



ACT Government Gazette

Gazetted Notices for the week beginning 15 March 2012

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery Services

Nursing

ICU/CCU

Cardiac Rehabilitation Coordinator

Registered Nurse Level 3.1 \$86,796 - \$90,378, Canberra (PN: 7732)

Gazetted: 20 March 2012

Closing Date: 10 April 2012

The opportunity exists for a dynamic, motivated person to fill the position of Cardiac Rehabilitation Coordinator - Registered Nurse Level 3 at Calvary Health Care ACT. The successful applicant will have demonstrated skills and knowledge in Intensive Care Nursing and possess the following: Current Registration with AHPRA; Post Graduate qualifications in Coronary Care Nursing or equivalent and current BLS and ALS certification; Sound Knowledge of and the ability to acquire a comprehensive knowledge of Cardiac Rehabilitation; Demonstrated ability to utilise and participate in the development and presentation of adult education programs; Demonstrated ability to collaborate with other health professionals as part of a multidisciplinary team.

For full selection criteria please visit our website www.calvary-act.com.au

Eligibility/Other Requirements: Registration with AHPRA Selection Criteria

Contact Officer: Amanda Considine (02) 6201 6099 amanda.considine@calvary-act.com.au

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

Nursing and Midwifery Services

Nursing

Ward 5W

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: Various)

Gazetted: 20 March 2012

Closing Date: 5 April 2012

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge in Acute General Medical Nursing. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to inpatients at our hospital.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become vacant in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Greg Carroll (02) 6201 7098 greg.carroll@calvary-act.com.au

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

Nursing and Midwifery Services

Nursing

Ward 5E

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: Various)

Gazetted: 20 March 2012

Closing Date: 5 April 2012

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge in Acute General Medical Nursing. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to inpatients at our hospital.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become vacant in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Greg Carroll (02) 6201 7098 greg.carroll@calvary-act.com.au

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

Nursing and Midwifery Services

Nursing

Aged Care and Rehabilitation Unit

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 7218)

Gazetted: 20 March 2012

Closing Date: 5 April 2012

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge in a sub-acute facility in the area

of Aged Care and Rehabilitation Nursing. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to inpatients at our hospital.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become vacant in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Greg Carroll (02) 6201 7098 greg.carroll@calvary-act.com.au

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

Nursing and Midwifery Services

Nursing

Hospital in the Home

Registered Nurse Level 2 \$75, 514 - \$80, 184, Canberra (PN: Various)

Gazetted: 20 March 2012

Closing Date: 5 April 2012

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge in advanced nursing practice with skills in advanced life support, cannulation and venepuncture. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to inpatients of Calvary Hospital in the comfort of their own home.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current Curriculum Vitae. This process may also be used to appoint acting positions of short term leave or other positions that may become in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kelly Trudgen (02) 6201 6676 kelly.trudgen@calvary-act.com.au

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

Nursing and Midwifery Services

Nursing

Older Persons Mental Health Unit

Registered Nurse Level 2 \$75, 514 - \$80, 184, Canberra (PN: Various)

Gazetted: 20 March 2012

Closing Date: 5 April 2012

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2, Older Persons Mental, Health at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge for working in a sub-acute facility dealing with Older Persons in Mental Health Nursing. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to inpatients at our hospital.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become vacant in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Carmel Ronning (02) 6201 6806 carmel.ronning@calvary-act.com.au

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

Nursing and Midwifery Services

Nursing

Ward 2N

Registered Nurse Level 2 \$75, 514 - \$80, 184, Canberra (PN: Various)

Gazetted: 20 March 2012

Closing Date: 3 April 2012

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 Inpatients Mental Health at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge in Adult Mental Health Nursing. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to inpatients at our hospital.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become vacant in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Carmel Ronning (02) 6201 6806 carmel.ronning@calvary-act.com.au

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

Nursing and Midwifery Services

Nursing

ICU/CCU

Registered Nurse Level 2 \$75, 514 - \$80, 184, Canberra (PN: Various)

Gazetted: 20 March 2012

Closing Date: 3 April 2012

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge in Intensive Care Nursing. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to Critical ill inpatients at our hospital.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current Curriculum Vitae. This process may also be used to appoint acting positions of short term leave or other positions that may become in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Amanda Considine (02) 6201 6097 amanda.considine@calvary-act.com.au

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

Nursing and Midwifery Services

Nursing

ICU/CCU

Registered Nurse Level 2 \$75, 514 - \$80, 184, Canberra (PN: Various)

Gazetted: 20 March 2012

Closing Date: 3 April 2012

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge in Surgical Nursing. The successful applicant will be contributing to the leadership team to provide excellence in nursing care inpatients at our hospital.

Note: To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become vacant in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Amanda Considine (02) 6201 6097 amanda.considine@calvary-act.com.au

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

Allied Health

Occupational Therapy

Health Professional Level 3

Occupational Therapist \$72,543 - \$76,543, Canberra (PN: 7612)

Gazetted: 20 March 2012

Closing Date: 17 April 2012

Due to an imminent period of maternity leave the Occupational Therapy Department at Calvary Hospital, Canberra is looking for a senior therapist to lead a 5 person team that currently provides clinical input to an acute care caseload. This opportunity will be offered as a 12 month temporary contract from the beginning of July 2012, with the opportunity of extension. This role provides a great opportunity to lead and develop Calvary Hospital's public acute care services and is being offered on fulltime permanent contract. The selected Occupational Therapist will provide senior clinical input to all aspects of the service, and clinical supervision to multiple junior therapists and assistants whom provide clinical input under their supervision. The occupational therapy department is committed to evidence based practice and there is a focus on continual professional development and involvement in research projects. In addition to the above we offer a very competitive salary, free uniforms, salary packaging, free parking, fortnightly in-service learning program, many varied training opportunities to assist in the development of all staff, a staff supervision program including competency development, and successful interstate/overseas applicants may be reimbursed for relocation costs. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

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

Allied Health

Occupational Therapy

Technical Officer Grade 1 \$46,331 - \$48,672, Canberra (PN: 7675)

