilla

Wildlife Officer

Technical Officer Level 2 \$50,317 - \$57,912, Canberra (PN: 09892)

Gazetted: 18 January 2012

Closing Date: 1 February 2012

This position assists the Technical Officer Level 4 Wildlife in the critical frontline operations of the wildlife team at Tidbinbilla. It is responsible for ensuring that daily operations are conducted in a safe, efficient and effective manner. This position is responsible for the husbandry and animal welfare standards; as well as assisting with team management and ensuring that animal feeding and cleaning regimes are undertaken to the highest standards.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Julie Murkins (02) 6205 6748 julie.murkins@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.

Parks and City Services

City Services

Urban Treescaping

Technical Officer

Technical Officer Level 2 \$48,615 - \$55,954, Canberra (PN: 18125)

Gazetted: 16 January 2012

Closing Date: 31 January 2012

The Urban Treescaping section within Services has a temporary vacancy for a Technical Officer Level 2 based at Macarthur House. The position holder needs to possess sound oral and written communication skills and the ability to work as part of a small team with limited supervision. The primary responsibilities include: Providing administrative support for the Urban Treescaping section; conducting field assessments as required and providing recommendations regarding urban tree management issues; assisting with the collection and collation of field data and conducting field checks for seasonal programs; liaising with contractors, service providers, industry, senior management, government agencies and the community, and; preparation of written reports and written correspondence as required.

Eligibility/Other Requirements: A driver's licence is essential.

Note: This is a temporary position from January 2012 to January 2015. Standard working hours are between 8:30am to 4:51pm with the opportunity for flex time as agreed with your Manager. Minimum working hours are 7:21 hours/day.

Contact Officer: Michael Brice (02) 6205 5263 michael.brice@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.

Parks and City Services

City Services

Urban Treescaping

Senior Manager-Urban Treescaping

Senior Officer Grade A \$119,042, Canberra (PN: 13322)

Gazetted: 18 January 2012

Closing Date: 7 February 2012

The ACT Government has an exciting and challenging opportunity for the Senior Manager of Urban Treescapes, within the Territory and Municipal Services Directorate. The ACT has one of the largest and most diverse urban forests in Australia which is synonymous with the design of Canberra, and attracts many visitors nationally and internationally. As Senior Manager you will be responsible for the strategic management and maintenance responsibilities of the urban forest.

Eligibility/Other Requirements: A diploma in Arboriculture or Horticulture and extensive experience in urban tree management is essential. A degree in Forestry, Urban Forestry, Urban Park Management or equivalent in a related discipline is highly desirable.

Contact Officer: Fleur Flanery (02) 6207 5486 fleur.flanery@act.gov.au

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

Treasury

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

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

Shared Services

Shared Services ICT

Finance and Accounting

Costing and Analysis Manager

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 01906)

Gazetted: 16 January 2012

Closing Date: 31 January 2012

The successful applicant will be required to assist with the development and management of Shared Services ICT's cost and funding models and develop ongoing strategies and processes to support the model; Provide strategic advice, input and analysis on Shared Services ICT's financial management processes and promote sound financial management practices.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Accounting, Commerce, Finance or a related field is a mandatory requirement. Membership of a peak Australian accounting body such as the ASCPA or ICAA will be highly regarded. A knowledge and understanding of Information Communication and Technology (ICT) services would be advantageous.

Contact Officer: Jeanette Rawlings (02) 6205 0077 jeanette.rawlings@act.gov.au

Shared Services

Shared Services ICT

Customer Relations/Service Level Management

Support Agreements Manager

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 14537)

Gazetted: 12 January 2012

Closing Date: 27 January 2012

This position requires a person with exceptional negotiation and liaison skills and an understanding of IT infrastructure to develop, negotiate and maintain Support Agreements between Shared Services ICT and ACT Government Directorates for a variety of ICT services. Other significant responsibilities include identifying the potential for new services and researching the relationship between services and support for specific business systems.

Eligibility/Other Requirements: Information Technology Infrastructure Library (ITIL) framework training would be highly advantageous.

Note: This is a temporary position available from 1 March 2012 until 19 December 2012.

Contact Officer: Sara Brown (02) 6207 1288 sara.brown@act.gov.au

Shared Services

Shared Services ICT

Finance and Accounting

Financial Accounting

Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 15491)

Gazetted: 16 January 2012

Closing Date: 26 January 2012

Manage a wide range of accounting functions including end-of-month financial and management reporting and asset management. Assist in the preparation and monitoring of Shared Services ICT's external and internal budgets and forecasts.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting as well as CPA or ICA membership, or progression towards these qualifications, would be highly regarded.