Gazetted: 15 March 2012

Closing Date:

The Occupational Therapy Department at Calvary Hospital, Canberra is looking for an Occupational Therapy Assistant to join our supportive team and assist in the provision of high quality Occupational Therapy services from this campus. The successful Occupational Therapy assistant will provide support to the therapists working on the acute wards and will assist with the co-ordination and management of Calvary's equipment loans pool. The Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff. A staff supervision program is in place and all staff complete an Annual Development Plan. We offer a competitive salary, free uniforms, salary packaging, free parking. If you are successful in your application, commencement dates are flexible. A copy of the application kit and selection documentation is available on our website: www.calvary-act.com.au or by phoning 02 6201 6320. Applications must address the selection criteria. For further information:

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

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

Executive

Quality Safety and Risk

Director - Quality Safety and Risk

Senior Officer Grade A \$119,042, Canberra (PN: 7636)

Gazetted: 15 March 2012

Closing Date: 22 March 2012

Director of Quality and Safety Unit Calvary Health Care ACT. An Exceptional Senior leadership opportunity exists for an outstanding leader with an impressive strategic perspective, high level communication skills and excellent interpersonal and

representational skills. You will be responsible for driving Quality and Safety across the Public Hospital including managing complex projects, addressing change and achieving business goals and outcomes that are sustainable from a business and service delivery perspective. Calvary is seeking an officer with knowledge of the accreditation process, legal understanding in the health setting, change management skills, writing skills of a high standard, knowledge of best practice and the ability to promote engagement with all stakeholders. Selection documentation is available from Recruitment Officer Nicole Dickson (02) 6201 6928 and enquiries should be addressed to Calvary CEO ray.dennis@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Ray Dennis (02) 6201 6101 kanta.toraskar@calvary-act.com.au

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

ACT Long Service Leave Authority

Chief Executive Officer

Executive Level 1.2 \$180,627 to \$190,621 depending on current superannuation arrangements, Canberra (PN: E695)

Gazetted: 19 March 2012

Closing Date: 2 April 2012

Portable long service leave arrangements for the construction, cleaning and community services industries in the ACT are managed by the ACT Long Service Leave Authority. A dynamic, astute and results-driven individual is sought to lead the Authority as Chief Executive Officer. The CEO performs the statutory functions of Registrar of the Authority and is responsible for the day-to-day leadership, management and, within the broad framework set by the Authority's Board, strategic direction of the organisation. The focus of the role is on achieving robust business results within the context of the long service leave legislation and creating the organisational environment to meet the Board's objectives. Serious contenders for the position will be able to point to a track record of success in leadership and management; well-developed business acumen; impressive stakeholder relationship skills; and the capacity to deliver results under pressure. Whilst not mandatory, experience in the oversight of investment funds under management will be regarded favourably. The ability to work effectively with industry, interpret legislation and provide evidence-based policy advice is a fundamental requirement. High order communication, negotiation, people and financial management skills are expected.

Note: This is a temporary position available up to three years, with the possibility of extension. This is a senior executive role within the ACT Public Service. Attractive terms and conditions of appointment are on offer. Members of Australian Government CSS or PSS superannuation schemes may have existing entitlements and benefits fully maintained.

Before applying, please request selection criteria from canberra@fordkelly.com.au quoting Ref No 12/232.

Further information can be obtained by contacting Jeff Kelly or Moiya Ford on (02) 6260 8788 or canberra@fordkelly.com.au

Policy and Cabinet

Cabinet and Intergovernmental

Cabinet

Senior Manager

Senior Officer Grade A \$119,042, Canberra (PN: 04828)

Gazetted: 19 March 2012

Closing Date: 10 April 2012

Applications are sought for the position of Senior Manager, Cabinet Secretariat. The Cabinet Secretariat in the Chief Minister and Cabinet Directorate provides support to the Government's key decision-making apparatus. The Secretariat is responsible for: providing administrative support to the Chief Minister and Cabinet; assisting the Chief Minister and Secretary to Cabinet to manage Cabinet's forward agenda; providing advice and training to officials on Cabinet processes; maintaining the archive of ACT Cabinet papers; monitoring and enforcing compliance with the Cabinet Handbook and the Cabinet Paper Drafting Guide; and coordinating the Cabinet Liaison Officer (CLO) Network.

Eligibility/Other Requirements: The successful applicant will be required to obtain a National Security Clearance.

Note: Applications should include a resume, details of at least two referees, and responses to the selection criteria.

Contact Officer: Dave Peffer (02) 6205 0230 dave.peffer@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

Strategic Policy

Senior Manager

Senior Officer Grade A \$119,042, Canberra (PN: 09951)

Gazetted: 20 March 2012

Closing Date: 3 April 2012

This position is responsible for the provision of high level advice to the Disability ACT Executive in relation to key policy, planning, intergovernmental and intra-governmental reform and community engagement in relation to issues that affect the

lives of people with disability, and the families who care for them and for ensuring that the team delivers on its work plan. The position incumbent will be required to demonstrate a commitment to the Vision and Values of Disability ACT.

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

Note: This is a temporary position available until April 2013 with a possibility of extension. 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.

Contact Officer: Graham Hambleton (02) 6207 5990 graham.hambleton@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Kinship Care Support Workers

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 10151)

Gazetted: 20 March 2012

Closing Date: 3 April 2012

The Kinship Care Support Officer will be part of a team which will serve as a central point of contact and support for Kinship carers in the ACT. The position will augment current service provision from within Care and Protection Services of the Community Services Directorate to increase support and relationships between Kinship carers, agencies and government. Kinship care is the care provided by relatives or a person known to the child or young person and/or family when a child cannot live with their parents.

Eligibility/Other Requirements: Community Services Diploma and or Certificate is desirable but not essential. It is highly desirable that the applicant for this position has least two years' experience working with children, youth and/or families. Current driver's licence.

Note: Aboriginal and Torres Strait Islander People are encouraged to apply.

Contact Officer: Brian Mupangure (02) 6205 2898 brian.mupangure@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Service

Child and Family Centre

Administration Officer

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 21623)

Gazetted: 15 March 2012

Closing Date: 29 March 2012

The West Belconnen Child and Family Centre is seeking a motivated individual to fill an administration officer position. The position is responsible for providing a variety of administrative assistance and tasks for the Centre such as maintaining office records and files, set-up of programs, distribution of ParentLink information and preparation of straight-forward correspondence. The position is also responsible for providing a reception service for the Centre and ensuring office presentation is of a high standard.

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

Note: This is a temporary position available April 2012 to December 2012.

Contact Officer: Shona Chapman (02) 6207 4540 shona.chapman@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 Project Manager - Community Engagement

Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 23740)

Gazetted: 16 March 2012

Closing Date: 30 March 2012

Economic Development Directorate (EDD) is seeking a dynamic and experienced person to be responsible for the coordination of Community Engagement on behalf of the Directorate, and coordinating with other agencies on Whole-of-Government Community Engagement projects. The successful applicant will be required to prepare and implement Community Engagement strategies on major Directorate initiatives, and provide advice to senior management and the Minister's office. Demonstrated organisational skills, effective communication and interpersonal skills will be an advantage.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

Contact Officer: Greg Friedewald (02) 6207 8259 greg.friedewald@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

Richardson Primary School

Deputy Principal

School Leader B \$98,077, Canberra (PN: 04016)

Gazetted: 16 March 2012

Closing Date: 30 March 2012

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

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

Contact Officer: Jason Borton (02) 6205 8200 jason.borton@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

Campbell High School

School Leader Mathematics

School Leader C \$91,769, Canberra (PN: 02574)

Gazetted: 19 March 2012

Closing Date: 2 April 2012

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 (4) years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Contact Officer: Heather Paterson (02) 6205 6344 heather.paterson@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.

Corporate Services

Schools Capital Works

New Schools

Senior Project Officer

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 09428)

Gazetted: 16 March 2012

Closing Date: 30 March 2012

The opportunity exists within the School Capital Works Branch for a Senior Project Officer. The successful applicant will manage the delivery of the new primary school in Bonner incorporating the needs and requirements of a school environment. The ideal candidate will have demonstrated project management skills and be able to communicate well with peers, senior staff members and stakeholders.

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

Office for Schools

Belconnen Network

Macgregor Primary School

Business Manager

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 28707)

Gazetted: 21 March 2012

Closing Date: 4 April 2012

Macgregor Primary School is seeking a highly motivated and engaging person with a proven ability to work on their own and use initiative to manage and administer all finance, student records and school administrative tasks. The successful applicant will also be responsible for the preparation of budgets, estimates and financial returns, conduct of regular expenditure reviews and also preparation of statements and returns to show trends. This position requires supervision of non teaching staff and liaising with the Building Services Officer, trades people, students, parents and school staff to ensure a high quality customer service.

Eligibility/Other Requirements: This position requires a high understanding of financial management and computer systems including the MAZE system. First aid qualifications, or willingness to undertake appropriate training.

Contact Officer: Lana Read (02) 6205 7511 lana.read@ed.act.edu.au

Office for Schools

South/Weston Network

Melrose High School

Finance Officer

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 18372)

Gazetted: 19 March 2012

Closing Date: 2 April 2012

Melrose High School is seeking a Finance Officer to assist in the preparation of budgets; prepare estimates; financial returns; conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: This position requires a high understanding of financial management and computer systems, including MAZE. First Aid qualification or willingness to undertake appropriate training is highly desirable.

Contact Officer: Fiona Dempsey (02) 6205 7586 fiona.dempsey@ed.act.edu.au

Office for schools

South/Weston Network

Melrose High School

Library Assistant

School Assistant 2 \$38,098 - \$42,249, Canberra (PN: 00813)

Gazetted: 19 March 2012

Closing Date: 2 April 2012

Melrose High School is seeking a highly motivated and enthusiastic person to provide clerical support needed to maintain the efficient functioning of the School Library. The successful applicant will also assist the teaching staff with library operations and the supervision of student groups. The capacity to engage and support young people in the library is essential.

Eligibility/Other Requirements: First Aid qualification or willingness to undertake appropriate training. Knowledge of libraries and automated library systems (Oliver) and practices is highly desirable.

Contact Officer: Fiona Dempsey (02) 6205 7586 fiona.dempsey@ed.act.edu.au

Office for Schools

Tuggeranong Network

Erindale College

Student Services Officer

School Assistant 2 \$38,098 - \$42,249, Canberra (PN: 01214)

Gazetted: 19 March 2012

Closing Date: 26 March 2012

Erindale College is seeking a highly motivated person who will be a part of the busy Student Services team. The successful applicant will possess excellent communication and customer service skills and have the ability to meet deadlines. The successful applicant will provide administrative support with a particular focus on the maintenance of school accounts and Student Absence records using the MAZE program.

Eligibility/Other Requirements: Knowledge of Australian School based Apprenticeships (ASbA's), Structured Workplace Learning and also Work Experience and Vocational Qualifications desirable.

Contact Officer: Vicki Vince (02) 6205 8108 vicki.vince@ed.act.edu.au

Environment and Sustainable Development

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

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

Deputy Director-General, Planning Policy

Executive Level 3.7 \$278,633 to \$294,793 depending on current superannuation arrangements, Canberra (PN: E665)

Gazetted: 19 March 2012

Closing Date: 3 April 2012

The Environment and Sustainable Development Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. The Deputy Director-General, Planning Policy, reports to the Director-General. Applicants should be able to demonstrate leadership in strategic public policy, especially related to land use planning, and inter-governmental relations. Experience at a senior executive level in financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships and issue management is essential.

Note: The successful applicant will be engaged under a contract for five years, until 2017. This position attracts a remuneration package ranging from \$278,633-\$294,793, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$230,856 pa. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contact Officer: David Papps (02) 6205 8189 david.papps@act.gov.au

Deputy Director-General, Policy, Corporate and Regulation

Executive Level 3.7 \$278,633 to \$294,793 depending on current superannuation arrangements, Canberra (PN: E686)

Gazetted: 19 March 2012

Closing Date: 3 April 2012

The Environment and Sustainable Development Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. The Deputy Director-General, Policy, Corporate and Regulation, reports to the Director-General. Applicants should be able to demonstrate leadership in strategic public policy related to sustainability and inter-governmental relations. Experience at a senior executive level in financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships and issue management is essential.