Note: This is a temporary vacancy available asap to 18 November 2012.

Contact Officer: Sharon Wong (02) 6207 7910 sharon.wong @act.gov.au

Shared Services

Shared Services ICT

Customer Relations/Service Level Management

Agreements Officer

Administrative Services Officer Class 6 \$66,198 - \$76,043, Canberra (PN: 17956)

Gazetted: 12 January 2012

Closing Date: 31 January 2012

The successful applicant will be required manage the development, review and update of support agreements in line with upcoming projects and agreement review processes. Liaise with Shared Services ICT business units and customers to ensure support requirements are clearly defined, documented and are agreed to by all parties.

Contact Officer: Sara Brown (02) 6207 1288 sara.brown@act.gov.au

**Shared Services
Shared Services ICT
Executive
Executive Assistant**

Administrative Services Officer Class 4/5 \$54,956 - \$64,994, Canberra (PN: 14624)

Gazetted: 16 January 2012

Closing Date: 31 January 2012

The successful applicant will be required to provide, effective and confidential executive support to the Shared Services ICT Executive Director, including the coordination and dissemination of relevant information and executive correspondence. In undertaking this role, the successful applicant will also be required to maintain the Executive Director's diary, including the organisation of meetings, appointments and conferences.

Note: This position will be at the Administrative Services Officer Class 4/5 level depending on the qualifications and experience of the successful applicant.

Contact Officer: Surangani Luck (02) 6205 4071 surangani.luck@act.gov.au

**Shared Services
Shared Services ICT
Customer Relations/Education-CIT-ICT
Canberra Institute of Technology (CIT) ICT Manager
Senior Officer Grade A \$115,016, Canberra (PN: 27630)**

Gazetted: 16 January 2012

Closing Date: 31 January 2012

The successful applicant will be required to effectively lead and manage all Shared Services ICT employees and contractors embedded in all CIT campuses; manage the provision of Shared Services ICT administrative services within CIT, including asset management, purchasing and contract arrangements associated with ICT; ensure that there is a current business plan for the cost centre, that the budget is managed in accordance with the *Financial Management Act 1996* and Chief Executive financial instructions and financial delegations are exercised appropriately.

Eligibility/Other Requirements: Knowledge of the Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Contact Officer: Paul Anderson (02) 6207 4285 paul.anderson@act.gov.au

**Shared Services
Shared Services ICT
Customer Relations/Health ICT/Health Projects
ICT Provisioning Program Manager
Senior Officer Grade A \$115,016, Canberra (PN: 27703)**

Gazetted: 16 January 2012

Closing Date: 31 January 2012

Working in consultation with Health Directorate and their contracted Project Managers, the successful applicant will be required to plan, direct and coordinate the activities required to manage and implement the ICT Provisioning Program of projects within Health ICT Project Portfolio.

Eligibility/Other Requirements: May be required to manage multiple and complex projects/programs directly, depending on the workload within the Health portfolio. Relevant tertiary qualifications in ICT, Management or Healthcare would be advantageous. Knowledge of MSP, PRINCE2, and ITIL frameworks would be highly advantageous. Knowledge of/or experience in the Health environment would be advantageous.