Note: The successful applicant will be engaged under a contract for five years, until 2017. This position attracts a remuneration package ranging from \$278,633-\$294,793, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$230,856 pa. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contact Officer: David Papps (02) 6205 8189 david.papps@act.gov.au

Policy

Executive Director, Policy

Executive Level 2.4 \$219,150 to \$231,587 depending on current superannuation arrangements, Canberra (PN: E692)

Gazetted: 19 March 2012

Closing Date: 3 April 2012

The Environment and Sustainable Development Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. The Executive Director, Policy reports to the Deputy Director-General, Policy, Corporate and Regulation. Applicants should be able to demonstrate leadership in strategic public policy related to sustainability and inter-governmental relations. Experience at an executive level in financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships and issue management is essential.

Note: The successful applicant will be engaged under a contract for five years, until 2017. This position attracts a remuneration package ranging from \$219,150-\$231,587, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$177,661 pa. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contact Officer: Penny Farnsworth (02) 6207 6140 penny.farnsworth@act.gov.au

Planning Policy

City Planning

Transport Planning

Assistant Manager, Transport Policy

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 24805)

Gazetted: 15 March 2012

Closing Date: 3 April 2012

The Transport Planning team is seeking a motivated and enthusiastic individual to fill the role of Assistant Manager, Transport Policy. The Transport Planning unit develops and implements transport policy, integrates transport planning with urban and land use planning, plans transport networks for all modes in an integrated manner, and coordinates the Transport for Canberra policy and program.

Eligibility/Other Requirements: Tertiary policy, planning, economic, legal or other tertiary qualifications would be highly regarded.

Note: This is a temporary position available from 1 March 2012 to 30 June 2013.

Contact Officer: Christine Laurence (02) 6207 7137 Christine.Laurence@act.gov.au

Regulation and Services

Environment Protection and Water Regulation

Environment Protection

EPA Liaison Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 03606)

Gazetted: 21 March 2012

Closing Date: 3 April 2012

We are looking for an enthusiastic and flexible person who is able to adapt and confidently respond to a range of changing priorities and workloads. Coordinate and assist in developing the Environment Protection Authority's policies and procedures in relation to planning, leasing and development matters. Coordinate and provide advice on planning, leasing and development matters in relation to the functions of the Environment Protection Authority. Coordinate and provide advice from the Environment Protection Authority in accordance with the *Planning and Development Act 2007*.

Contact Officer: Daniel Walters (02) 6207 2230 daniel.walters@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.

**Regulation and Services
Construction Services
Utilities, Land and Lease Regulation
Inspector**

Administrative Services Officer Class 4 \$56,879 - \$61,756, Canberra (PN: 15349)

Gazetted: 15 March 2012

Closing Date: 22 March 2012

This position will provide administrative support and low level compliance actions as an integral member of the Breach Management team.

Note: This position is being readvertised as there was an error in the previous advertising which should have reflected that the temporary vacancy period is actually until 15 December 2013, NOT 2012. Previous applicants will be considered and need not re-apply.

Contact Officer: Radmila Andric (02) 6207 4988 radmila.andric@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

Women, Youth and Children

Women's and Babies

Maternity and Gynaecology Outpatients Manager

Registered Nurse Level 3.2 \$98,122, Canberra (PN: 22394)

Gazetted: 22 March 2012

Closing Date: 5 April 2012

The Maternity and Gynaecology Outpatients Manager for the Maternity/Gynaecology Outpatient's area is responsible for operational management and leadership, within the clinical environment. Applicants must have demonstrated high level of management, communication, leadership and expertise in coordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality care to develop strategies in response to changing organisational needs.

This is based on best practice principles and within a collaborative multidisciplinary framework. The successful applicant will report to the Assistant Director of Nursing and Midwifery for Women and Babies.

Eligibility/Other Requirements: Registered or eligible for registration as a nurse/midwife with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: The position is temporary for 12 months commencing 19 April 2012 until 10 April 2013. Interested persons are invited to submit an application in writing by addressing the Selection Criteria (max. of four pages overall) and attach a recent Curriculum Vitae with the names of two referees including one from a recent direct supervisor. Selection may be based on application and referee reports only.

Contact Officer: Jeanne McLauchlan (02) 6244 3851

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Clinical Development Nurse

Registered Nurse Level 2 \$75,514 - \$80,184, Canberra (PN: 29939)

Gazetted: 22 March 2012

Closing Date: 29 March 2012

Applications are invited from innovative and committed Registered Nurses with clinical competence in Neurosurgery to undertake the exciting role of Clinical Development Nurse. The successful applicant will be actively contributing to the professional development and learning of nurses/midwives in the workplace. The successful applicant will have operational responsibility to the Clinical Nurse Consultant and professional responsibility to the Clinical Development Nurse Coordinator. Applicants will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education, precept new and junior staff, mandatory skills assessment and competency assessment processes within the clinical practice setting of Neurosurgery. The applicant should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Post graduate Neurosurgical Degree/Certificate would be an advantage. Applicants will be given opportunities for further development to assist them in this role.

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: Tania Lawrence (02) 6244 2318

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Registered Nurse, School Health Team

Registered Nurse Level 1 \$53,688 - \$72,545, Canberra (PN: 01267)

Gazetted: 22 March 2012

Closing Date: 29 March 2012

Would you like to spend some time working in a community setting delivering the National schedule of vaccines to high school students and completing the kindergarten health check? The School Health Team is looking for an enthusiastic and organised Registered Nurse to join them for six months. If you enjoy working in a team environment and would like to work Monday to Friday then this may be the opportunity you have been looking for. We will support you to obtain the skills required for this role. Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (AHPRA) or eligible for registration. A current driver's licence. Immunisation qualifications would be highly desirable.

Note: The position is full-time but there is the opportunity to have leave during school holidays, as long as clinical requirements are met. This position is temporary, for the period commencing 23 April 2012 until 28 September 2012. 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: Carolyn Thomas (02) 6205 1575

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Medical Transcriptionist

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 18164, several)

Gazetted: 22 March 2012

Closing Date: 28 March 2012

Several vacancies exist for experienced Medical Transcriptionists within Capital Region Cancer Service at the Canberra Hospital. The positions will provide accurate medical correspondence for a number of clinical departments. The successful applicant will have proficiency in progressing medical transcription for a number of clinical specialties, have exceptional attention to detail and enjoy working as part of a team.

Eligibility/Other Requirements: Holds or is working towards a medical terminology certificate is highly desirable.

Note: To complete your application you must prepare responses to the Selection Criteria as a document of no more than three pages to be uploaded and included with your application. Selection may be based on application and referee reports only.

Contact Officer: Tina Armstrong 0429 093 255

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Occupational Therapist

Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 27905)

Gazetted: 22 March 2012

Closing Date: 29 March 2012

There is an exciting opportunity for a suitably qualified, motivated Occupational Therapist to join the Rehabilitation, Aged and Community Care Occupational Therapy team. The position will be working as part of the team at the Rehabilitation Independent Living Unit (RILU).

Eligibility/Other Requirements: Degree or diploma in Occupational Therapy and eligibility for membership with OT Australia.

Current driver's licence.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. This is a temporary position available for three months with the 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: Tegan Hinchcliffe (02) 6244 326

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

Strategic Finance

Senior Management Accountant

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 29265)

Gazetted: 21 March 2012

Closing Date: 4 April 2012

This position has a significant role in the review and preparation of monthly financial reporting within the Directorate and to Treasury and assisting in end of year Financial Statement process. The position also has a leading role in coordination of the Directorate annual insurance declaration and the review of annual FBT return. The role is expected to be able to develop and manipulate financial modelling tools and complex spreadsheets in order to undertake financial analysis in support of the Directorate's operations. The role is expected to provide responsive customer focussed support and financial advice to the Directorate's business units. The successful applicant will require high-level financial accounting skills with demonstrated high quality communication and self-management skills that facilitate team work and the delivery of a full range of strategic finance services in a diverse setting.

Eligibility/Other Requirements: Advanced Excel skills to undertake complex financial analysis and costings. Relevant accounting qualifications or significant progress in this area, including membership of either of the Australian professional accounting bodies (CPA or ICA) are highly desirable.
Contact Officer: Mon Chan (02) 6207 0509 mon.chan@act.gov.au

Office of Regulatory Services
Registration and Client Services
Background Screening Unit
Risk Implementation Manager
Health Professional Level 4 \$86,750 - \$93,535, Canberra (PN: 28801)

Gazetted: 21 March 2012

Closing Date: 10 April 2012

Under the limited direction of the Senior Manager provide advice to the Commissioner for Fair Trading on Working with Vulnerable People application processes and policy planning for the 'Risk Assessment Guidelines' which will be used to assess the risk of harm that a person may present to vulnerable people. Provide guidance on the development of policies and procedures that involve decisions regarding vulnerable people. Provide professional leadership to internal and external working groups involved in the implementation. Consult and liaise with external agencies to develop partnerships for guidance and other service delivery activities identified in the implementation plan. Initiate and facilitate quality improvement activity in conjunction with management stakeholders. Work collaboratively within a multi disciplinary team, including legal and operational representatives. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology or Social Work. Three (3) years experience in the provision of social work services or psychology related to vulnerable people. Current driver's licence essential.

Note: Selection may be based solely on Application and Referee comments. Interviews may not be conducted. This position is temporary for a period asap until 31 December 2012.

Contact Officer: Nardia Cassidy (02) 6207 7889 nardia.cassidy@act.gov.au

Victim Support ACT
Early Intervention Case Manager

Health Professional Level 3 \$75,082 - \$79,222 (up to \$83,251 on achieving a personal upgrade), Canberra (PN: 28841, several)

Gazetted: 20 March 2012

Closing Date: 3 April 2012

We are looking for Social Workers, Psychologists or Counsellors to conduct intake and assessment of clients who contact Victim Support ACT for information, support and advocacy. The positions deliver a triage service to victims of crime and plays a critical role in the delivery of services to clients with complex presenting issues. It is highly desirable that applicants enjoy working in a team environment and have a personal commitment to delivering high quality customer service.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or qualifications which are relevant and equivalent. Current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation.

Note: Due to operational requirements this is a full-time position. Selection may be decided by application and referee reports only.

Contact Officer: Margaret Ford (02) 6205 2434 margaret.ford@act.gov.au

Strategic Finance
Strategic Finance Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 10265)

Gazetted: 21 March 2012

Closing Date: 5 April 2012

As part of a team, assist in the preparation of the Directorate's and business unit's monthly reporting, estimated outcomes; internal and external budget allocation process and annual financial statement reporting. Provide accurate and timely financial, management and business unit reporting and assist in the analysis of financial performance to senior management. Prepare monthly Treasury workbook reporting and special purpose reporting. The duties to be undertaken may include review and analysis of Territorial balance sheet reconciliation, checking supporting document for annual financial statements reporting, reconciliation of Trust bank account; preparation of Attorney-General fees and charges determined on an annual basis; and research on financial matters as appropriate. Develop and maintain complex spreadsheets for use in budget, financial modelling and performance management.

Eligibility/Other Requirements: Experience in a financial work environment and advanced Excel spreadsheets for financial modelling. Relevant accounting qualifications or significant progress towards in this area is highly desirable.

Note: This is a temporary position available until 21 December 2012.

Contact Officer: Mon Chan (02) 6207 0509 mon.chan@act.gov.au

Emergency Services Agency
ACT State Emergency Service
Learning and Development Coordinator
Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 07764, expected vacancy)

Gazetted: 21 March 2012

Closing Date: 3 April 2012

The ACT State Emergency Service (ACTSES) provides planning and response operations for storms and floods. An opportunity exists for a Learning and Development expert to develop and deliver skills based training for volunteer members of the SES. The successful applicant's experience in developing and delivering training programs, and monitoring the training and skills currency of volunteers will contribute greatly to the operational capability of the ACTSES.