Contact Officer: Peter McNiven (02) 6205 3852 peter.mcniven@act.gov.au

APPOINTMENTS

ACT Auditor General's Office

Auditor Band 1 - Auditor Band 2 \$42,084 - \$119,911

David Kelly 797-70197, Section 68(1), 11 January 2012

Auditor Band 1 - Auditor Band 2 \$42,084 - \$119,911

Adrian Prasad 827-60379, Section 68(1), 30 January 2012

Canberra Institute of Technology

Teacher Band 1 \$58,254 - \$78,380

Sharon Bidder 821-01461, Section 68(1),

Teacher Band 1 \$58,254 - \$78,380

Gregory John Patterson 821-00565, Section 68(1), 16 January 2012

Chief Minister and Cabinet

Administrative Services Officer Class 5 \$63,440 - \$69,661

Alison Louise Taylor 827-59810, Section 68(1), 20 January 2012

Community Services

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

Lizanne Pllu 827-61718, Section 68(1), 17 January 2012

Economic Development

Administrative Services Officer Class 5 \$63,440 - \$69,661

Lauren Kajewski 827-30831, Section 68(1), 5 January 2012

Education and Training

School Assistant 2 \$38,098 - \$42,249

Melissa Horrocks 817-45767, Section 68(1), 3 January 2012

Environment and Sustainable Development

General Service Officer Level 10 \$66,198 - \$76,043

Donald Jacobs 827-56257, Section 68(1), 16 January 2012

Administrative Services Officer Class 3 \$51,032 - \$55,076

Rumana Shoilee 827-49890, Section 68(1), 19 January 2012

Health

Staff Specialist Band 1-5, \$137,660 - \$169,877

Brandon Nguyen: 829-55993, Section 68(1), 9 January 2012

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

Bradley Wilkinson 829-69404, Section 68(1), 6 January 2012

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

Kristine Wright 828-67168, Section 68(1), 20 December 2011

Justice and Community Safety

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

Andrew Canestrari 827-52088, Section 68(1), 22 December 2011

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

Sharon Christie 827-60678, Section 68(1), 6 February 2012

Legal 1 \$50,797 - \$104,152

Alexandra Margaret Collins 827-59685, Section 68(1), 9 January 2012

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

Ross Fowler 827-50728, Section 68(1), 9 January 2012

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

Victor Tong Yuan Khaw 827-44272, Section 68(1), 18 January 2012

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

Wendy Neville 827-60707, Section 68(1), 16 January 2012

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

Josette Noble 827-60694, Section 68(1), 16 January 2012

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

Lynette Suzanne Smith 827-60686, Section 68(1), 16 January 2012

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

Randi Taylor 827-58543, Section 68(1), 9 January 2012

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

Glenda Wahler 755-53777, Section 68(1), 6 January 2012

Territory and Municipal Services

General Service Officer Level 5/6 \$44,103 - \$48,740

Glenn Freebody 827-32351, Section 68(1), 16 January 2012

General Service Officer Level 5/6 \$44,103 - \$48,740

James Marshall 816-82487, Section 68(1), 23 December 2011

General Service Officer Level 5/6 \$44,103 - \$48,740

Janet Miller 816-82532, Section 68(1), 23 December 2011

Bus Operator - Training \$56,213 - \$62,577

Ronald Shepherd 140-717, Section 68(1), 16 December 2011

Technical Officer Level 3 \$59,080 - \$67,031

Stan Christopher Wsol 827-60299, Section 68(1), 12 January 2012

Treasury

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

Richard Sun Aland 827-35739, Section 68(1), 23 December 2011

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

Richard Allende 821-08671, Section 68(1),

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

Andrew Bryce Dunbar 827-32327, Section 68(1), 19 January 2012

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

Deborah Lowery 827-35958, Section 68(1), 17 January 2012

TRANSFERS

Community Services

Bradley Stewart: 735-38549

From: Administrative Services Officer Class 6 \$68,515 - \$78,705
Health

To: Administrative Services Officer Class 3 \$51,032 - \$55,076
Community Services, Canberra (PN. 03316) (Gazetted 25 February 2011)

Education and Training

Alice Elizabeth Clements: 824-51760

From: Senior Officer Grade C \$86,750 - \$93,535
Education and Training

To: Senior Officer Grade C \$86,750 - \$93,535
Education and Training, Canberra (PN. 02371) (Gazetted 21 October 2011)

Health

Zoe Pope: 778-37976

From: Health Professional Level 4 \$86,750 - \$93,535
Health
To: Health Professional Level 4 \$86,750 - \$93,535
Health, Canberra (PN. 23014) (Gazetted 17 November 2011)

Treasury

Kylie O'Keeffe: 820-90838

From: Administrative Services Officer Class 2 \$43,289 - \$48,003
Treasury
To: Administrative Services Officer Class 2 \$43,289 - \$48,003
Treasury, Canberra (PN. 09688)

Shiva Sapkota: 820-85166

From: Senior Officer Grade C \$83,816 - \$90,372
Treasury
To: Senior Officer Grade C \$83,816 - \$90,372
Treasury, Canberra (PN. 23691) (Gazetted 20 September 2011)

Toni Ulrich: 820-93051

From: Administrative Services Officer Class 4 \$54,956 - \$59,668
Treasury
To: Administrative Services Officer Class 2 \$43,289 - \$48,003
Treasury, Canberra (PN. 13864)

PROMOTIONS

Community Services

**Policy and Organisational Services
Governance, Strategy and Community Policy
Women's Information and Referral Centre**

Rebecca Adams: 821-08479

From: Administrative Services Officer Class 4 \$54,956 - \$59,668
Community Services
To: Administrative Services Officer Class 5 \$61,295 - \$64,994
Community Services, Canberra (PN. 13525) (Gazetted 7 October 2011)