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

Knowledge of the audit requirements of a Registered Training Organisation.

Note: The occupant of this position will be required to work after-hours on a duty officer roster.

Contact Officer: Jeremy Logan (02) 6207 8699 jeremy.logan@act.gov.au

Emergency Services Agency

ACT State Emergency Service

Logistics and Resources Coordinator

Administrative Services Officer Class 5 \$63,440 - \$67,269, Canberra (PN: 07761, expected vacancy)

Gazetted: 21 March 2012

Closing Date: 3 April 2012

The ACT State Emergency Service (ACTSES) provides planning and response operations for storms and floods. An opportunity exists for a staff member with expertise in logistics and resources to contribute to the development and maintenance of the operational capability.

Contact Officer: Jeremy Logan (02) 6207 78699 jeremy.logan@act.gov.au

Victim Support ACT

Intake Officer/Case Manager

Health Professional Level 2 \$52,574 - \$72,925, Canberra (PN: 17271, expected vacancy)

Gazetted: 19 March 2012

Closing Date: 3 April 2012

We are looking for a Social Worker, Psychologist or related discipline with the interest, energy and skill to work directly with people harmed by crime to promote their recovery, rights and entitlements. You will have a strong commitment to client service delivery, high quality clinical and case management skills, and work well in a growing, innovative team environment.

Eligibility/Other Requirements: Tertiary qualifications in Psychology or Social Work or qualifications which are relevant and equivalent are essential. Current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation.

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

Contact Officer: Margaret Ford (02) 6205 2434 margaret.ford@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.

ACT Government Solicitor

Executive

Senior Legal Assistant

Administrative Services Officer Class 3 \$51,032 - \$55,076, Canberra (PN: 42591, several)

Gazetted: 15 March 2012

Closing Date: 3 April 2012

The ACT Government Solicitor (ACTGS) is the principal legal service provider to the ACT Government and its agencies. ACTGS operates through two groups: Government Law and Litigation and Property and Commercial. The ACTGS is seeking highly motivated individuals interested in working in a busy legal environment. There are several positions to be filled in Government Law and Litigation and Property and Commercial. The successful applicants will be required to assist senior legal officers by providing a range of clerical and secretarial support services of a high level, which may include: minor investigations and legal research, preparation of briefs and other court documents. A knowledge of record keeping and general office administration skills with good word processing skills are required. These positions may also be required to act as the supervisor of junior legal assistants and undertake section specific tasks.

Eligibility/Other Requirements: Typing speed of 50 wpm and the ability to use a Dictaphone. Previous experience in a legal environment and/or secretarial position and experience in a supervisory role would be an advantage. A sound knowledge of electronic information systems (preferably Open Practice and Lawdocs) would also be an advantage.

Note: An order of merit may be established from this recruitment process for future expected vacancies. In line with the current Justice and Community Safety Enterprise Agreement there will be a salary increase from 3.5% on 1 July 2012.

Contact Officer: Courtney Black (02) 6205 3734 courtney.black@act.gov.au

ACT Government Solicitor

Executive

Legal Assistant

Administrative Services Officer Class 2 \$44,804 - \$49,683, Canberra (PN: 43218, several)

Gazetted: 15 March 2012

Closing Date: 3 April 2012

The ACT Government Solicitor (ACTGS) is the principal legal service provider to the ACT Government and its agencies. ACTGS operates through two groups: Government Law and Litigation and Property and Commercial. The ACTGS is seeking highly motivated individuals interested in working in a busy legal environment. There are several positions to be filled in Government Law and Litigation and Property and Commercial. The successful applicants will be required to provide

administrative support to practice areas including: word processing and dictaphone typing; the preparation of contracts and other commercial documents; the preparation of briefs and other court documents; maintenance of records management system; liaise with office staff, client departments and others and undertake other duties as directed.

Eligibility/Other Requirements: Typing speed of 50 wpm and the ability to use a Dictaphone. Previous experience in a legal environment and/or previous secretarial experience would be an advantage. A sound knowledge of electronic information systems (preferably Open Practice and Lawdocs) would also be an advantage.

Note: An order of merit may be established from this recruitment process for future expected vacancies. In line with the current Justice and Community Safety Enterprise Agreement there will be a salary increase of 3.5% from 1 July 2012.

Contact Officer: Courtney Black (02) 6205 3734 courtney.black@act.gov.au

Territory and Municipal Services

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

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

Business Enterprise

ACT Property Group

Quality Management and OH&S Coordinator

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 22609)

Gazetted: 21 March 2012

Closing Date: 10 April 2012

Territory and Municipal Services Directorate is looking for an energetic person to fill the position of Quality Management and Occupational Health and Safety (OH&S) Coordinator within the ACT Property Group. The role is hands on with the successful applicant required to deal with OH&S matters for both a trade and office work force. Working for the Senior Manager Business Support and with the support of an administrative officer, the occupant will also be responsible for a range of quality assurance matters and the maintenance of the quality certification for the Group.

Contact Officer: Paul Leyton (02) 6207 5807 paul.leyton@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.

Directorate Services Division

Operational Support Branch

Asset Acceptance

Project Officer

Professional Officer Class 2 \$68,515 - \$78,705, Canberra (PN: 29091)

Gazetted: 21 March 2012

Closing Date: 4 April 2012

The position is responsible for managing and coordinating Industry Consultation Forums and reviewing the processes and procedures within the Asset Acceptance Branch, at the same time assessing submissions to assist the Subdivision Development team. The challenges faced by the position are to deliver optimal value-added acceptance outcomes for new or amended infrastructure assets; maintain an ongoing positive relationship with the internal and external clients; and the ability to deliver projects outcomes with critical deadlines.

Eligibility/Other Requirements: Degree in Civil Engineering or relevant tertiary qualification with extensive experience in process administration and subdivision development approvals and current driver's licence are mandatory. Member of the Institute of Engineers Australia are preferred.

Note: This is a temporary position available from the 2 April 2012 to 30 June 2014. All applicants are expected to read the list of duties carefully and answer each criterion in accordance.