Economic Development

Land Strategy and Finance

Urban Renewal

Urban Projects

Cindy Cantamessa: 772-78887

From: Senior Officer Grade B \$99,033 - \$111,485
Economic Development
To: †Senior Officer Grade A \$115,016
Economic Development, Canberra (PN. 16823) (Gazetted 10 November 2011)

Land Strategy and Finance

Urban Renewal

Urban Projects

David Thornhill: 772-39570

From: Senior Officer Grade B \$99,033 - \$111,485
Economic Development
To: †Senior Officer Grade A \$115,016
Economic Development, Canberra (PN. 18778) (Gazetted 10 November 2011)

Land Strategy and Finance

Urban Renewal

Urban Projects

Stephen Wallace: 545-57998

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

Economic Development

To: †Senior Officer Grade A \$115,016

Economic Development, Canberra (PN. 18776) (Gazetted 10 November 2011)

Education and Training

School Improvement

Belconnen Network

Hawker College

Christopher John Brown: 817-40958

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

Education and Training

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 02025) (Gazetted 15 September 2011)

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

Originally advertised as PN:19575

School Improvement

North/Gungahlin Directorate

Palmerston District Primary School

Tania Maree Collis: 775-67769

From: School Leader C \$91,769

Education and Training

To: †School Leader B \$98,077

Education and Training, Canberra (PN. 23546) (Gazetted 9 September 2011)

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

School Improvement

Tuggeranong Network

Theodore Primary School

Matthew David Holdway: 761-21247

From: School Leader B \$98,077

Education and Training

To: †School Leader A \$113,804

Education and Training, Canberra (PN. 01814) (Gazetted 3 November 2011)

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

School Improvement

Belconnen Network

Mt Rogers Primary School

Felicity Jane Levett: 733- 16276

From: School Leader C \$91,769

Education and Training

To: †School Leader B \$98,077

Education and Training, Canberra (PN. 15793) (Gazetted 21 November 2011)

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

School Improvement

Tuggeranong Network

Bonython Primary School

Jennifer Loudon: 772-10671

From: School Leader C \$91,769

Education and Training

To: †School Leader B \$98,077

Education and Training, Canberra (PN. 04034) (Gazetted 3 November 2011)

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

School Improvement

North and Gungahlin Network

Dickson College

Sara Lyn Morgans: 778-97936

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

Department of Education

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 02007) (Gazetted 29 November 2011)

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

School Improvement

North/Gungahlin Network

North Ainslie Primary School

Josephine Louise Owens: 755-79475

From: School Leader B \$98,077

Education and Training

To: †School Leader A \$123,322

Education and Training, Canberra (PN. 01753) (Gazetted 3 November 2011)

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

School Improvement

North and Gungahlin Network

Cranleigh School

Catherine Frances Penrose: 817-95940

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

Education and Training

To: †School Leader C \$91,769

Education and Training, Canberra (PN. 33590) (Gazetted 2 November 2011)

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

School Improvement

Belconnen Network

Macgregor Primary School

Lana Marie Read: 766-13380

From: School Leader B \$98,077

Education and Training

To: †School Leader A \$118,562

Education and Training, Canberra (PN. 02761) (Gazetted 9 November 2011)

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

School Improvement

South/Weston Network

Hughes Primary School

Kathryn Louise Smith: 033- 28642

From: School Leader B \$98,077

Education and Training

To: †School Leader A \$118,562

Education and Training, Canberra (PN. 31778) (Gazetted 4 November 2011)

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

Justice and Community Safety

Office of Regulatory Services

Policy and Community Relations

Community Relations

Julie Mitchell: 242-03507

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 05545) (Gazetted 11 November 2011)

Territory and Municipal Services

Business Enterprises

ACT Property Group

Property Asset Management

Anna Waters: 827-38198

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

Territory and Municipal Services

To: †Administrative Services Officer Class 6 \$68,515 - \$78,705

Territory and Municipal Services, Canberra (PN. 16985) (Gazetted 27 September 2011)

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

Treasury

ACT Revenue

Policy Legislation and Objections

Morgan Bryant: 821-21948

From: Administrative Services Officer Class 6 \$68,515 - \$78,705

Community Services

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

Treasury, Canberra (PN. 13569) (Gazetted 7 October 2011)

Shared Services

Shared Services ICT

Customer Relations/Education and Training ICT

Susan Janssens: 719-38792

From: Administrative Services Officer Class 6 \$68,515 - \$78,705

Education and Training

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

Treasury, Canberra (PN. 05168) (Gazetted 4 November 2011)