Contact Officer: Terry Halestrap (02) 6207 5604 terry.halestrap@act.gov.au

Directorate Services Division

Operational Support Branch

Asset Acceptance

Project Engineer

Professional Officer Class 2 \$68,515 - \$78,705, Canberra (PN: 29090)

Gazetted: 21 March 2012

Closing Date: 4 April 2012

The position is responsible for assisting with the day-to-day management of the acceptance process of infrastructure assets including roads, stormwater, cycle paths, footpaths and public landscape works as well as the administrative duties within the Unit. The challenges faced by the position are to deliver optimal value-added acceptance outcomes for new or amended infrastructure assets in accordance with Design Standards for Urban Infrastructure, Design Specification for Urban Infrastructure and other relevant Codes and Standards.

Eligibility/Other Requirements: Degree in Civil Engineering or relevant tertiary qualification with extensive experience in subdivision development approvals and a current driver's licence are mandatory. Member of the Institute of Engineers Australia are preferred.

Note: This is a temporary position available from the 2 April 2012 to 30 June 2014. All applicants are expected to read the list of duties carefully and answer each criterion in accordance.

Contact Officer: Gunisiri De Silva (02) 6207 6888 gunisiri.desilva@act.gov.au

Business Enterprises Division

Canberra Cemeteries

Cemetery Horticulturist

Technical Officer Level 2 \$50,317 - \$57,912, Canberra (PN: 46145)

Gazetted: 20 March 2012

Closing Date: 3 April 2012

An energetic and self motivated horticulturist is required to lead a small team of skilled workers in horticultural activities applicable to the maintenance of cemeteries.

Eligibility/Other Requirements: Certificate III in Horticulture and/or equivalent demonstrated knowledge and experience; Class C driver's licence; Licences to operate loader, backhoe, excavator and chainsaw would be desirable.

Note: Conditions for this position include a nine day fortnight and a Cemeteries Composite Allowance of approximately \$5,200 per annum.

Contact Officer: Peter Lees (02) 6204 0206 peter.lees@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

Financial Services Manager

Senior Officer Grade C \$86,750 - \$93,535, Canberra (PN: 14312)

Gazetted: 20 March 2012

Closing Date: 2 April 2012

This position is responsible for the efficient and effective management of financial accounts processing for Shared Services.

This includes voice finance services, purchasing, accounts payable and receivable functions.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Accounting, Commerce, Finance or a related field would be an advantage. A knowledge and understanding of Information Communication and Technology services would be advantageous.

Contact Officer: Ross Burton (02) 6207 5863 ross.burton@act.gov.au

Shared Services

Business Services

Strategic HR and Corporate

IT Service Management (ITSM) Training and Quality Officer

Administrative Services Officer Class 6 \$68,515-\$78,705, Canberra (PN: 27020)

Gazetted: 19 March 2012

Closing Date: 3 April 2012

The successful applicant will be required to manage and maintain the Shared Services ICT IT Service Management training program and to assist with ITSM improvement and initiatives. Research, develop, review, evaluate and manage content for the Shared Services ICT online induction system.

Eligibility/Other Requirements: Industry Certification in the ITIL Framework V2 and/or V3 is highly desirable.

Contact Officer: Erla Hakon (02) 6207 0202 erla.hakon@act.gov.au

Shared Services

Human Resources

Employee Relations and Training

Training Advisor

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 08574)

Gazetted: 16 March 2012

Closing Date: 2 April 2012

This is an outstanding opportunity for a training professional to join the ACT Government Shared Services Training and Development team in the role of Calendar Manager. You will have the responsibility for the management and administration of the ACT Public Service Training Calendar and panel of contracted training providers. This encompasses contract management, programming, promotion of training activities, reporting and monitoring the quality of courses. Ideally, you will have previous experience in a training and development role and a demonstrated capacity to work within tight deadlines and competing priorities. This position will also require exceptional problem-solving skills, strong representational skills and the ability to influence key stakeholders.

Eligibility/Other Requirements: A Certificate IV in Training and Education or ability to attain one is required.

Note: Applicants are required to address the selection criteria for this position.

Contact Officer: Leanne Salmond (02) 6205 4523 leanne.salmond@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.

Shared Services

Business Services

Strategic HR and Corporate

Strategic Support Officer

Administrative Services Officer Class 6 \$68,515 - \$78,705, Canberra (PN: 26217)

Gazetted: 20 March 2012

Closing Date: 3 April 2012

The successful applicant will be responsible for the coordination of activities of the Strategic HR and Corporate Team, setting and achieving priorities and objectives. Administrative, research and analytical support will be required involving strategic HR activities and undertaking other projects as required.

Contact Officer: Deb Marychurch (02) 6207 6626 deb.marychurch@act.gov.au

Shared Services

Shared Services ICT

Customer Relations

ESA ICT Manager

Senior Information Technology Officer Grade A \$119,042, Canberra (PN: 00476)

Gazetted: 16 March 2012

Closing Date: 3 April 2012

The successful applicant will be required to lead and manage all Shared Services ICT employees and contractors based in the nominated Directorate ICT Section. The successful applicant will also manage the provision of Shared Services ICT Administration Services within the Directorate, including asset management, purchasing and contract arrangements associated with ICT.

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

Contact Officer: Di Neville (02) 6207 4267 di.neville@act.gov.au

APPOINTMENTS

Economic Development

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

Andrew Mitchell 821-19792, Section 68(1), 13 March 2012

Education and Training

School Assistant 3 \$43,394 - \$46,835

Simone Farrugia 827-41872, Section 68(1), 19 March 2012

Health

Enrolled Nurse Level 1 \$48,464 - \$51,948

Ellen Crawford 834-53119, Section 68(1), 22 March 2012

Senior Officer Grade C \$86,750 - \$93,535

Melinda Doyle 835-68004, Section 68(1), 19 April 2012

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

Stephanie Dunford 833-47746, Section 68(1), 19 March 2012

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

Melanie Egan 834-52685, Section 68(1), 26 March 2012

Registered Nurse Level 1 \$53,688 - \$72,545

Kerryn Lavercombe 827-61507, Section 68(1), 5 March 2012

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

Katherine Victoria Lawrence 829-69228, Section 68(1), 19 March 2012

Administrative Services Officer Class 2/3 \$44,804 - \$55,076

Margo Lloyd 827-83060, Section 68(1), 15 February 2012

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

Jacqueline Marie Martin 829-69586, Section 68(1), 19 March 2012

Enrolled Nurse Level 1 \$48,464 - \$51,948

Naume Mungofa 824-32412, Section 68(1), 15 March 2012

Radiation Therapist Grade 2 \$54,876 - \$76,620

Minh Ngo 827-57794, Section 68(1), 1 March 2012

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

Kathryn Maree Sturgiss 833-45548, Section 68(1), 19 March 2012

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

Lidia Zec 828-65373, Section 68(1), 19 March 2012

Treasury

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

Kelly McKenzie 827-39852, Section 68(1), 19 March 2012

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

Laura Piper 835-68231, Section 68(1), 20 March 2012

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

Amy Weaver 827-50226, Section 68(1), 14 March 2012

TRANSFERS

Health

Cassandra Luke: 799-89674

From: Enrolled Nurse Level 1 \$48,464 - \$51,948

Health

To: Enrolled Nurse Level 1 \$48,464 - \$51,948

Health, Canberra (PN. 24264) (Gazetted 26 January 2012)

Territory and Municipal Services

Robert Parker: 130-681

From: General Service Officer Level 5 \$44,103 - \$46,534

Territory and Municipal Services

To: General Service Officer Level 5 \$44,103 - \$46,534

Territory and Municipal Services, Canberra (PN. SNDF01) (Gazetted 8 August 2011)

PROMOTIONS

Community Services

Governance, Advocacy and Community Policy

Policy and Organisational Services

Organisational Governance

Felicity Bell Burns: 816-81740

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

Community Services

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

Community Services, Canberra (PN. 09300) (Gazetted 20 February 2012)

**Governance, Advocacy and Community Policy
Policy and Organisational Services
Organisational Governance**

Jessica Gotovac: 787-4071

From: Administrative Services Officer Class 5 \$63,440 - \$67,269
Community Services

To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Community Services, Canberra (PN. 22620) (Gazetted 22 February 2012)

Economic Development

**Policy and Governance
Workforce and Governance
Human Resources**

Luke William Brown: 775-48824

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

To: †Senior Officer Grade C \$86,750 - \$93,535
Economic Development, Canberra (PN. 25996) (Gazetted 31 January 2012)

Education and Training

**Executive Director of Learning, Teaching and Student Engagement
Office of the Executive Director**

Natalie Gallagher: 772-10831

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

To: Administrative Services Officer Class 5 \$63,440 - \$67,269
Education and Training, Canberra (PN. 09517) (Gazetted 17 January 2012)

Health

Canberra Hospital and Health Services

Tanelle Dun: 816-83623

From: Administrative Services Officer Class 5 \$63,440 - \$67,269
Health

To: †Administrative Services Officer Class 6 \$68,515 - \$78,705
Health, Canberra (PN. 17069) (Gazetted 9 February 2012)

Canberra Hospital and Health Services

Medicine

Krystle Huggett: 820-91849

From: Administrative Services Officer Class 2/3 \$44,804 - \$55,076
Health

To: Administrative Services Officer Class 5 \$63,440 - \$67,269
Health, Canberra (PN. 13141) (Gazetted 16 February 2012)

Director General Reports

Population Health

Health Promotion

Naomi Nina Lee: 820-82942

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

To: Administrative Services Officer Class 6 \$68,515 - \$78,705
Health, Canberra (PN. 24034) (Gazetted 2 February 2012)

Canberra Hospital and Health Services

Chantel Lewkowicz: 774-31191

From: Health Service Officer Level 4 \$42,125 - \$43,813
Health

To: †Administrative Services Officer Class 2 \$44,804 - \$49,683

Health, Canberra (PN. 29149) (Gazetted 6 October 2011)

Director General Reports

Annie Pham: 827-42891

From: Health Professional Level 2 \$52,574 - \$72,925

Health

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

Health, Canberra (PN. 26161) (Gazetted 26 January 2012)

Director General Reports

Financial Management

Jodie Stokman: 771-11710

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

Community Services

To: †Senior Officer Grade C \$86,750 - \$93,535

Health, Canberra (PN. 24797) (Gazetted 2 February 2012)

Justice and Community Safety

ACT Law Courts and Tribunal Administration

Registry

Julia Burns: 827-23885

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43077) (Gazetted 6 September 2011)

Legislative Assembly Secretariat

Territory and Municipal Services

Parks and City Services Division

City Maintenance

Open Space Planning

Michael James Brice: 539-12206

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

Territory and Municipal Services

To: †Senior Officer Grade A \$119,042

Territory and Municipal Services, Canberra (PN. 13322) (Gazetted 18 January 2012)

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

Land Management and Planning Division

Parks and Conservation

Wade Young: 820-78484

From: Park Ranger 1 \$51,032 - \$55,076

Territory and Municipal Services

To: †Park Ranger 2 \$56,879

Territory and Municipal Services, Canberra (PN. 13487) (Gazetted 19 March 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

Investment and Economics

Investment

Diana Tran: 760-75121

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

Treasury

To: †Senior Professional Officer Grade B \$102,499

Treasury, Canberra (PN. 55405) (Gazetted 17 February 2012)

Shared Services

Human Resources

Employee Relations and Training

Steven Wright: 743-47410

From: Senior Officer Grade B \$102,499 - \$115,387

Treasury

To: †Senior Officer Grade A \$119,042

Treasury, Canberra (PN. 08418) (Gazetted 16 February 2012)

CORRIGENDA

Health

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

CC-Nursing

Cassandra Luke: 799-89674

From: Enrolled Nurse Level 1 \$48,464 - \$51,948

Health

To: Enrolled Nurse Level 1 \$48,464 - \$51,948

Health, Canberra (PN:24264) (Gazette 26/01/2012)

Note: Correction to gazette date: 22 March 2012